

# Woodinville High School

“Home of the Falcons”

19819 – 136th Avenue NE  
Woodinville, WA 98072-8798

425.408.7400  
[www.nsd.org/woodinville](http://www.nsd.org/woodinville)

2019 – 2020



Property of: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

In case of emergency, please notify:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

The information in this book was the best available at press time. Watch for additional information and changes.

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# **WOODINVILLE HIGH SCHOOL**

## **MISSION STATEMENT**

The mission of Woodinville High School is to become a community of learners, providing a safe and encouraging environment for developing the mind, body, and spirit.

## **MOTTO**

"Care, Respect, Leadership"

## **THEME**

"One Falcon, One Family"

## **PHILOSOPHY AND OBJECTIVES**

A school is a community of learners, a safe, and encouraging environment for developing the mind, body, and spirit. It remains sensitive to the larger community as a vehicle for its values and as a proving ground for extending its vision. The staff and faculty of Woodinville High School foster a positive, friendly attitude in the school community by modeling an open-minded appreciation of human differences, by demonstrating pride in self and school by encouraging self-discipline, and by experimentation which recognizes learning as a life-long process. Furthermore, the school nurtures an environment warm with humor, rich in challenge.

To manifest this philosophy, we specify the following objectives:

1. To provide a safe and healthy environment for learning, an environment that promotes a positive self-image, sensitive cooperation, and mutual respect.
2. To provide for students a core curriculum that offers equal access to continued educational opportunities.
3. To provide elective choices for students so they may select from diverse vocational, avocational, and academically enriched programs.
4. To challenge intellectually all students at their appropriate level, recognizing the diverse ways by which students learn.
5. To identify and challenge exceptional students, gifted as well as handicapped.
6. To help students develop and demonstrate creative expression in the fine arts.
7. To accommodate physical differences so all students can participate in sports and challenge themselves in recognized athletic competition.
8. To promote an awareness of social, political, and ethical responsibility.
9. To encourage cultural sensitivity by acknowledging and teaching cultural differences and encouraging exchange programs.
10. To nurture civic awareness and responsibility through mutual cooperation with the Woodinville community.
11. To acknowledge our responsibility for environmental stewardship.
12. To provide the opportunity to enhance physical and emotional health and to develop healthy habits.
13. To offer a variety of curricular and extracurricular activities through which students may develop talents, values, and social skills.

## **FALCON FACTS**

### **School Colors**

*Kelly Green and White with Navy Blue Accent*

### **School Mascot**

*Falcon*

### **Fight Song**

*Falcons so fierce in flight, we hail to your strength and might,*

*Our spirit will never die so fly, Falcons, fly.*

*Cheers to our glorious teams and here's to our victories.*

*The Falcon's cry will not be still O mighty Woodinville.*



## **NORTHSHORE SCHOOL DISTRICT**

3330 Monte Villa Pkwy, Bothell, WA 98021

425.408.6000

Superintendent: Dr. Michelle Reid

**District Main Switchboard 425.408.6000**

**Office of the Superintendent 425.408.7701**

**Director of Communications 425.408.7671**

## **SCHOOL BOARD MEMBERS**

Amy Cast

Sandy Hayes

Dr. Jacqueline McGourty

David Cogan

Bob Swain

## **WOODINVILLE HIGH SCHOOL**

### **PTSA INFORMATION**

Visit the PTSA Website at [www.woodinvillehighptsa.org](http://www.woodinvillehighptsa.org) for

Board Contact Information, Volunteering,

Joining the PTSA and more!

## **ASB OFFICERS**

### **Executive Council**

President: Andrew Wilson

Vice President: Tina Zhang

Secretary: Brianna Fredriksen

Treasurer: Alice Dibbo

Activities Promoter: Maddie Chan

ASB Activities Director: Kurt Melton

# FACULTY AND STAFF

## ADMINISTRATORS

Kurt Criscione, Principal	425.408.7401
Brenda Conrad, Assistant Principal	425.408.7424
Craig Richardson, Assistant Principal	425.408.7514
Matt Wallace, Assistant Principal	425.408.7425

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Katherine Lamb (D-H)	425.408.7421
Scott Churchill (I-Mi)	425.408.7423
Nate Hirsch (Mo-Sh)	425.408.7422
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Ruth Krochmalny, OIS	425.408.7428

## WHO TO CONTACT FOR:

Advanced Placement  
 ASB Activities Director  
 ASB Bookkeeping  
 Assessments  
 Athletic Information  
 Athletic Forms, Clearance Packets  
 Attendance/Absences  
 Bus Information  
 Career Information  
 Cashier/Payments  
 Change of Address  
 Class Scheduling Information  
 College Programs, Scholarships  
 Counseling Center Appointments  
 Enrollment  
 Facility Use  
 Fines/Fees  
 Free and Reduced Meals Program  
 Graduation Ceremony  
 Graduation Requirements  
 Health Services  
 Homework Requests  
 Lockers  
 Lost and Found  
 Parent Resource Coordinator  
 Parent User Names/Passwords  
 ParentVUE Login Information  
 Parking/Car Registration  
 Report Cards, Progress Reports  
 Registrar  
 School Calendar  
 Student Insurance  
 StudentVUE Login  
 Technology Assistance  
 TouchBase Login Information  
 Transcripts & Records Requests  
 Withdrawal Process  
 Vocational Programs  
 Volunteer Background Checks  
 Yearbook

Sarah Brenner	425.408.7506
Kurt Melton	425.408.7426
Denise Schwans	425.408.7515
Denise Schwans	425.408.7515
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Kim Benedict	425.408.7410
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Nicki Kongkarat	425.408.7504
Roberta Porter	425.408.7418
Roberta Porter	425.408.7418
Ruth Krochmalny	425.408.7428
Roberta Porter	425.408.7418
Roberta Porter	425.408.7418
Jenn Diaz	425.408.7403
Nicki Kongkarat	425.408.7504
Kim Benedict	425.408.7410
Denise Schwans	425.408.7515
Roberta Porter	425.408.7418
Christie Callahan	425.408.7406
Kim Benedict	425.408.7410
Kim Benedict	425.408.7410
Carolyn Moriarty	425.408.7401
Kim Benedict	425.408.7401
Kim Benedict	425.408.7410
Kim Benedict	425.408.7410
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Melissa Holladay	425.408.7512
Melissa Holladay	425.408.7512
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Renae Hector	425.408.7491
Dione Garcia	425.408.7540
Danna Kapacinskaskas	425.408.7561
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Roberta Porter	425.408.7418
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Ruth Krochmalny	425.408.7428
Carolyn Moriarty	425.408.7401
Sharon Alder	425.408.7455

## DEPARTMENT DIRECTORY

### ATHLETICS & ACTIVITIES

Boyce, Cathy	425.408.7415
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### MATHEMATICS

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Eberly, Karen	425.408.7473
Glover, Jeff	425.408.7483
Gruber, Michelle	425.408.7488
Hartinger, Grace	425.408.7487
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Huybers, Randy	425.408.7436
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McBurnett, Karl	425.408.7400
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Tuiasosopo, Tina – Manager 425.408.7408

Yapyuco, Liezel 425.408.7408

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Miller, Rod 425.408.7407

Piccinoni, Sixto 425.408.7407

#### **CAMPUS SUPERVISOR**

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#### **LIBRARY SECRETARY**

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#### **FAMILY OUTREACH**

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#### **PREVENTION INTERVENTION**

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#### **OT/PT**

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Dulas, Tracy 425.408.7562

#### **SLP**

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#### **PSYCHOLOGIST**

Bakken, Christina 425.408.7413

#### **SRO**

Wicklund, Shaman 425.408.7470

#### **STS (Tech Specialist)**

Kapacinkas, Danna 425.408.7561

#### **Trainer/Athletics**

TBD

\* EDUCATION SUPPORT PROFESSIONALS (ESP)

## COMMUNITY RESOURCES

Northshore School District has a comprehensive Community Resources Directory available on their website. You can access the directory by navigating to [www1.nsd.org](http://www1.nsd.org), select "Community" from the drop down in the upper right hand corner. If you have questions about possible community resources that are available for your family, please contact your student's counselor for more information.

## CALENDAR OF ACTIVITIES/EVENTS

Activities, events and daily bell schedules for Woodinville High School can always be found on the Woodinville Calendar. Sport schedules can always be found under Athletics on the WHS website. We hope this will help you in your planning.

## DAILY BELL SCHEDULES & DAILY BULLETIN

The Daily Bell Schedules can always be found on the WHS website, under Our School > Schedules. A typical bell schedule week consists of: Monday 7-Period Schedule, Tuesday 7-Period Schedule, Wednesday Early Release Block Schedule 2/4/6, Thursday Block Schedule 1/3/5/7, and Friday 7-Period Schedule. The Daily Bell Schedules for each week will always be posted in the WHS online calendar, as well as in the Daily Bulletin. The Daily Bulletin can be found on the WHS website, under Our School > Daily Bulletin and is a great resource for students, as it includes important information about daily activities, events, schedules and much more!

## CAMPUS EXPECTATIONS

Northshore School District's *Student Rights and Responsibilities Handbook: Student Responsibilities and Rules of Pupil Conduct (Policy 3200)* is on the Woodinville High School website. All students who attend the district's schools shall comply with the written policies, rules and regulations of the schools. **The expectation of all students is that they will read, become familiar and comply with the *Student Rights and Responsibilities Handbook: Student Responsibilities and Rules of Pupil Conduct*.** Contact the WHS Main Office for a paper copy, if desired.

### At Woodinville High School...

- We **CARE** for our campus by respecting school property. We help keep the campus free of litter and lunch garbage, and we refrain from writing on walls, tearing down or writing on posters, defacing property, or spitting.
- We **RESPECT** others by behaving in an appropriate manner, using language that is acceptable to all, treating other students and staff with kindness and courtesy, identifying ourselves to any adult authority upon request, and by following school rules.
- We demonstrate **LEADERSHIP** by taking a role in the Woodinville High School community, by participating in or supporting others in campus activities. By doing this, we can make our high school experience a memorable and positive one.

**GO Falcons!**



# **GENERAL INFORMATION**

## **1. APPROPRIATE BEHAVIOR**

Students shall refrain from overt and inappropriate displays of affection on campus and at school functions. Students should show respect for themselves and others.

## **2. ASB**

All students participating in an ASB sponsored club activity or on an athletic team must purchase an ASB card.

## **3. ASSEMBLIES**

See General Information, Section 9, B.

## **4. BUS PASSES**

Bus passes are obtained from the Main Office and are only issued with a signed, written note or fax from a parent or guardian. Bus pass requests should be prearranged before school or during options or lunch.

## **5. BUS RIDERSHIP**

Riding the school bus is a privilege. All students must comply with school bus rules of conduct. Pupil conduct rules shall apply at all bus stops. Any infraction of the rules may result in discontinuation of riding privileges.

## **6. CHANGE OF ADDRESS/STATUS**

Please notify the WHS Counseling Office promptly of any address, phone number or email changes. This is critically important should we need to contact parents/guardians in the event of an emergency.

## **7. CHEERS AND CHANTS**

Students will not conduct demeaning chants or cheers that are directed towards others. Students that participate in chanting or cheering put-downs, derogatory remarks, gestures, profanity, or any other language/action that is harassing in nature will be removed from the event and/or future events. Such behavior may result in suspension and/or other school discipline.

## **8. CO-CURRICULAR/EXTRA-CURRICULAR PARTICIPATION**

WHS recognizes that co-curricular and extra-curricular programs and activities are an integral part of the educational structure. Participation in these programs is voluntary and the individual has freedom of choice in selecting activities within the limitations of program offerings. Students who participate in our activities and athletics are representatives of our school. As representatives, students are held to high expectations and standards. We expect ALL students to demonstrate excellent sportsmanship and to be positive role models at ALL times. To be eligible for the co-curricular and extra-curricular programs, students must be a resident of Northshore School District, be enrolled in and passing six subjects during the current semester of competition, have passed six subjects in the semester prior to participation, purchase an ASB card, and have no outstanding fines or fees. Students participating in athletics must also meet all athletic eligibility requirements. Students are expected to be in attendance all seven periods on the day of a practice or event in order to participate in co/extra-curricular activities that afternoon or evening. This expectation applies to all co/extra-curricular activities and events. Participation may be denied for failure to comply.

## **9. COMMUNICATIONS**

### **A. Public Communications Expectations**

1. Everyone who is given the privilege of communicating publicly at WHS is a

representative of our school and is therefore expected to conduct himself/herself in an appropriate and responsible manner. Public communication, created for school purposes and/or using school equipment, includes but is not limited to the following:

- a. Assembly presentations and speeches
    - b. Posters and flyers
    - c. Announcements
    - d. Presentations in front of classes, both live and recorded
    - e. Online materials
    - f. School newspaper (Quill) and other written materials
    - g. Falcon News Network and other audiovisual materials
  2. Anyone may be asked to submit materials for approval. Everyone has an obligation to learn and practice the legal and ethical responsibilities expected of him/her by Washington State and Woodinville High School. As school assemblies are considered a "captive audience", no one may engage in public communications that:
    - a. Are legally obscene
    - b. Contain sexual innuendo
    - c. Are libelous or knowingly false about another person
    - d. Are cruel to animals
    - e. Create a clear and present danger and/or substantial physical disruption of the school
    - f. Invade privacy
    - g. Advertise illegal products or services
    - h. Interfere with any student's pursuit of an equal educational opportunity
- B. Assemblies
1. Attendance at assemblies is required.
  2. Students must be courteous and respectful to the people performing.
  3. Students who fail to conduct themselves appropriately at an assembly will be removed from the assembly and assigned discipline as appropriate.
- C. Use of Technology & Network Code of Conduct
1. Technology resources available at WHS include computers for research, document creation, and communication, printers and scanners, specialized curricular programs, Internet access, video cameras, and video editing software. This technology is available in many classrooms as well as the library, math lab, and tech lab. In all cases, students will follow the Northshore School District Network Code of Conduct and Responsible Use Procedures.
  2. Northshore School District provides wireless network access for all students, grades 9-12. When students authenticate to NSD Wi-Fi networks, or any other network while on campus, they are expected to abide by the guidelines for responsible use as set forth in School Board Procedure 2022P, Responsible Use Procedure. Misuse of these network resources may lead to disciplinary action where appropriate. Staff will direct students as to the appropriate use of personal devices during instructional activities.
  3. Northshore School District allows students the privilege of connecting approved personal devices to the NSDPublic network for educational use during the school day. NSD reserves the right to revoke this privilege if users do not follow all district guidelines and responsible use policies. These policies are intended to protect the security and integrity of NSD and student data and technology infrastructure. Students must agree to the terms and conditions set forth in this

procedure in order to be able to connect their devices to the NSDPublic network.

- a. Students are blocked from accessing certain websites during school hours/while connected to the NSDPublic network at the discretion of the district. While our filters and safeguards are set to protect students and block known inappropriate content, it is the student's responsibility to ensure safe and responsible use of the NSD network.
  - b. NSD is not responsible for content stored on any non-district device. Any devices containing questionable content may lead to disciplinary actions where appropriate.
  - c. Devices used on any NSD network, or any other network while on campus, must not contain, store or transmit illicit materials or other content deemed unacceptable by the district. Also, these devices may not be used to harass or bully any staff or student.
  - d. Students who choose to bring their personal device on campus do so at their own risk. The student is personally liable for all costs, damages, and loss associated with his or her personal device. The student also assumes full liability for risks including, but not limited to, the partial or complete loss of personal data due to an operating system crash, errors, bugs, viruses, malware, and/or other software or hardware failures, or programming errors that render the device unusable.
  - e. Rooted (Android) or jailbroken (iOS) devices are strictly forbidden from accessing the any NSD network.
  - f. The student's device may be banned from the NSD network without notice if the district determines the device could pose a threat to the security of the district's data and technology infrastructure.
4. WHS students are expected to be competent, ethical, and law-abiding users of copyrighted materials and technology resources. Any violation of this code may result in loss of computer privileges or progressive discipline as appropriate. See *NSSD Statement of Rights and Responsibilities Concerning Pupil Conduct, Section C, 8, Technology*, for more specific information.
- a. Be ethical and courteous. Do not send hateful, harassing, obscene, or discriminatory messages.
  - b. Respect the files and data of other users. Do not change or copy files/data of others without their permission.
  - c. Treat anything created by others (information, graphics, music, sounds, projects, etc.) as their private property. Respect copyrights (Board Policy 3212).
  - d. Use the network in a way that does not disrupt its use for others. Do not destroy, change, or misuse the hardware or software in any way. Do not develop or distribute programs that invade other computers, computer systems, or networks. Do not "hack" the system.
  - e. Use the NSD networks and the Internet for educational purposes. Do not use the network to access or create inappropriate material or for commercial purposes. The use of proxy servers or virtual private networks (VPNs) to bypass filters to access non-educational material is a violation of the NSD Responsible Use Procedure.
  - f. Respect and protect the privacy of all users. Do not allow others to

use your ID card, password, etc. Do not use anyone else's ID card, password, etc.

- g. The NSD networks are the Property of Northshore School District and are to be used for academic or administrative purposes only. The district reserves the right to remove a user's account if it is determined that the user is engaged in unauthorized activity or is violating the code of conduct.

## 10. DANCES

The following rules and regulations are applicable to all school dances:

- A. Students are to follow directions given by administration, chaperones and/or the DJ.
- B. Students who bring a guest to a school dance are required to have the appropriate completed and signed Guest Authorization Form. Guests may not be older than 20-years old, or younger than a freshmen in high school at the time of the dance. Guests are accountable for all Woodinville High School and Northshore School District rules and expectations outlined in the Student Rights and Responsibilities Handbook. Violations may result in removal from dance and/or disciplinary action. Guest attendance is always at the discretion of administration. If a student and/or guest are asked to leave a dance, both parties will be required to leave. Parents/Guardians will be called to come and pick up the student and guest if necessary.
- C. Students shall not conduct open displays of intimate affection at school or at a school sponsored activity. Examples are prolonged hugs or kissing, making out, dancing in a lewd or suggestive manner (i.e., freak or club dancing). Explicit dancing of a sexual nature or unwanted physical contact is prohibited because it creates a hostile environment and is considered sexual harassment.
  1. The definition of Freak Dancing is any or all dancing that is found to be "sexually suggestive in any way." Examples of this are, but not limited to:
    - a. Any inappropriate backside dancing (ankle/knee grabbing, bending over more than 90 degrees, etc.)
    - b. Inappropriate touching, fondling, excessive displays of affection
    - c. Removal of shirts, pants or necessary articles of clothing
    - d. On the floor dancing or lap dancing
    - e. Front to front dancing with legs up or legs intertwined
    - f. Violent, "mosh pit" style dancing
  2. Any student or guest that is dressed inappropriately will be asked to change or be removed from the dance. No refund will be given. For appropriate dress description, see Dress Code.
  3. Dance admission: **EVERYONE MUST HAVE ORIGINAL PICTURE ID.** Current school ID, passport, or driver's license will be the only forms of picture ID accepted. Once a student leaves, the student cannot return.

## 11. DELIVERIES

Items brought to students necessary for their coursework during the school day must be delivered to the Main Office where they will be held for students to pick up during non-class hours. To preserve valuable classroom time, the Main Office cannot send passes for students or deliver items to students during the school day. The delivery and pickup of food during class time by companies, such as Uber Eats is not permitted.

## 12. DISTRIBUTION/POSTING OF NON-SCHOOL MATERIAL

Any student/organization wishing to post or distribute written material at school must obtain prior permission from the administration.

### **13. DISTRIBUTION/POSTING OF SCHOOL-RELATED MATERIAL**

Posters and materials will only be displayed in designated areas of the school and must be of good taste and add to the school environment in a positive way. An administrator or the Activities director must approve all posters and materials prior to posting. Approved posters and materials will be marked with an ASB stamp. Posters and materials without an ASB stamp will be removed. The individual(s) who sponsor the posters and/or materials are responsible for removing them once the event is complete. Students who deface posters are subject to disciplinary action.

### **14. DRESS CODE**

#### **A. Ladies**

1. Skirts and shorts: Must reach the length of the student's index finger when her arm is extended.
2. Shirts or tops: The neck/bust line must meet the imaginary line from one armpit across the chest to the other armpit. Tops must have sleeves or straps.
3. Tank Tops/Halter Tops: The back of the shirt must cover the middle of the back as well as follow the rule from above.
4. Midriff: Up to two inches showing (above imaginary line between the top of the hipbones) in front while standing.

#### **B. Men**

1. Shirts must be of a length to cover underwear.
2. Pants may not be worn below the buttocks.
3. Shirts must be worn at all times.

#### **C. Ladies and Men**

1. Shoes must be worn at all times.
2. Bra and undergarments should not be showing. Underwear and any part of the buttocks are not to be showing at any time.
3. Tobacco, illegal acts, drugs, alcohol, obscene language, weapons, violence or sexually suggestive clothing is not permitted.
4. Bandanas that are displayed or worn as gang affiliation are not allowed; any combination of clothing reasonably determined to be gang-related, or clothing which law enforcement agencies currently consider gang-related is prohibited.

#### **D. Consequences**

1. First Warning: (documented by code guidelines) Change clothes.
2. Second Warning: One hour after school detention, change clothing and parent notification.
3. Third Warning: Referral to assistant principal, change clothing and Saturday School.
4. Fourth Warning: Referral to assistant principal, student sent home, parent notification and discipline.

### **15. EIGHTEEN-YEAR-OLD STUDENTS**

Students of majority age shall have adult rights regarding their education, subject to the same rules and regulations as all students. Unless school officials are directed otherwise, parents or guardians will be advised and consulted on matters affecting students of majority age.

### **16. ELEVATOR USAGE**

Students that use the elevator for purposes other than transporting themselves due to an injury/disability are subject to disciplinary action.

### **17. ELECTRONIC EQUIPMENT: CELL PHONES, IPODS, VIDEO GAMES, CAMERAS**

Cell phones, iPods, ear buds, headphones, video games, mp3 players and similar personal electronic equipment are not to be used in classrooms except with the express permission of the instructor. Video and digital cameras and other recording devices (including cell phones) are not to be used in a classroom unless specifically directed by a teacher and without subjects' permission.

Laser pointers may not be brought to school. Staff will confiscate your equipment if it is seen during class. Use of these technologies is not to be used inappropriately at any time and are subject to confiscation and viewing if the administration suspects the electronic equipment is being used for activities inconsistent with district or school policies, such as the disruption of the educational environment. Use of technology that is deemed to be disruptive to the educational process may result in school discipline of those students who are involved.

## **18. EMERGENCIES/EMERGENCY DRILLS**

It is necessary for students and staff to be knowledgeable about emergency procedures. Classroom teachers will explain procedures for practice drills. All students and staff are required to participate in drills.

## **19. FINES AND FEES**

It is the student's responsibility to monitor the safekeeping of books, materials, and equipment issued by the school. A student shall be responsible for the cost of replacing materials or property that are lost or damaged. In the event the student does not make proper restitution (or discharge the fine/charge through voluntary work obligation) the following may occur (per school board policy 3520):

- A. Grades, transcripts, or diplomas may be withheld, including transcripts sent with college applications.
- B. Students transferring to another school will have their official transcript withheld and the enrolling school will be notified of unpaid fines/fees.
- C. The student may be held out of participation in extracurricular activities, including athletics.
- D. Parking hangers may be withheld.
- E. The student may have prepaid goods purchased from the district withheld including, but not limited to yearbooks, pictures, and optional graduation supplies.
- F. The student may be held out of participation in optional school activities including dances and excursions.
- G. The student may be held out of optional graduation ceremonies.
- H. The student may be subject to other appropriate discipline.

To keep textbook editions and inventory consistent for student learning **returned books must be the actual NSD book checked out to the student.** While students could find similar editions, there is no guarantee that books, even those with a similar cover, are the same edition or have the same copyright date. For that reason, if the original book cannot be located students are required to pay the fine for replacement. See Refunds for additional textbook return information.

## **20. FOOD, GUM, AND BEVERAGES**

Food, gum, and beverages are not allowed in the classrooms except with the express permission of the instructor. Students should eat lunch in the Commons. Failure to throw away garbage may result in lunchroom clean up duty or after school detention. Disruptive behavior will result in disciplinary action.

## **21. FREE AND REDUCED PRICE MEALS PROGRAM**

Applications for the National School Lunch Program/School Breakfast Program are available at the Attendance Office and on the WHS Attendance Office webpage. The application must be renewed each school year and families may apply for benefits any time during the school year.

## **22. GRADE AND ATTENDANCE CHECKS**

- A. *ParentVUE* is a web-based application that provides parents and guardians with information regarding their student via a secure website. ParentVUE allows parents and guardians to view assignments and test results helpful in determining student progress. Please consult with your students' teacher(s) for more information on the specific reports they post.

- B. Parents and guardians are provided with an activation key that should not be shared with their student(s). For security purposes, to obtain an activation key, parents and guardians must either:
1. Appear in person, show identification, and sign for the receipt of the username and password or
  2. Call and speak to the WHS online parent resource coordinator (or leave a message) confirming that an email request will be sent to the WHS online parent resource coordinator requesting the information.

### **23. HALL CONDUCT**

- A. No running or horseplay in the halls or on campus
- B. Respect the rights of teachers and students in classes
- C. Pick up all trash in your area before you leave your area
- D. Use appropriate language
- E. Academic hallways are off limits to students during both lunch periods

### **24. ILLNESS AT SCHOOL**

Students who become ill at school **MUST** obtain permission from staff to report to the Health Room. The school nurse will determine whether the student should be sent home, return to class, or be permitted to rest in the Health Room. Students who leave campus and do not properly check out with the nurse or Attendance Office will be considered truant for all classes missed. If the student needs to be sent home and requires a ride from parent/contact person, student must be picked up within one hour of parent notification.

### **25. LOCKERS**

Each student may sign up for a shared student locker. Due to the limited number of lockers available, students must be present together to get their locker, or have written acknowledgement that they will be sharing a locker. Lockers will not be issued to single occupants. Lockers are school property and may be subject to a search and improper contents seized at the discretion of the administration. The school assumes no liability for the loss or theft of items from a student locker. To avoid theft, all lockers, including P.E. lockers, should be locked at all times. Forgotten hallway locker combinations may be retrieved at the Attendance Office.

### **26. LUNCH PERIOD PROCEDURES/EXPECTATIONS**

Students are to be in the Commons only during their assigned lunch period. Students are expected to use appropriate manners and language during lunch and will pick-up and dispose of all litter when finished eating. For the safety of all: students will not throw any objects or food, sit on the tables, or sit on another student's lap. Progressive discipline will be assigned for throwing food. Out of respect for classes in progress and for student safety, loitering in the academic wings is not allowed during lunch periods. Student use of any gym during lunch periods is not allowed unless accompanied by a staff member.

### **27. LUNCH PROGRAM**

Prepayment can be made on a student's lunch account by taking a check (payable to Northshore School District) or cash directly to the food service staff in the WHS kitchen. Lunch account payments cannot be accepted at the WHS Cashier's Office. Parents can prepay on their student's accounts by sending cash or check (made out to Northshore School District). Parents may also pay online using a VISA (credit/debit), MasterCard or Discover card using a secure Internet site called PayPams (Parent Account Management Systems) at [www.paypams.com](http://www.paypams.com). The student's school ID number should be included with all payments.

### **28. MEDICATION POLICY**

Students may not bring any medication to school unless one of the following protocols is being implemented: The student has an *Authorization for Medication*, signed by a medical provider and

parent/guardian, on file in the Nurse's Office. In that case, the medicine, in its original container, must be left with the school nurse OR Students may carry one day's dose of a non-prescribed medication, in the original container, for up to 15 days if he/she has a signed and dated note from a parent/guardian. Beyond 15 days, the student must have an *Authorization for Medication* signed by a medical provider and parent/guardian on file in the Nurse's Office.

## **29. OPEN/CLOSED CAMPUS**

The open campus privilege at lunchtime is available only to seniors. Freshmen, sophomores and juniors must remain on campus during the school day. Students leaving campus at other times must check out through the Attendance Office (or the nurse) and must carry on their person a yellow Early Dismissal pass from the Attendance Office to present when asked. If this rule is violated, Saturday School will be assigned. Seniors who leave at lunch and take freshmen/sophomores/juniors with them will be assigned Saturday School and lose parking privileges for two weeks for the first offense, and for the remainder of the year for the second offense. The parking permit fee will not be refunded.

## **30. OUT-OF-BOUNDS AREAS**

During the academic day, the areas "out-of-bounds" include: all parking lots, the area south of the main building and behind the gym, all green-belt areas, school entrances, properties adjacent to the school, and both sides of the streets on 136th Avenue NE and NE 195<sup>th</sup> Street. Violators will be assigned progressive discipline.

## **31. PARKING AND STUDENT VEHICLE USE**

Due to limited space for student parking at WHS, the following parking plan has been imposed:

- A. Only students who have a valid WHS parking permit in their cars (on the rear view mirror) are allowed to park on campus in designated spaces. Extenuating circumstances are considered with documentation and a one-on-one interview with the Campus Supervisor, Jeani Schwenk. The priority list for parking hangers is as follows:
  - 1. Seniors with WaNIC/Satellite/Running Start classes where there is no district shuttle offered.
  - 2. Juniors with WaNIC/Satellite/Running Start classes where there is no district shuttle offered.
  - 3. Seniors who participate in after school sanctioned sports and pre-approved after school activities.
  - 4. Juniors who participate in after school sanctioned sports and pre-approved after school activities.
  - 5. Remaining seniors in the lottery.
- B. The purchase of a parking hanger DOES NOT GUARANTEE a parking space every day. All parking is on a "first-come, first-served" basis. All students must park in designated spaces only. WHS encourages carpooling.
- C. Students may not purchase a parking hanger if they have outstanding fees or fines. The cost of parking hangers are:
  - 1. \$130.00 – Senior/Junior All-Year (includes WaNIC, Running Start/Health Sciences & juniors with yearlong pre-approved activities such as ASB, yearbook, drama, jazz band, orchestra, choir and cheer)
  - 2. \$55.00 – Senior/Junior seasonal sport/pre-approved activity. Note: The spring season fee is reduced for students participating in sanctioned sports and activities all 3 seasons.
- D. PARKING ON CAMPUS IS A PRIVILEGE. Rules and regulations are in place for safety of all. Students are required to:
  - 1. Have a parking application on file to register vehicles
  - 2. Observe the speed limit
  - 3. Drive and park in a safe manner. NOTE: Reckless driving and unsafe



- parking will result in loss of parking privileges.
- E. Students are not allowed to park in the following areas:
    - 1. Staff parking
    - 2. Bus turnaround
    - 3. Unmarked non-space areas
    - 4. Fire lanes
    - 5. Disabled/handicapped spaces without an appropriate red/white hanger and a completed application
    - 6. GUEST parking
  - F. Students who violate WHS parking regulations will be subject to the following consequences:
    - 1. \$20.00 fine for each violation
    - 2. Multiple violations will result in Saturday School, as well as, the \$20 fine.
    - 3. Third violation may result in suspension of parking privileges.  
On-campus parking irregularities, such as a missing parking hanger, **MUST** be reported to the Campus Supervisor immediately upon arriving at school.
  - G. Students who accumulate three or more parking citations prior to their senior year will not be eligible to purchase a parking hanger until the middle of October.
  - H. To loan, sell, or give away a hanger is a violation for both the owner and user of the hanger. The consequences for these violations are suspension of parking privileges for the owner and the user.
  - I. Making a copy of a hanger for use or sale is an illegal forgery. The consequence for making and/or using a forged pass is loss of parking privileges and may result in disciplinary measures.
  - J. The fee to replace a lost hanger is \$25.00. If the original hanger is found given away, loss of parking privileges for the owner and user of the hanger may occur.
  - K. Students who drive to WHS do so at their own risk. The Northshore School District and WHS are not responsible for damage to vehicles or lost or stolen items.
  - L. Students understand that by parking on campus they give consent to have their vehicles searched by school officials if it becomes necessary during a school investigation.

## 32. PAYMENTS

To preserve valuable learning time, student payments are accepted before school, during Options, lunches, and after school. Parents and guardians are welcome during office hours. **Online credit card payments** for parents/guardians through TouchBase can conveniently be made 24-hours a day with the parent/guardian TouchBase user name and password at the Resources, Payments link on the WHS website. **Payments in person** can be made via credit/debit card, cash, or checks payable to WHS or Woodinville High School or NSD or Northshore School District. **All payments by check should be combined and paid via one check.** This includes, for example, sports participation fees, books, club dues, club convention fees, fines, etc. The only exception is lunch account payments that are paid directly to Food Services in the WHS kitchen or through PayPams (see Lunch Program).

## 33. PHOTO ID

Students must carry their Woodinville High School photo ID at school and school-sponsored activities at all times. Students are expected to give their name/show their WHS photo ID to any staff member who asks for it during the school day or at school-sponsored events. Failure to do so will result in progressive discipline. Students who misplace or lose their Photo ID can have it reprinted at the Cashier's Office for \$5.

## 34. REFUNDS

Students seeking a refund made by cash, check, debit/credit card, or online should contact the

ASB secretary/bookkeeper at the Cashier's Office. Bona fide refund requests are submitted by the ASB secretary/bookkeeper to the District Office after the appropriate administrative signatures are obtained. Refunds for payments made by cash/check are mailed to the home mailing address of the student's parent/guardian. Checks typically arrive within 4-6 weeks of the request. Refunds for payments made with a debit/credit card or online are credited back to the processed credit card account. Refunds are typically posted within 7 business days of receipt of the refund request at the District Office. **In the case of fines paid for books, students shall have until October 1st** of the following school year to return all previously lost, non-damaged books for a full refund. To keep textbook editions and inventory consistent for student learning, **returned books must be the actual NSD book checked out to the student.** While students could find similar editions, there is no guarantee that books, even those with a similar cover, are the same edition or have the same copyright date. For that reason, if the original book cannot be located students are required to pay the fine for replacement.

### **35. SEARCHES**

Law enforcement and/or school officials may perform searches. Refer to Northshore's Student Rights and Responsibilities Handbook: Student Responsibilities and Rules of Pupil Conduct, Policy 3200, Section III.

### **36. SKATEBOARDS, SCOOTERS, AND ROLLERBLADES**

Skateboards, scooters and rollerblades are prohibited on campus. All prohibited equipment will be confiscated from students and progressive discipline assigned.

### **37. SURVEILLANCE EQUIPMENT**

WHS utilizes surveillance equipment at all times to maintain the safety of our staff and students within the buildings, parking lots and all areas surrounding the buildings.

### **38. TELEPHONE MESSAGES**

To preserve valuable classroom time, the Main Office cannot deliver personal phone messages for students unless there is an emergency. Please take care of communications regarding appointments, etc. at home and make any arrangements for early dismissals in advance or in the morning through the Attendance Office.

### **39. THEATRE BEHAVIOR**

The WHS Theatre is a premier performance and educational facility. Like all assemblies at WHS, while attending events in the Theatre, the utmost respect for performers, speakers, and the facility is expected. Food, beverages (other than water), and flash photography are not allowed. Students will keep their feet off seatbacks and walls at all times. There should be absolutely no climbing over the seats. Cell phones and electronic devices are to be turned off.

### **40. VISITORS/VOLUNTEERS/CHAPERONES**

**Volunteer participation** is welcomed and supported as we recognize the positive impact it has on student achievement. We encourage family, business and community members to become actively involved in the education of our students.

Volunteers and chaperones, even for a one-time activity, must complete the following forms:

1. Volunteer Application
2. Copy of current driver's license
3. Volunteer Disclosure Form

Chaperones driving on field trips must:

1. Complete the "Authorization for Use of Private Vehicle" form
2. Submit a copy of **current** vehicle insurance

Forms should be submitted two weeks prior to volunteering or chaperoning to allow time for

processing. Background checks must be renewed every two years. Final approval of all volunteers and chaperones is subject to the discretion of administration.

**Visitor procedures** are in place at Woodinville High School to continue our commitment to provide a safe and productive school environment. We ask all visitors to follow these procedures:

1. Visitors and volunteers must sign in and sign out at the Main Office upon their arrival and departure.
2. Visitors and volunteers must display a visitor's badge on their person in a visible manner while on campus. The badge should contain the current date.
3. Unfamiliar persons and/or persons not wearing a visitor's badge will be directed to the Main Office. Visitors, volunteers and chaperones may also be asked for identification.
4. Out of respect to the learning environment, visits to observe a classroom and/or visits by parents/guardians wishing to see their student in a classroom during the school day must be arranged through administration.
5. **School-age visitors and recent graduates are not** allowed in the building or on campus at any time during the school day. If a former student has arranged a visit with a teacher during the school day, the teacher must notify the Main Office in advance.

## **STUDENT DISCIPLINE POLICY**

Northshore School District's *Student Rights and Responsibilities Handbook: Student Responsibilities and Rules of Pupil Conduct (Policy 3200)* is on the Woodinville High School website. All students who attend the district's schools shall comply with the written policies, rules and regulations of the schools. **The expectation of all students is that they will read, become familiar and comply with the *Student Rights and Responsibilities Handbook: Student Responsibilities and Rules of Pupil Conduct*.** Contact the WHS Main Office for a paper copy, if desired.

## **WHS ATTENDANCE POLICY**

### **1. PHILOSOPHY**

- A. Daily attendance and active participation in each class are critical to the learning process. Regular and prompt attendance will help students learn responsibility and increase their potential for future success.
- B. Northshore School District Policy 3200 states that all students shall be in attendance and remain on school grounds from the time of arrival and attend regularly scheduled classes, unless officially excused. Absences due to illnesses or a health condition, the need to seek medical, dental, or other health care, family emergencies, and/or religious observances, shall be excused in accordance with school attendance procedures. The parent or guardian in accordance with the school attendance procedures shall verify excused absences.
  1. Absences whether excused or unexcused may cause a student to lose credit.
  2. Excused absences such as field trips shall not be permitted if deemed to cause an adverse effect upon the student's educational process.

### **2. EXCUSED ABSENCES**

- A. A student's absence is considered excused when verified by a parent/guardian, the Attendance Office, or an administrator.
- B. Absences must be verified through the Attendance Office within two school days; failure to verify an absence will result in an unexcused absence (truancy). **Absences may not be excused after the two school days.**
- C. All absences that are not verified within two school days will be assigned progressive disciplinary action. If a student does not attend their disciplinary action, further

discipline may be assigned.

- D. Absences may be verified by:
  - 1. Parent/guardian notification within two school days (425-408-7410)
  - 2. Written excuse signed by the parent/guardian within two school days
  - 3. An email response to the Blackboard attendance email
- E. When an absence is excused, make-up work will be allowed. Students are responsible to make arrangements for all missed work. Failure to complete missed assignments in a timely manner will result in zero credit for those assignments. A student has the same number of days to make-up work as number of days absent, up to one week.

### **3. UNEXCUSED ABSENCES (TRUANCIES)**

- A. A student's absence is considered unexcused (truant) when it is without parent/guardian consent.
- B. Truancies will result in the assignment of progressive discipline (i.e., detention, Saturday School, suspension).
- C. Truancies will result in loss of credit for assignments and/or performance on the day of the truancy.
- D. If a student has three (3) or more days of unexcused absences in a class, regardless of total number of absences, a conference with administration is needed.

### **4. TARDIES**

- A. Definition of a tardy: Student is not in the classroom by the bell, ready to work as defined by their teacher.
- B. Definition of an absence: A student is late to or misses more than fifteen (15) minutes of class.
- C. Consequences for excessive tardiness:
  - 1. Discipline for tardies is defined by the classroom teacher and may include, but is not limited to: class detention and parental notification.
  - 2. Excessive tardies: Teacher refers student to the appropriate administration
  - 3. Progressive discipline will be assigned by the appropriate assistant principal, which may include, but is not limited to:
    - a. Campus Clean Up – 2 hours
    - b. Saturday School (2 to 4 hours)
    - c. Attendance Contract
    - d. Suspension (In-School, then Out-Of-School)

### **5. EARLY DISMISSALS**

- A. Early dismissals must be arranged prior to the absence. Requests for early dismissals must be made no later than the end of second (B) lunch (12:30PM).
- B. Students must provide a note from the parent before school or during options to receive their early dismissal pass as we do not deliver early release notices to students.
- C. The Attendance Office will not excuse an absence afterwards unless approved by an administrator, which will result in disciplinary action.
- D. Students must sign out at the Attendance Office when they leave during the school day or the absence is considered an unexcused absence.

### **6. PREARRANGED ABSENCES**

- A. An absence from school, even though work is made up, is not advisable unless absolutely necessary, and may result in a lowered grade. Instruction may not be repeated and could adversely affect a student's final grade.

- B. Parents and students are strongly encouraged to review the school calendar, and when at all possible, schedule activities such as vacations, appointments, etc., on days that would not require missing school. When this is not possible, the student should **prearrange the absence by requesting his or her teachers and his or her parent/guardian complete and sign a Prearranged Absence Contract.**

## **7. SCHOOL-RELATED ABSENCES**

- A. A student's absence is considered school-related when it is for a school-approved field trip or a function, such as a class meeting, sponsored by the school.
- B. A student must have the permission of his/her teacher(s) to miss class to attend a school-approved field trip or a function, such as a class meeting, sponsored by the school.
- C. School-related absences are not included in computing total absences.

## **8. EXTENDED ILLNESS ABSENCES**

- A. Absences related to an extended illness, hospitalization and/or accident will be dealt with on a case-by-case basis.
- B. A parent/guardian should contact the student's counselor as soon as possible after learning of the need for an extended absence so that an assessment of the student's current educational status in all classes can be determined.

## **9. THE ATTENDANCE VALIDATION PROCESS**

- A. Daily attendance and active participation in each class are critical to the learning process. Regular and prompt attendance will help students learn responsibility and increase their potential for future success.
- B. If a student reaches ten (10) excused and/or unverified/unexcused instructional hours of absences in any one class during a semester, he or she will receive a Notification for Attendance Validation and have the right to justify their attendance while remaining in class to allow for continued learning. (1 regular period equals 1 class hour of instructional time; 1 block period equals 2 class hours of instructional time).
- C. If a student needs to go through this process, he/she must submit a completed Notification for Attendance Validation, along with supporting evidence that includes any and all documentation that could help the committee understand his/her extenuating circumstances (e.g., doctor's note(s), legal note(s), etc.) to substantiate the absences, for review.
- D. Upon review of your application, you will be contacted by Assistant Principal Richardson, Assistant Principal Conrad, or Assistant Principal Wallace if consequences need to be assigned and you will be notified prior to the end of the semester.

## **10. COMPULSORY ATTENDANCE LAW**

- A. School attendance has been and continues to be compulsory. Pursuant to RCW28A.225 and Northshore School District's *Student Rights and Responsibilities Handbook: Student Responsibilities and Rules of Pupil Conduct Policy 3200*, the Northshore School District supports and enforces the Compulsory Attendance Law.
- B. Becca Bill – It is the intent of this legislation to direct schools to initiate a series of corrective steps when a student is absent and unexcused from attending school. After the seventh unexcused absence within a month or the tenth unexcused absence during the school year, a petition is filed with the Juvenile Court alleging a compulsory attendance violation.

**Parents and guardians are encouraged to check their student's attendance regularly on ParentVUE. WHS ATTENDANCE POLICY IS SUBJECT TO REVISION.**

## **WHS COUNSELING DEPARTMENT**

The mission of Woodinville High School's counseling team is to provide a comprehensive counseling program to meet the academic, social/emotional and college/career needs of all students. Counselors are student advocates who support students throughout their high school career and help students prepare for their post-secondary plans. Counselors help students maximize their academic achievement while acknowledging every student's individual needs.

### **1. Counseling Services**

- Provide individual counseling to students as we support their academic, personal and social needs.
- Collaborate with students, parents, teachers and administrators with the intention to empower students to make informed decisions about their academic success.
- Monitor students' academic progress, provide interventions for students receiving D/F grades.
- Monitor and support students meeting their graduation requirements.
- Support students as they complete their High School and Beyond Plan.
- Provide consultation for college and career exploration and applications.
- Explore and connect students and families to community resources.

### **2. APPOINTMENTS**

- Students can access their counselor without an appointment, before or after school, during Options, or at lunch.
- If the Counselor is not available, students may fill out a "Counselor Request" form in the main office and request to be called from class to meet with their counselor.
- Students or parents may email or call their counselor to schedule an appointment.

### **3. SCHEDULE CHANGE POLICY**

- Students are expected to complete courses they registered for (yearlong or semester). Counselors will meet with students to review their schedule if they are missing a graduation requirement, they do not have a complete schedule and/or if the student is academically misplaced, i.e. higher/lower level math class.
- If a schedule change is requested after ten (10) school days into a new semester:
  - A "Request to Drop a Course" form must be completed and signed by the student and parent.
  - The form should be submitted to the Counselor who will seek Administrative approval or denial.
  - If a "Drop" is approved, student will receive an "F" grade on their transcript (district policy).
    - If there are extenuating circumstances such as illness, physical disability or inappropriate placement a "W" (withdrawal) may be posted on the transcript if approved by Administration.

### **4. THE COLLEGE & CAREER CENTER**

- Support with college planning and research
- Assistance with the scholarship search
- College visits
- Career exploration, and Apprenticeships
- WANIC and Satellite options
- Job board postings

- Summer enrichment postings

WHS has a College & Career Center adjacent to the Main Office. Students can access the center before/after school, during Options or lunch to talk with the Counselor or access a computer.

## **5. GRADUATION REQUIREMENTS**

- A. Graduation requirement information is available on the Northshore School District website at [www.nsd.org](http://www.nsd.org) and in the Northshore School District Course Description Catalog.
- B. Out-of-district acceptance of credit: Students occasionally choose to earn credits outside of Woodinville High School. It is always recommended that a student contact his/her counselor first to make sure the credit will transfer. Usually, credit earned at an accredited institution will be accepted as long as an official transcript is provided. However, there are some online providers that are not accepted, therefore students are encouraged to visit the OSPI website for accredited schools. To preserve the integrity of the comprehensive high school diploma, 85% of the required credits for graduation shall be earned through the student's comprehensive high school course offerings. No more than 50% of the graduation requirements in any discipline (subject) may be obtained from an approved accredited institution outside the Northshore School District.
- C. Students must successfully complete two courses in any combination of AP, IB, College in the High School, Tech Prep and/or Running Start, unless an alternative course of study is identified through the student's High School and Beyond Plan.

## **6. ADVANCED COURSES**

College in the High School, Pre-AP and Advanced Placement (AP) classes are offered at WHS in Business, Fine Arts, Language Arts, Science, Math, Social Studies, and World Language departments. AP and College in the High School courses offer college credit, if requirements are met.

# GRADING POLICY

## GRADING POLICY

- A. All A, B, C, D, and F grades are computed in a student's GPA.
- B. A teacher/office assistant position is graded Pass (P) or Fail (F). The grade is recorded on a student's transcript but not included in the GPA computation.
- C. Students who withdraw from WHS will have their transfer grades forwarded to the new school.
- D. A student will receive an F if they choose to drop a course after day 10 into a new semester. An F grade for a class drop is recorded on a student's transcript by the Registrar. If there are extenuating circumstances such as illness, physical disability or inappropriate placement a "W" (withdrawal) may be posted on the transcript if approved by Administration.
- E. A teacher who wishes to give an incomplete grade to a student can use the NC (no credit) grade until such time that the coursework necessary for a final grade is completed. The teacher is responsible for notifying the Registrar of the final grade when coursework is completed.
- F. Students who fail a class may elect to retake it. Both the original grade and the retake grade will appear on the transcript. However, the original failure grade will not be calculated in the student's cumulative GPA, if requested. Students should see their counselor ahead of time regarding where to retake the course. The student will also need to complete the appropriate form to post the new grade to the transcript. Student should see their Counselor.
- G. The grading policy shall be:

A = 4.0	B+ = 3.3	C+ = 2.3	D+ = 1.3	P = Pass
A- = 3.7	B = 3.0	C = 2.0	D = 1.0	NC = No Credit
	B- = 2.7	C- = 1.7	F = 0.0	There are no A+ or D- grades
- H. Each student's grade point average shall be the sum of the point values, as defined above, of all the grades received for all courses attempted, divided by the sum of the number of all courses attempted. All grades for all courses taken shall be included in the calculation of grade point averages. "P", "NC", and "W" are not computed in the GPA. Parents should monitor their student's grades through ParentVUE and contact the teacher if they have specific questions or concerns.



# LIBRARY

The WHS Library program is here to help students learn, support school curriculum, develop positive learning habits, and promote literacy. We embrace the philosophy of the American Association of School Libraries Mission Statement, which proclaims:

The mission of the school library program is to ensure that students and staff are effective users of ideas and information; students are empowered to be critical thinkers, enthusiastic readers, skillful researchers, and ethical users of information.

All students are encouraged to participate in the library program. Students learn content and skills in the library program that are essential to college, career, and life, such as:

- |                              |                           |
|------------------------------|---------------------------|
| ❖ Advanced Search Strategies | ❖ Literature-Appreciation |
| ❖ Copyright & Fair Use       | ❖ Problem Solving         |
| ❖ Critical Thinking          | ❖ Project Management      |
| ❖ Cyber Safety               | ❖ Reading Strategies      |
| ❖ Digital Citizenship        | ❖ Research Processes      |
| ❖ Information Literacy       | ❖ Source Evaluation       |
| ❖ Internet Safety            | ❖ Technology Applications |

## HOURS

Library hours vary according to school schedules, class-needs, staff meetings, special events, and state-mandated testing. Check the bulletin board outside the library for details.

## LIBRARY TEAM

In NSD, school libraries are staffed with Washington State certified teachers who are also library media specialists, called teacher librarians.

At WHS, we are staffed with one full-time teacher librarian, one part-time teacher librarian, and one part-time library secretary. Our program includes student library assistants and volunteers. We are here to help learners and to create a safe, equitable, and accessible library program.

Contact us with questions or book requests:

Dione Garcia  
Teacher Librarian  
dgarcia@nsd.org

TBA  
Teacher Librarian

Katy Pietraszak  
Library Secretary  
kpietraszak@nsd.org

## LIBRARY RULES AND EXPECTATIONS

Students are expected to exhibit exemplary behavior in the library and contribute to a safe and positive learning environment at all times by:

- Respecting people and property
- Preserving the learning environment
- Contributing to academic efforts
- Sustaining inquiry
- Leaving food and drink outside the library
- Picking up after themselves

- Using earphones when working with sound
- Following directions from library staff

All WHS and NSD rules and expectations apply, including following the Responsible Use Procedure on computers and other devices.

Consequences for not following WHS Library Rules and Expectations may include but are not limited to:

- Redirection (verbal warning, reminder of rules/expectations)
- Removal of food or beverage
- Loss of library privileges for a specified amount of time
- Detention
- Referral to the assistant principal
- Behavior contract

Any behavior that disrupts learning or causes an unsafe situation will not be tolerated.

## **WHS LIBRARY REMOTE ACCESS RESOURCES & PASSWORDS**

The WHS Homepage, click Academics and click Library. From here, students can access the many helpful resources, including:

- Research Databases
- Classroom Connections
- WHS & NSD Online Book Catalogs
- Visual Book Lists & Reading Suggestions

Passwords for databases and subscription services are available by clicking on <Database Passwords> in the menu on the left of the Library website home page and will be visible to students when they are logged in to their school Google Drive.

## **POLICIES AND PROCEDURES**

### **Classes in the Library**

Students coming to the library with their class and classroom teacher should enter the library and sit in on the “teaching side” of the library.

Students should be ready to take notes and participate in the lesson.

Scheduled classes have priority for all library resources, such as: computers, books, the scan station, learning spaces, instruction, and printers.

### **Independent/Small Group Use During Class Time**

Groups of up to five students per class may use the library, unaccompanied by their classroom teacher, as long as space and resources are available. If the library cannot accommodate groups, they will be sent back to class.

Students using the library independently or in small groups during class times must:

- Sign-in and sign-out at the circulation counter
- Have their classroom teacher’s permission to be in the library
- Check-in directly with the teacher librarian if not assigned a class that period
- Be productive and on-task

- Follow WHS Library Rules and Expectations
- Understand that scheduled classes have priority for library resources

If class is in session, students studying independently may work on the study-side of the library. If the library cannot accommodate individuals or groups, they will be sent back to class.

### **Library Use Outside of Class Time**

Students are welcome and encouraged to use the library before school, at options, during lunch, or after school. Students using the library before school, during options, or during their lunch are not required to sign-in. Students may read, find books, browse magazines, use databases, study, do homework, collaborate, get help with projects and technology, or just relax in the library.

### **Checking Out Library Materials**

Books, equipment, and supplies may be checked out at the circulation counter. Students need their student identification card or need to know their student identification number.

### **Requesting a Book**

Students can request books in person or by email. Contact a library staff member.

### **Returning Library Materials**

Books can be returned to the drop box outside the library or the drop box at the circulation counter.

Equipment and non-circulating materials (like textbooks) may be returned at the circulation counter.

### **Loan Periods**

Nonfiction and fiction books can be checked out for three weeks and renewed twice.

Reference books remain in the library, but their contents can be scanned as long as students observe copyright regulations.

### **Overdue Books**

Students are responsible for knowing when library materials are due. Library overdue notices are a courtesy. Students can see what is checked out to them and when items are due by logging into the WHS Catalog with their NSD Credentials.

### **Fines**

Fines for overdue and lost library materials are assessed quarterly. Students may return the library materials or pay their fines at the WHS Cashier. Damaged library materials will be assessed for fines at half value if repairable or full value if un-repairable or water damaged.

### **School Textbooks**

Textbooks can be borrowed at the circulation counter but must remain in the library.

The Library does not accept textbooks checked out to students by classroom teachers or other school departments. Students should return textbooks to their original classroom teacher or the cashier in the Main Office.

### **Printing**

Students are responsible for printing at home or at the public library; however, the WHS Library is equipped with four printing stations for small, occasional jobs of six pages or fewer.

Composing and editing may be done on any of the other library floor computers besides the print stations. Printing should be the only activity on the print stations, unless a class needs to use all the computers.

Printing is on a first-come, first-served, space-available basis.

If there are special circumstances, students should see a teacher-librarian.

### **Scan Station**

Students may use the book scan station to scan information or original work in color, gray scale, or black and white. The scan station saves directly to Google Drive, email, or USB. Adaptive technology such as contrast adjustment and save as MP3 are also available. Remember to observe copyright and fair use guidelines (see Responsible Use Procedure).

### **Library Computer Use**

Students are welcome to use library computers to facilitate their learning. Priority for computers and other library resources are given to scheduled classes and available to drop-ins on a space-available basis. Students working with sound must use headphones. Computers are monitored. All computer users must comply with the NSD Responsible Use Procedure.

## **RESEARCH PROCESS**

Students can use this process to guide their thinking as they conduct research.

- A. Research Preparation
  1. Define your purpose
    - a. Determine what you already know
    - b. Determine what you need to know
    - c. Choose a topic or problem
- B. Formulate Questions
  1. Write down questions to guide research
  2. Revise questions as you learn more to make them more specific and complex
- C. Develop Search Strategies
  1. Write down possible sources
    - a. Print, electronic, media
    - b. Human resources
    - c. Community contacts
    - d. Government resources
  2. Write down key words
- D. Locate and Evaluate Sources of Information
  1. Find a source
  2. Evaluate the source
    - a. Is the source usable, valid, and credible?
    - b. Does the source answer any of your questions?
    - c. Do you need to revise your questions?
- E. Read and Organize Information
  1. Take notes and bibliographical information
  2. Organize notes
  3. Do you need more information?
- F. Apply Information
  1. Review purpose

- a. Does the information meet your needs?
    - b. Do you have enough to complete your purpose?
  - 2. Create and present final project
- G. Assess Process and Production
  - 1. What worked?
  - 2. What didn't?
  - 3. Did your product convey your findings and answer your questions?
  - 4. What changes will you make to your research/product next time?
  - 5. What would you do to improve?

## ASB

Woodinville has various activities planned by the Associated Student Body (ASB) and its representatives. Periodic pep assemblies promote school spirit. Other activities are announced in the Daily Bulletin or over the loud speaker. Students are encouraged to request a new club or activity if enough students are interested, a faculty advisor is available, and if space and facilities can be provided. All students participating in any ASB club must pay for ASB membership (\$60).

### 1. ASB OFFICERS/REPRESENTATIVES

#### A. **Executive Council**

President: Andrew Wilson  
Vice President: Tina Zhang  
Secretary: Brianna Fredriksen  
Treasurer: Alice Dibbo  
Activities Promoter: Maddie Chan  
Activities Director: Kurt Melton

#### B. **Senior Class of 2019**

President: Zoe Friedman  
Vice President: Aly Wittman  
Secretary: Casey Takata  
Treasurer: Jaela Stephens Eggers  
Co-Advisor(s): Jamie Olson & Aneet Bains

#### C. **Junior Class of 2020**

President: Natahri Felton  
Vice President: Ruby Benson  
Secretary: Olivia Delach  
Treasurer: Hayden Brown  
Co-Advisor(s): Laurie Johnson & Katie Schramm

#### D. **Sophomore Class of 2021**

President: Haley Ahlstrom  
Vice President: George Ingebretsen  
Secretary: Emma Mann  
Treasurer: Owen Schwenk  
Co-Advisor(s): Mason Cole and Arika Smith

#### E. **Freshmen Class of 2022**

Freshmen Representatives: TBD  
Advisor(s): TBD

### 2. SUPPLEMENTAL STUDENT FEES *(SUBJECT TO CHANGE)*

- A. ASB Membership \$60.00 - *Any student participating in a sport, club, drama, or music MUST pay for ASB membership*
- B. Parking Permits \$118.72, plus tax per school year or \$50.23, plus tax seasonal (see Parking and Student Vehicle Use)
- C. Seasonal Sport/Activity \$154.00
- D. Yearbook \$55.00

### 3. ASB FUNDRAISING CLUBS

#### ART CLUB

ADVISOR - SARAH DIGGES/MATT FRY

*Criteria for Admission:* Open to all interested students.

*Activities:* Student led arts and crafts projects, Pinterest projects, art discussions with peers, and art projects around WHS.

#### ASL CLUB

ADVISOR – RJ JACOBS

*Criteria for Admission:* Open to all active ASL students.

*Activities:* The ASL Club is a social organization through the use of ASL. The opportunity for ASL students is to build confidence and increase the communication level outside the ASL classroom. The members will have an opportunity to expand their leadership skills and coordinate fun events for WHS/NSD students and the deaf community.

#### BAND

ADVISOR-LOREN TANKSLEY

*Criteria for Admission:* Register for band or orchestra class(es).

*Activities:* Each group performs at concerts, local, regional, and state contests; band performs at football and basketball games.

#### CHEER

ADVISOR – DANAE KLABOE

*Criteria for Admission:* Must maintain a 2.5 GPA, be self-disciplined, enthusiastic, dedicated, a great time manager, and a positive role model. Tryouts are held in April or May to select cheerleaders for the following year. Freshmen, sophomores, juniors, or seniors may be on the team.

*Activities:* Enhance school spirit, lead cheers at sporting events and support athletic teams. Sponsor cheer clinics for youngsters in the community, attend summer camp, and work with ASB to plan events within the school community and assemblies. Participate in fundraisers throughout the year.

#### CHESS CLUB

ADVISOR – ERNIE MERRITT

*Criteria for Admission:* Open to all interested students.

*Activities:* Chess Club provides an avenue for students to play and learn chess, as well as collaborate and learn new concepts.

#### CHOIR

ADVISOR - MASON COLE

*Criteria for Admission:*

**Bel Canto:** Open to junior/senior sopranos and altos. This is our Advanced Treble ensemble. Students should have at least one year of experience in another performing art class (Concert Voices, any instrumental music or drama class). Sophomores who wish to be in Bel Canto must audition.

**Bro Canto:** This group is open to all basses and tenors. There is no experience required. If you are interested in singing barbershop tags, jazz, Celtic songs, sailor tunes, and more, this is the place for you!

**Concert Voices:** Open to all students. No audition required. No experience required. If you are a freshman who loves to sing, a senior who has never sang before, or anything in between,

you are welcome in Concert Voices!

**Varsity Voices:** Open to junior/senior students. This is our Advanced Mixed ensemble. Students should have at least two years of experience in another performing art class (Concert Voices, Bel Canto, any instrumental music or drama class). Sophomores who wish to be in Varsity Voices must audition.

**Activities:** All groups sing at several regularly scheduled music concerts, school assemblies, and festivals. These groups also sing at community events, Open Mic Nights, and other gigs throughout the Woodinville area. All groups have the opportunity to travel for competitions.

## **DEBATE CLUB**

**ADVISOR – ANEET BAINS**

*Criteria for Admission:* Open to all interested students.

**Activities:** Prepare for and compete in the YMCA Mock Trial district and state competitions. Prepare plaintiff/prosecution, defense attorneys, and witness to complete against other schools' teams.

## **EARTH CLUB**

**ADVISOR – GARY THURMAN**

*Criteria for Admission:* Open to all interested students.

**Activities:** We are an ambitious and ever-expanding group of freshmen, sophomore, junior, and senior students who are dedicated to the preservation of our world's ecosystems and their inhabitants. We believe in reducing carbon footprints, reusing sustainable materials, recycling commonly used products, and rethinking the way that we treat the environment. Finally, we are confident that small ideas – such as the execution of various projects around our campus and community will lead to a great and positive impact on the Earth at large.

## **FALCONS LOVE INCLUSION**

**ADVISOR – LAURA BRANDON**

*Criteria for Admission:* Open to all students who are interested in getting to know their peers in special education.

**Activities:** Create awareness and interactions between students with and without disabilities. Activities include cooking, games, craft projects, art, and socializing.

## **FBLA**

**ADVISOR – COBY DILLING**

*Criteria for Admission:* Open to all interested students, plus membership fee.

**Activities:** The purpose of Future Business Leaders of America is to give students an opportunity to learn about the business community and the skills necessary to succeed in business. FBLA members participate in many projects, including fund-raisers, community service activities, business conferences, and social events. Since competition is a major part of our free enterprise system, yearly regional, state, and national conferences are held in which students learn leadership skills and compete in areas that they are studying in school. Any high school student interested in business can join FBLA.

## **FRENCH CLUB**

**ADVISOR - DIANA MORELAND**

*Criteria for Admission:* Students currently taking French classes at WHS are welcome to attend events.

**Activities:** The French Club highlights francophone countries around the world. Each month, French Club specialists will present cultural, historical, food and music presentations on a



country or region where French is spoken. French Club members will listen to music from that country or region and will be able to sample food from the area during each monthly event.

### **GERMAN CLUB**

**ADVISOR – MICHAEL ANTLEY**

*Criteria for Admission:* Present or former students of German or admission by club officers. Desire to participate in and contribute to German Club activities, plus membership fee.

*Activities:* Annual ski retreat, movie evenings, Oktoberfest, foreign exchange student evenings, field trips, video-letter exchange, German Club scholarship, bike trips, music and more.

### **HOSA (Health Occupations Students of America) ADVISOR – MARINA OROBINSKAIA**

*Criteria for Admission:* Enrollment in the Health Sciences program, plus membership fee.

*Activities:* This national student organization is recognized by the U.S. Department of Education and the Health Science Education (HSE) Division of ACTE. HOSA's two-fold mission is to promote career opportunities in the health care industry and to enhance the delivery of quality health care to all people.

### **INTERNATIONAL THESPIAN SOCIETY**

**ADVISOR – JOSH BUTCHART**

*Criteria for Admission:* Anyone interested in being involved in Theatre at WHS - enrollment in a theatre class is not required.

*Thespian Society Activities:* Competing in the regional Thespian Individual Events competition (Dec/Jan), attending regional professional theatre performances, and attending/competing in the State Thespian Festival (March)

### **JAPANESE CLUB**

**ADVISOR – KEI TSUKAMAKI**

*Criteria for Admission:* Open to all interested students, plus membership fee.

*Activities:* To share and spread awareness and understanding of the Japanese culture through activities and events.

### **JOURNALISM/MEDIA CLUB**

**ADVISOR – CHRISTINE TRAXLER**

*Criteria for Admission:* Must maintain a 2.0 or higher GPA. Open to all interested students.

*Activities:* To inform our student body of the world, culture, and community around us through creativity and pursuance of passions within the club members' desired means of communication., e.g. newspaper, video, podcast, all the while educating students about media. Duties include informing and sharing perspectives with the student body through respectful and truthful publications of student work and to support student groups of WHS.

### **KEY CLUB**

**ADVISOR – TBD**

*Criteria for Admission:* Open to all interested students, plus membership fee.

*Activities:* This student-led organization teaches leadership through service to others. Members build themselves as they build their schools and communities.

### **LINK CREW**

**ADVISOR – BEN KITTLER**

*Criteria for Admission:* Open to all interested students, plus purchase of t-shirt.

*Activities:* The mission of Woodinville High School's Link Crew is to support and encourage

Woodinville High School through positive interaction with all grade levels, focusing mainly on freshmen and sophomores. This is accomplished by responsible, caring upperclassmen that promote, lead and invite participation in activities and academics. With this in mind, we are Falcons helping Falcons.

## **MATH CLUB**

**ADVISOR – SCOT MILLHOLLEN**

*Criteria for Admission:* Open to all interested students.

*Activities:* Solve and discuss solutions of puzzles and other brainteasers. Prepare for AHSME and WSMC Regional and State competitions. Meet other interesting people. Hear from professionals in math-related fields regarding their work, their preparation, and points of view.

## **MODEL UNITED NATIONS**

**ADVISOR - JIM BACKSTROM**

*Criteria for Admission:* Open to all students who are interested in foreign affairs and international relations, plus membership fee.

*Activities:* Model United Nations discusses and researches conflicts around the world and the countries of the United Nations. We participate in district and State Model United Nations conferences. Opportunity to attend national events is also available through associated district clubs.

## **NATIONAL HONOR SOCIETY**

**ADVISOR – GRACE HARTINGER**

*Criteria for Admission:* 30 community service hours, 3.5 GPA, plus membership dues payable in November.

*Activities:* The Falcon Chapter of the Woodinville High School National Honor Society is dedicated to leadership, community service, and scholarship. Membership is established in four parts. Dues must be paid in November by all grade levels. All dues are paid at the Cashier's Office or online through TouchBase. Minimum cumulative GPA of 3.5. Freshmen may complete hours during their freshman year to be inducted into NHS at the end of their freshman year. They will apply and pay dues in November along with all other grades. A well-written statement by the candidate explaining their qualifications for membership shall be turned in with the Intent to Join form. Thirty hours of community service, with ten hours being "in-school hours" dedicated to benefit WHS, will be required. Hours accrued from April of the previous school year will be accepted. All Intent to Join forms and Community Service Tracking forms may be found on the WHS website.

## **ROV (REMOTELY OPERATED VEHICLE) CLUB**

**ADVISOR – ERIC CHRISTMYER**

*Criteria for Admission:* Open to all interested students.

*Activities:* The purpose of ROV Club is to: **bring together** groups of students who enjoy STEM, with the focus of building remotely ROVs; to **teach** students how to use STEM principles to solve real-world problems; to **create** ROVs and teams to attend the MATE competition; and to **promote** ROVs and their applications.

## **SCIENCE CLUB**

**ADVISOR – KARL McBurnett**

*Criteria for Admission:* Open to all interested students.

*Activities:* Science Club is an after-school activity that gives students a chance to learn about science phenomena and technologies that are not usually dealt with in their regular science classes. We do hands on learning projects such as electronics and water rocket building,

discuss cutting edge theories in the various fields and practice for interscholastic science competitions. We have a great parental and community support for all of our activities.

## **SPANISH CLUB**

**ADVISOR – KATIE PERLINGER**

*Criteria for Admission:* An interest in Spanish culture. Membership is granted if a student attends at least one activity.

*Activities:* Students have an opportunity to discuss in depth the culture, cuisine and music of Spanish speaking countries usually not featured in the classroom. Spanish Club also hosts an annual movie night and yearly social.

## **STUDENT GOVERNMENT (ASB)**

**ACTIVITIES DIRECTOR – KURT MELTON**

*Criteria for Admission:* ASB officers are President, Vice President, Treasurer, Secretary, and Activities Promoter. Class Officers are President, Vice President, Secretary, and Treasurer. Candidates must meet eligibility requirements listed in the WHS Constitution. Elections for ASB and class offices are held in April for the following school year. Incoming freshmen elect their senators in spring at their respective middle schools.

*Activities:* ASB officers are responsible for activities that encompass all the students, including Student Council Meetings, assemblies, and major events such as Homecoming, Winterfest, Service Week, Tolo, and Yearbook Distribution Day. Class officers are primarily responsible for fundraising activities to build toward senior activities, such as Senior Prom and Senior Breakfast. Officers are also responsible to motivate their classmates and encourage participation in the major school events.

## **THEATRE PRODUCTIONS**

**ADVISOR – JOSH BUTCHART**

*Criteria for Admission:* Anyone interested in being involved in Theatre at WHS - enrollment in a theatre class is not required.

*Theatre Production Activities:* Acting and technically producing our season of shows. Helping with ASB and student activity performances in our Theatre/Black Box.

## **WOMEN OF INFLUENCE**

**ADVISOR – LISA NORTH**

*Criteria for Admission:* Open to up to 15 interested students.

*Activities:* The mission of the club is to organize a spring conference that will give the aspiring female student leaders at WHS access to a greater sense of empowerment and possible direction for their future pursuits by connecting them with successful women in their fields of interest.

## **YEARBOOK**

**ADVISOR – SHARON ALDER**

*Criteria for Admission:* Highly motivated students who are responsible self-starters should see the Advisor for admission information.

*Activities:* Yearbook is a production-based course that creates and publishes the Woodinville High School yearbook. Our primary goal during this production class is to tell “**the story**” of the year. Because the student staff is solely responsible for the content, design, layout, and sale of the book, students who choose to be a part of this business must ensure that it runs efficiently and effectively. Staffers must be cooperative, punctual, professional, creative, and productive. Students are responsible for taking digital photos, conducting interviews, managing clerical operations, making announcements, maintaining signage, and composing, designing, and

editing all elements of text, graphic art, and digital photography layouts. This course requires students to be available outside of regular class hours to attend sporting events, student activities, etc. Students are expected to be organized, motivated, and possess strong reading and writing skills upon entering the class.

#### 4. NON-FUNDRAISING ASB CLUBS

##### CLUB

Amplify  
Asian Culture Club  
BSU Club (Black Student Union)  
Bowling Club  
Competitive Esports Gaming Club  
Film Club  
Game Club  
Jam Club (Guitar)  
Hiking Club  
Latino Club  
LGBTQ+ Unity Club  
Philosophy Club  
Poetry Club

##### ADVISOR

Rebekah Sandusky  
Christine Traxler  
Ann Cargill  
Alan Dillman  
Paul Mulvaney  
Taylor Weaver  
Taylor Weaver  
Nate Hirsch  
Jim Backstrom  
Dione Garcia  
Rick Lizotte  
Jordan Kuszak  
Jim Backstrom/Christine Traxler

# ATHLETIC PROGRAMS

## ATHLETIC DIRECTOR – CATHY BOYCE

FALL August 26, 2019	WINTER November 18, 2019	SPRING March 2, 2020	
<b>Cheer</b> (Danae Klaboe & Laura Frost)	<b>Cheer</b> (Danae Klaboe & Laura Frost)	<b>Cheer</b> (Danae Klaboe & Laura Frost)	<b>Unified Soccer</b> (Joe Shepherd/Cullen Jowell)
<b>Cross Country</b> (Jennifer Bolibol & David Weed)	<b>Gymnastics</b> (Kathie Koch)	<b>Baseball</b> (Alan Dillman)	<b>Womens Badminton</b> (Darcy Vitulli)
<b>Football*</b> (Wayne Maxwell)	<b>Mens Basketball</b> (Kurt Melton)	<b>Mens Lacrosse</b> (Pete Crowley)	<b>Womens Golf</b> (George Sayah)
<b>Mens Golf</b> (OPEN)	<b>Mens Swimming/Diving</b> (George Sayah)	<b>Mens Soccer</b> (Brett Lasby)	<b>Womens Lacrosse</b> (Courtney Bird)
<b>Mens Tennis</b> (Betty Hummer)	<b>Womens Basketball</b> (Scott Bullock)	<b>Rowing</b> (OPEN)	<b>Womens Softball-Fastpitch</b> (Dani Tachell)
<b>Mens Water Polo</b> (Shawn Lettic)	<b>Wrestling</b> (Todd Christensen)	<b>Track</b> (Jennifer Bolibol/Isaac Staat)	<b>Womens Tennis</b> (Betty Hummer)
<b>Rowing</b> (OPEN)	<b>Unified Bowling</b> (Amber Wyberanec/Joe Shepherd)		<b>Womens Water Polo</b> (Shawn Lettic)
<b>Womens Soccer</b> (M'ily Reiter)			
<b>Womens Swimming/Diving</b> (George Sayah)			
<b>Womens Softball-Slowpitch</b> (OPEN)			
<b>Volleyball</b> (Andrea Roelen)			

\*Football Season starts August 21, 2019

### 1. STUDENT ATHLETIC AND LEADERSHIP CODE

- A. The opportunity to participate in the athletic and/or leadership programs at WHS is a privilege available to all students. Because of the public nature of athletic and leadership programs sponsored by the district, students choosing to participate are expected to conduct themselves at all times during their season of participation and between consecutive seasons and/or throughout the school year in a manner that will reflect the high standards and ideals of WHS and their community. Refer to Northshore's *Student Rights and Responsibilities Handbook: Student Responsibilities and Rules of Pupil Conduct Policy 3200, Section XIII* for specific rules, consequences, behavior expectations and information on the Student Athletic and Leadership Code.

### 2. ATHLETIC ELIGIBILITY REQUIREMENTS

- A. **Register for sports through FinalForms at <https://northshore-wa.finalforms.com/>.** Information is available on the WHS Athletics "Register for Athletics" website.
- B. An athlete must hold a current ASB card, except Unified sports participants. The 2019-2020 card is \$60. ASB monies assist with the athletic budget.
- C. All students, except Unified sports participants, are expected to meet or exceed a 2.0 GPA in order to be eligible to compete.

1. District Academic Requirements/High School Grade Policy Timeline can be found on the NSD website.
- D. Be enrolled in and passing six (6) subjects during the grading period of competition (per WIAA policy).
- E. Have passed six (6) subjects in the grading period prior to participation (per WIAA policy).
  1. For the initial fall and winter sports grade check only, students must have passed five (5) subjects in the preceding semester (2<sup>nd</sup> semester of 18/19).
  2. For fall sports only, an incoming freshman student is not required to meet the previous semester scholarship rule.
- F. Must follow WIAA Student Eligibility Requirements as outlined in the WIAA Handbook under section 18.0.0 "Student Standards for Interscholastic Eligibility".
- G. Must pay the sport participation fee of \$154.00, except lacrosse and Unified sports which non-WIAA or KingCo sports.
- H. Strongly recommended that parents attend the Parent Meeting for the sport season (fall/winter/spring) of their student's sport.

### 3. ATHLETIC REQUIREMENTS

- A. Please take the time to carefully read the information contained on this page, particularly if you intend to turn out for fall sports. Failure to register and be cleared by the Athletic Office prior to the first day of practice makes an individual ineligible for a practice session as this puts the coach and the school in a potential liability situation.
- B. **Online Registration through FinalForms:** Until online registration through FinalForms has been completed AND approved by the Athletic Department, you cannot officially practice. You must be approved before practice days will count toward eligibility.
- C. **Physical Examination and Medical History:** Every student must have a physical on file with the Athletic Department. A physical is good for two (2) years from the time of the examination and must be good for the ENTIRE sport season (fall/winter/spring) in order to participate the first day of practice. If there are any questions regarding one's physical or medical expiration date, please contact the Athletic Department: Mrs. Hector, Athletic Secretary, at 425-408-7491 or Ms. Boyce, Athletic Director, at 425 408-7415.
- D. **Running Start Students and WIAA Eligibility form:** Full-time or part-time Running Start students must fill out and complete prior to their first sport season, to ensure that student is athletically eligible. The Running Start and WIAA Eligibility form is available on the WHS Athletics website and during the FinalForms registration process. Course Credit Equivalency: Two 5-credit Running Start quarter courses are equal to 2 high school credits. Students must also provide class schedules and grades when requested.
- E. **Alternative Education and WIAA Eligibility form:** Full-time or part-time students who are attending off-campus accredited classes must fill out and complete prior to their first sport season to ensure that student is athletically eligible. The Alternative Education and WIAA Eligibility form is available on the WHS Athletics website and during the FinalForms registration process. Students must provide class schedule and grades.
- F. **Home School and WIAA Eligibility form:** Full-time or part-time students who are home schooled must fill out and complete prior to their first sport season to ensure that student is athletically eligible. The Home School and WIAA Eligibility form is available on the WHS Athletics website and during the FinalForms registration process. Students must provide class schedule and grades.
- G. **ASB Card:** All high school athletes must purchase an ASB card sticker prior to their first competitive contest, except Unified sports.

- H. **Participation Fee:** All high school athletes, except lacrosse and Unified sports, must pay \$154 per sport season (not to exceed \$308 per year). Families with multiple athletes playing at the same school during the same season will pay \$121 per athlete (not to exceed \$484 per year or \$396 per year for families with athletes playing at the middle and high school level). No sports fees will be receipted until cuts have been made and team rosters have been finalized. This fee can be paid in the Cashier's Office, Main Office or online. **NOTE: Parent/Guardian is responsible for determining the correct fee amount as it applies to their family.**

**PLEASE SEE THE WHS ATHLETIC WEBSITE FOR MORE INFORMATION AND A LINK TO REGISTER FOR SPORTS ONLINE.**

*Northshore School District prohibits discrimination on the basis of age, sex, marital status, genetic information, sexual orientation including gender expression or identity, race, creed, religion, color, national origin, honorably discharged veteran or military status, or 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, unless based upon a bona fide occupational qualification, in all its employment procedures, training, programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) have been designated to handle questions and complaints of alleged unlawful discrimination: Director of Human Resources (Title IX, ADA and Civil Rights Compliance), Director of Career and College Readiness (Section 504), 3330 Monte Villa Parkway, Bothell, WA 98021, 425-408-6000.*

# CLASS SCHEDULE *first & second semester*

FIRST SEMESTER

Period	Subject	Teacher	Room

SECOND SEMESTER

Period	Subject	Teacher	Room

