2019 – 2020
Student Handbook & Calendar

Introduction/Alma Mater & Fight Song .................. 2
School Phone Numbers & Student Government .......... 3
School Calendar ............................................. 4
Bell Schedules ................................................. 5
Attendance Policy ........................................... 6
General Information ....................................... 7–8

Discipline Code ............................................. 11–14
Academic Information ..................................... 9–10
Ethics & Honesty Policy .................................. 15–16
Athletics ......................................................... 17
Activities, Clubs & Organizations ..................... 18
Teen Resources ............................................. 19
INTRODUCTION

We Are SC!

Our Mission
At Shorecrest, we push ourselves to grow as unique learners; we are involved in our school, we excel in our classes, and we are committed to our community.

School Address
Shorecrest High School
15343 25th Avenue Northeast
Shoreline, Washington 98155

Alma Mater
Through the hallowed halls
of Shorecrest
May the echoes ever ring
As the students raise their voices
To their Alma Mater sing.
Hail to thee, O mighty Shorecrest,
Raise the gold, the green, and blue,
Hail to thee, our Alma Mater,
To your colors we'll be true.
May the memories of Shorecrest
Live forever, never die
As our voices ring in songs of praise
To the name of Shorecrest High.

Fight Song
Now high schoolers from sea to sea
May sing of colors too,
But who has better right than we
To raise our symbols true?
For Highlanders in battle fair
Since fighting days of old
Have proved that we've the right to wear
The blue and green and gold.
S-H-O-R-E-C-R-E-S-T

As SCOTS, We . . .
Support Each Other
Challenge Ourselves
are Open-Minded & Genuine
have Tenacity
Show Strength & Spirit
Administration
Principal ........................................... Lisa Gonzalez ................. 393-4282
Assistant Principals ....................... John Green .................. 393-4292
Becky Worrell ......................... 393-4290
Dean of Students ......................... Stacey Zachau ................. 393-4307
Athletic Director ...................... Alan Bruns .................. 393-4309

Counseling Department
AVID Counselors
Grades 11, 12 ......................... Wendy Friedman ................. 393-4299
Grades 9, 10 ...................... Jenny Breed .................. 393-4318

All Grades by Last Names
A – For ...................................... Jill Brown .................. 393-4300
Fos – Klem & ELL A-J ........... Ben Chertok .................. 393-4307
Klew – Milh & ELL K-Z ........ Sara McManus ................. 393-4283
Mil – Rot ............................ Jenny Breed .................. 393-4318
Row – Z ............................. Wendy Friedman ................. 393-4299

School Phone Numbers
(Area Code 206)
Activities .......................... Andy Denney ................. 393-4291
Activity Coordinator .............. Johanna Phillips ................. 393-4302
Attendance ......................... Nicole Haines ................. 393-4294
College & Career Guidance .... Suzanne Monson ................. 393-4312
Community Service ............... Suzanne Monson ................. 393-4312
Counseling ........................... Jocelyn Hudson ................. 393-4296
Drug/Alcohol Counselor ........ Coquille Johnson ................. 393-4313
Family Advocate ................... TBD .......................... 393-6161
FAX ........................................ .......................... 393-4284
Health Office .......................... Carlene Urrutia ................. 393-4308
Main Office ......................... Jenny Farnam ................. 393-4286
Marlys Pickrell .................. 393-4282
Psychologist ........................... Steve Hirsch ................. 393-4298
Registration .................... Tina Marier .......................... 393-4293
Security ........................ Drew Thompson ................. 393-4317
Bo Jordan ....................... 393-4319

Student Government
ASB Officers
President
Lily Nyhof
Vice President
Satchel McKee
Secretary
Mimi Currah
Treasurer
Isaac Smith
Senior Senators
Clara Blue
Sitara Busby
Isaiah Lenoue
Nicole Nagamatsu
Junior Senators
Gabe Nelson
Marc Olegario
Sam Singleton
Caetano Yuyama
Sophomore Senators
Eunice Back
George Davis
Andrew Miner
Jude Ziliak
Freshman Senators
Abbie Krawczyk
Amie Mboob
Allysa Villar
Luke Smith

Justices
Rumana Ali Sr
Dahlia McAllister Sr
Fal Iyoab Jr
Ethan Yao Jr
Riley Shoemaker So
Tess McKee So
Freshman to be elected

Site Council
Xavier Ljubicich Sr
Ally Batra Sr
Kris Stojetz Jr
Connor McCullum Jr
Melat Mamuye So
Haley Trebon So
Freshman to be elected

School Board Representative
Michael Crosson

Tech Coordinator
Julia Reeves Sr
Andrew Edwards Jr
John Malone (Assistant) Sr
**SCHOOL CALENDAR**

<table>
<thead>
<tr>
<th>SEPTEMBER 2019</th>
<th>FEBRUARY 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 2 3 4 5 6 7</td>
<td>2 3 4 5 6 7 8</td>
</tr>
<tr>
<td>8 9 10 11 12 13 14</td>
<td>9 10 11 12 13 14 15</td>
</tr>
<tr>
<td>15 16 17 18 19 20 21</td>
<td>16 17 18 19 20 21 22</td>
</tr>
<tr>
<td>22 23 24 25 26 27 28</td>
<td>23 24 25 26 27 28 29</td>
</tr>
<tr>
<td>29 30 31 32 33 34 35</td>
<td>30 31 32 33 34 35 36</td>
</tr>
</tbody>
</table>

**OCTOBER 2019**

<table>
<thead>
<tr>
<th>OCTOBER 2019</th>
<th>MARCH 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 2 3 4 5</td>
<td>1 2 3 4 5 6 7</td>
</tr>
<tr>
<td>6 7 8 9 10 11 12</td>
<td>8 9 10 11 12 13 14</td>
</tr>
<tr>
<td>13 14 15 16 17 18 19</td>
<td>15 16 17 18 19 20 21</td>
</tr>
<tr>
<td>20 21 22 23 24 25 26</td>
<td>22 23 24 25 26 27 28</td>
</tr>
<tr>
<td>27 28 29 30 31</td>
<td>29 30 31 32 33</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NOVEMBER 2019</th>
<th>APRIL 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 2 3 4 5 6 7 8 9</td>
<td>1 2 3 4 5 6 7 8 9 10 11</td>
</tr>
<tr>
<td>10 11 12 13 14 15 16</td>
<td>12 13 14 15 16 17 18</td>
</tr>
<tr>
<td>17 18 19 20 21 22 23</td>
<td>19 20 21 22 23 24 25</td>
</tr>
<tr>
<td>24 25 26 27 28 29 30</td>
<td>26 27 28 29 30</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DECEMBER 2019</th>
<th>MAY 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 2 3 4 5 6 7</td>
<td>1 2 3 4 5 6 7 8 9</td>
</tr>
<tr>
<td>8 9 10 11 12 13 14</td>
<td>10 11 12 13 14 15 16</td>
</tr>
<tr>
<td>15 16 17 18 19 20 21</td>
<td>17 18 19 20 21 22 23</td>
</tr>
<tr>
<td>22 23 24 25 26 27 28</td>
<td>24 25 26 27 28 29 30</td>
</tr>
<tr>
<td>29 30 31 32 33 34 35</td>
<td>30 31 32 33 34 35 36</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>JANUARY 2020</th>
<th>JUNE 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 2 3 4 5 6 7</td>
<td>1 2 3 4 5 6</td>
</tr>
<tr>
<td>8 9 10 11 12 13 14</td>
<td>7 8* 9 10 11 12 13</td>
</tr>
<tr>
<td>15 16 17 18 19 20 21</td>
<td>14 15 16 17 18 19 20</td>
</tr>
<tr>
<td>22 23 24 25 26 27 28</td>
<td>21 22 23 24 25 26 27</td>
</tr>
<tr>
<td>29 30 31 32 33 34 35</td>
<td>28 29 30</td>
</tr>
</tbody>
</table>

### Key:
- No School
- Early Release = E
- *Staff Workday

### 30 Early Release Wednesdays
They occur on Wednesdays when school is scheduled for 5 days in a week. (Release time 100 minutes before normal end time.)

**Final Subject to SEA Ratification and Board Approval.**

**September**
- 2: Labor Day; no school
- 4: First Day of School
- 11: First weekly early release Wednesday

**October**
- 3: Fall Open House
- 7-11: Homecoming Week

**November**
- 8: End of 1st Quarter
- 11: Veterans Day Holiday
- 27: Early Release
- 28-29: Thanksgiving Holiday

**December**
- 23-31: Winter Break

**January**
- 1-3: Winter Break
- 20: MLK Jr. Day; no school
- 30: End of First Semester
- 31: Staff Workday

**February**
- 17: President’s Day; no school
- 18-21: Mid-Winter Break

**April**
- 10: End of 3rd Quarter
- 20-24: Spring Break

**May**
- 25: Memorial Day; no school

**June**
- 8: Staff Workday
- 18: Last day of school

### Red Zones:
the 5 days before semester exams ± exam days
To allow maximum class time for students before semester exams:
* no field trips will be scheduled
* students will be called out of class only in emergency situations

### Yellow Zones:
the week after the end of the quarter or semester To allow maximum time for grade preparation and planning for the new quarter:
* no staff meetings will be scheduled
* only emergency meetings will be called

First Day of School is Sept. 4
Last Day is June 18, if no makeup days are necessary
### Standard Schedule

(Exceptions do occur; please check Daily Bulletin on SC website)

<table>
<thead>
<tr>
<th>A (All) Schedule</th>
<th>E (Even Days) Schedule</th>
<th>O (Odd Day) Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Period 0</strong></td>
<td>7:00 – 7:45</td>
<td>7:00 – 7:45</td>
</tr>
<tr>
<td><strong>First Bell</strong></td>
<td>7:45</td>
<td>7:45</td>
</tr>
<tr>
<td><strong>Period 1</strong></td>
<td>7:50 – 8:25</td>
<td>7:50 – 9:30</td>
</tr>
<tr>
<td><strong>Period 2</strong></td>
<td>8:30 – 9:05</td>
<td>7:50 – 9:30</td>
</tr>
<tr>
<td><strong>Highlander Home</strong></td>
<td>9:05 – 9:25</td>
<td>9:40 – 10:15</td>
</tr>
<tr>
<td><strong>Extended Passing</strong></td>
<td>9:40 – 10:15</td>
<td>9:40 – 10:15</td>
</tr>
<tr>
<td><strong>Period 3</strong></td>
<td>9:25 – 10:10*</td>
<td>10:30 – 12:10</td>
</tr>
<tr>
<td><strong>Period 4</strong></td>
<td>10:20 – 10:55</td>
<td>10:30 – 12:10</td>
</tr>
<tr>
<td><strong>Lunch</strong></td>
<td>11:05 – 11:30</td>
<td>12:10 – 12:45</td>
</tr>
<tr>
<td><strong>Period 5</strong></td>
<td>11:40 – 12:15</td>
<td>12:55 – 2:35</td>
</tr>
<tr>
<td><strong>Period 7</strong></td>
<td>Ask teacher</td>
<td>Ask teacher</td>
</tr>
</tbody>
</table>

*At 10:00 a unique bell will ring to end class and signal the beginning of announcements. Students traveling to Shorewood will leave at 10:00. All other students will remain in Period 3 for announcements.

### Early Release A (All) Schedule

(November 21 and June 14)

<table>
<thead>
<tr>
<th><strong>Period 0</strong></th>
<th>7:00 – 7:45</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Bell</strong></td>
<td>7:45</td>
</tr>
<tr>
<td><strong>Period 1</strong></td>
<td>7:50 – 8:15</td>
</tr>
<tr>
<td><strong>Period 2</strong></td>
<td>8:20 – 8:44</td>
</tr>
<tr>
<td><strong>Period 3</strong></td>
<td>8:49 – 9:13</td>
</tr>
<tr>
<td><strong>Period 4</strong></td>
<td>9:18 – 9:42</td>
</tr>
<tr>
<td><strong>Period 5</strong></td>
<td>9:47 – 10:11</td>
</tr>
<tr>
<td><strong>Period 6</strong></td>
<td>10:16 – 10:40</td>
</tr>
<tr>
<td><strong>Period 7</strong></td>
<td>Cancelled</td>
</tr>
</tbody>
</table>

### Highlander Home

Highlander Home is a 35-minute homeroom that meets four days per week on E and O days. HH is used as an instructional resource period during which students can engage in school-wide instructional initiatives, catch up on and get help on homework, review Canvas, make up tests and finish projects, work on group projects, and spend time together building a strong school community. **Highlander Home is part of the instructional day, and attendance is required.**
**ATTENDANCE POLICY**

Regular attendance and punctuality are crucial to your success in high school; they are the most important factors in student achievement. Missing class cannot only cause you to fall behind, but may also affect your grades or keep you from receiving credit in a class.

**Philosophy**

Students and their parents have the responsibility for maintaining prompt and regular attendance as prescribed in the Compulsory Attendance Law RCW 28A.225.

**Procedure**

Students are expected to attend all classes on time. It is the student’s responsibility to document each absence by submitting a written note (signed by parent/guardian) to the attendance office or by having the legal guardian call (206) 393-4294 or email sc.attendance@shorelineschools.org within 48 hours of the absence. *Accurate information is a critical part of this process.*

**Documentation must include:**
1. Student name
2. Exact date and periods absent
3. Reason for absence
4. Parent/guardian signature

**State Truancy Legislations**

According to Washington State truancy laws (RCW 28A.225) after seven (7) unexcused absences in one month, or ten (10) in one year, school districts must file a “truancy petition” alleging a violation of the law by the student, by the parent, or by both. According to the State of Washington, an unexcused absence is student nonattendance for more than 50% of the student’s school day. This nonattendance has not been approved by a parent/guardian through the attendance office within 48 hours.

*We strongly encourage the parent/guardian to contact the attendance office to schedule a conference with an administrator to develop strategies to eliminate student absences when a student has reached two (2) unexcused absences in a one-month period.*

**Absence**

According to district policy #3122 the following are valid excuses for absences:
1. Participation in a district or school approved activity or instructional program;
2. Illness, health condition, medical appointment;
3. Family emergency, including, but not limited to, a death or illness in the family;
4. Religious or cultural purpose, including observance of a religious or cultural holiday or participation in religious or cultural instruction;
5. Court, judicial proceeding or serving on a jury;
6. Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
7. State-recognized search and rescue activities consistent with RCW 28A.225.055;
8. Absence directly related to the student’s homeless status;
9. Absence resulting from disciplinary/corrective action (e.g., short-term or long-term suspension, emergency expulsion); and
10. Principal and parent, guardian, or emancipated youth mutually agreed upon activity.

The school principal (or designee) has the authority to determine if an absence meets the above criteria for an excused absence. A parent/guardian not satisfied with the principal determination may appeal to the superintendent/designee for further consideration.

School related activities which require a student to miss class time will not be counted as part of the absence total for the quarter/semester. The student shall be permitted to make up missed assignments under reasonable conditions and timelines set forth by the teacher in the course expectations. A student’s grade may be affected because of the student’s inability to make up the specific activities conducted during a class period (see individual course expectations). District policy 3122 allows a student a minimum of one make-up day for each day of absence.

**Attendance Credit Review Policy**

Students who have a total of nine or more absences (excused and/or unexcused) for the semester, may lose credit in that class. Students are encouraged to apply for credit review if they are passing the affected class. Application materials are available in the attendance office.

Credit Review Application Due Dates:
- Semester 1 – Wednesday, January 22
- Semester 2 – Wednesday, June 3 (Grading Seniors)
- Wednesday, June 10 (Grades 9-11)

A student will be considered and designated as “Absent” if more than 10 minutes late.

**Consequences of Absence**

When a student is marked absent from any class an automated phone call and/or email will be made to the student’s home. Parents are expected to contact the Attendance Office with any questions, concerns, or excuses within 48 hours.

1. Any absence from school for the majority of hours or periods in an average school class is unexcused unless it meets one of the criteria above for an excused absence.
2. Learning happens everyday in our classrooms. When students are absent, they miss so much! A student's grade may be affected if a graded activity or assignment occurs during that period of time.
**Student Government**

Student government is an essential part of Shorecrest High School. Student concerns are voiced through elected ASB officers, class senators, Highlander home representatives, as well as through forums and groups like the Site Council. Anyone wanting to run for an ASB office or senator must first declare candidacy to the Activity Coordinator and receive the rules and guidelines. Candidacy is subject to the ASB Constitution and election guidelines. All elected officers are required to enroll in leadership class while in office. Highlander Home representatives are selected in the fall. Other opportunities to become involved at SC may be announced in the daily bulletin.

**Guidance/Counseling**

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, study help, help with home, school and/or social concerns, or any questions students would like to discuss with a counselor. If you wish to visit a counselor, contact the counseling center to arrange for an appointment.

**Library**

The library is open from 7:15 to 3:15 daily. We welcome all students and work to maintain a supportive, academic resource center. In addition to the print resources, students may access electronic resources through the library webpage: www.shorecrestlibrary.blogspot.com. The student password for our Mackin VIA account is: login: Shorecrest password: student

**Health Office**

The health office is located in Room 166. *You need teacher permission to leave class for health reasons. You will also need the nurse’s permission to leave campus for health reasons. Please do NOT use your cell phone to call or text a parent to pick you up. Come directly to the health office if you are not feeling well.* Any medications to be received or administered by school personnel must have the authorization of the parent or legal guardian and the physician.

The Health Office webpage (under “Resources” on the SC website) features many resources and forms available for downloading.

**Chromebook Safety**

The safest way to guard against theft is to have the Chromebook in your possession and visible – if it’s left at school out of your sight, you increase the likelihood it will be lost or stolen. Remember to always keep it in its case!

When at PE, you may store your Chromebook in the locker room lockers, but only if you have a lock and you use it. For athletes traveling to away games or meets, we encourage you to arrange for a parent to pick it up from you. We really do not believe it is safe to bring your Chromebook to another school where we do not know what their security procedures are.

**Lockers**

Shorecrest High School does not have student lockers. When at PE, you may store valuables in the locker room lockers, but only if you have a lock and you use it. Except during PE, students may not have access to the PE locker rooms during the instructional day. Students are responsible for making sure their belongings are secure in PE and athletic lockers.

**ID Cards**

All students are provided with a student ID card which includes a photograph. This identification is primarily used for checking out books in the library and for student dances. When validated, the ID card becomes your ASB card. **Shorecrest photo ID is required for admittance to school events including dances.**

**Fines and Fees**

All fines and class fees must be paid before you will receive your yearbook or your diploma.

**Activity Cards**

General costs of operating the school are met by district funds, but student activity expenses are paid by the student body. The expenses for the student body include awards, assemblies, conferences, dances, printing charges, band uniforms, student activities, drama productions, band and orchestras, debate, vocal ensembles, newspaper, yearbook, and athletic equipment for all sports and intramurals. One of the major means of fundraising is the sale of activity cards.

**The ASB card**

1. admits you free to all athletic events held at Shorecrest High School when we are the home team;
2. admits you at a reduced price to Shorecrest athletic events held at Shoreline Stadium and to all WESCO League high school athletic events;
3. admits you at a reduced rate to all dances;
4. admits you at a reduced rate to school activities where a fee is charged.

All students participating in ASB clubs, athletics, or activities must buy an ASB card. (Financial assistance is available to qualified students.)
**Dances/Activities**
All school rules apply, including district policies with respect to alcohol, drug and tobacco use, etc., at all school activities. These rules apply whether the event is HOME or AWAY. Dance admittance requires Shorecrest photo ID; you may not re-enter a dance after leaving. Any discipline that may be necessary because of actions at a dance or extra-curricular activity will be handled as a school discipline code offense. Contact the Activities Coordinator for specific guidelines surrounding dance admittance.

**Dance Guest Pass Policy**
To ensure safe, enjoyable dances for all, the following guidelines are used at our dances:

A. Guests are allowed only at the following dances: Homecoming, Winter Formal, and Prom.

B. Guest passes for these dances must be obtained from the Activities Coordinator at least 8 school days prior to the dance.

C. A SC student can bring only one guest to our selected school dances.

**Campus “No Guest” Policy**
To ensure campus safety and reduce disruptions of the instructional process, *Shorecrest does not allow guests of students on campus at any time, including before and after school.*

Any guest coming to campus to visit a teacher needs to have a prior arrangement with that staff member and needs to make an appointment.

Visitors are welcome to attend school events open to the public.

All visitors to Shorecrest must check in at the main office and receive a visitor badge.

**Lost and Found**
All lost and found items are stored in the security office.
Late Arrivals/Early Dismissals
Students who choose late arrival or early dismissal are to remain off campus during those class periods. If those periods fall in the middle of the day, you should go to the library and sign in. During school hours students should be either in class or signed in with the library. All other parts of the school and grounds are closed during class time.

Academic Plans
At the beginning of each semester, teachers will distribute to their classes a copy of the Academic Plan for that course. You and your parents or guardians are both required to read and sign a plan for each of your classes. Knowing the contents of your classes’ Academic Plans can help you succeed academically.

Tardy Policy
Being on time to class is helpful in being prepared to start your learning. Many teachers start class with a required activity, so do all you can to be on time.

- For every five tardies accumulated across all classes, students are assigned to tardy make-up/study hall, during Saturday Breakfast Club which happens once a month.
- Each accumulation of five tardies will require one session of Saturday Breakfast Club: five tardies equals 1 hour of time to be made up.
- SC staff will monitor Saturday Breakfast Club, and will document that these tardies have been made up through attendance.
- In order to attend an SC dance, participate in athletics and activities, students cannot have 10 or more tardies. This includes senior prom.
- At any time throughout the semester students can attend the assigned tardy make-up/study hall in order to restore their records.

Class Status
Your class status will be determined by the number of years in high school:
Senior status — 4th year+ students
Junior status — 3rd year students
Sophomore status — 2nd year students
Freshman status — 1st year students

Grading Scale and GPA
There are eleven standard letter grades that you can receive at Shorecrest. Each grade is assigned a grade point value which is used to determine your grade point average (GPA). These grades and their values are:
A  (4.0)  A-  (3.7)
B+ (3.3)  B  (3.0)  B-  (2.7)
C+ (2.3)  C  (2.0)  C-  (1.7)
D+ (1.3)  D  (1.0)  F  (0.0)

In addition P, S, U grades may also be given, subject to specific guidelines. Note that there is no A+ or D- grade.

NC means “No Credit”: you did not receive credit for the course because
1. it was a non-credit course, or
2. you entered class after the first 3 weeks.
3. You accumulated more than nine absences and were denied credit through the credit review process.

To determine your GPA, add up the values of your semester grades and divide that total by the number of courses you have taken. An F grade results in 0 grade points, but is still included in the GPA. Pass grades, NC grades, and Withdrawal grades do not affect GPA. Report cards are issued four times each year, at the end of each quarter, but your official accumulative GPA includes only semester grades, not quarter grades. Honors or Advanced classes are not weighted; they count the same as a regular class toward your GPA.

Accessing Online Grades
Grades can be viewed using our on-line access system. At Shorecrest, staff update their on-line grades every two weeks through Canvas.

Class Withdrawals
You can withdraw from a class within the first three weeks in the semester and the class will not show on your transcript. If you withdraw anytime during the 4th, 5th, or 6th weeks of a class, and you are passing, the class will not show on your transcript; if you withdraw anytime during the 4th, 5th, or 6th weeks of a class, and you are failing, an “F” will show on your transcript. If you withdraw after the 6th week of class, an “F” will show on your transcript.
Community Service
All Shoreline high school students are required to complete and record **40 hours of community service by the end of their high school career**. Students are strongly encouraged to complete 10 hours per year. This leaves time for the Senior Culminating Project during their senior year. For complete information, see Community Service, under the Resources section of our website, or visit the College and Career Center on our campus.

Senior Culminating Project
The Senior Culminating Project pulls together work that our students have already been doing in college and career readiness activities throughout their years at SC. In their senior year this includes creating a completed college, technology or trade school, internship, missionary, military, or employment application. Evidence is housed in Naviance and individual student portfolios.

Running Start
Juniors and seniors may earn high school and community college credit without charge for tuition through the Running Start program. You must provide your own transportation and purchase your own books. *Shoreline School District graduation requirements are not waived for Running Start students. Exceptions may be made for PE courses through the PE waiver process.* Running Start courses may, however, satisfy particular graduation requirements (e.g., vocational credit, fine arts credit, etc.). Students completing graduation requirements through Running Start must complete the requirement **no later than** winter quarter of senior year unless approved by a counselor.
The goal of discipline is twofold: to provide a safe and healthy atmosphere for students and staff, and to develop student growth in a positive direction. We have therefore developed a code that is progressive in nature, follows legal due process, and allows for student growth in making appropriate behavior choices. These guidelines apply on all school district property and at all school events. Students must comply with all district policies and procedures in terms of their conduct. All policies and procedures may be accessed in their entirety in the libraries of all school buildings and on the district's webpage at www.shorelineschools.org (Click on School Board and then Policy Manual.) Included here are brief excerpts and summaries.

An explanation of students’ rights and responsibilities is mailed to every Shorecrest family in the fall.

Alcohol/Chemical Substances
Possession, use, distribution, showing evidence of having consumed, selling, soliciting or facilitating the sale of alcohol or illegal drugs is prohibited. Possession of drug paraphernalia or any item purported to be such is also prohibited. While in attendance at school or school-sponsored events, students must remove themselves immediately from any situation where such activities are occurring. Students understand that the community encourages them to report any situation which poses a danger to the health or safety of themselves and fellow students or which represents a violation of state laws, district policy, and the code to which school leaders are committed.

Fighting
The act of quarrelling involving physical and/or verbal actions that may lead to violence, bodily contact, in or around school property, are subject to disciplinary action. Adult facilitated mediation is available to help resolve problems between students.

Smoking/Chewing Tobacco/Vaping
Tobacco possession, selling, or use by students is not permitted on or near school property. Near school property is defined as being within the line of sight from the school.

Weapons and Other Dangerous Devices
Students shall not possess, display, handle, or transmit weapons, other dangerous devices or any item which reasonably appears to be such, including but not limited to guns, knives, clubs, metal knuckles, daggers, chemical inhalants, or any other potentially dangerous implement on school property or at school-sponsored events. Any exception to the above will require explicit permission.

Permission may be granted for the purposes of dramatic productions and exhibitions. Permission will be determined on a case-by-case basis through approval of the District instructional Materials Committee (see Policy #2311, Selection and Adoption of Instructional Materials).

Persons over 18 years of age and persons between 14-18 years of age with written parental or guardian permission may possess personal protection spray devices on school property. No one may deliver a spray device to anyone under 14 or to anyone between 14-18 years of age who does not have parental permission. Spray devices may not be used other than in self-defense as defined by state law.

Student Dress Policy
Shoreline School District Policy #3224 states that student dress and appearance must not present health or safety problems or disrupt the school environment. In addition, in our high schools we encourage our students to practice dressing appropriately for professional environments.

The following guidelines apply: Students’ appearance shall not advertise or display any product or service not permitted to minors by law. Such dress shall not be racist, sexist, imply gang affiliation, or have underwear/undergarment showing. Adequate coverage of the body is expected; for example, bare midriffs or exposed torsos are not appropriate in the educational or professional setting.
Respect Among Staff and Students
Mutual respect among students, staff, and community is a hallmark of Shorecrest High School. Shorecrest staff, students and community members work hard to support others both in and out of the classroom. By maintaining an open mind and engaging in genuine and appropriate conversations, the Shorecrest community remains a positive environment where all stakeholders work together to support learning.

Shorecrest High School is a Bully-Free Zone

Shorecrest believes in a safe and supportive learning environment
Shorecrest High School is a place where all students are safe to learn without threat of violence or concern for safety. Students shall not participate in, conspire to participate in, or conspire for others to engage in harassing acts that injure, degrade or disgrace, or tend to injure, degrade or disgrace other individuals. To promote a school free of harassing behavior, Shorecrest is committed to educating students and staff in the ways we can work together to create a society free of discrimination.

Harassment, Intimidation, and Bullying
“Harassment, intimidation, or bullying” means any intentional written message or image, including those that are electronically transmitted, a verbal, or physical act including but not limited to one shown to be motivated by any characteristic in RCW 9A.36.080(3), (race, color, religion, ancestry, national origin, gender, sexual orientation or mental, physical or sensory disability), or other distinguishing characteristics. (District Policy #3308)

Sexual Harassment
is unwelcome sexual comments or attention.

Negative, disrespectful, and harassing behavior could come in the form of:
- **Physical**
  blocking the path, cornering, pushing, etc
- **Visual**
  drawings, notes, pictures, e-mail, gestures, etc.
- **Property Damage**
  graffiti, hiding/stealing belongings, etc.
- **Verbal**
  name-calling, rumors, teasing, threats, etc.

Bullying
“Bullying” including cyberbullying is generally systematic or repeated acts of harassment used to threaten, intimidate, or abuse another person or group. Protected classes include race, color, national origin, sex, sexual orientation including gender expression or identity, creed, religion, age, veteran or military status, disability, and use of the trained dog guide or service animal by a person with a disability. Bullying is intimidation of others through physical harm or damaging the student’s property.

How to Report: Please see your counselor or the Dean of Students. (See District Policy #3308, Prohibition of Harassment, Intimidation, and Bullying/Cyberbullying)
**Canine Searches**
As allowed or limited by law, trained dogs may be used to detect drugs or other contraband on students, in their belongings, or on or in District property, including lockers.

**Ethics and Honesty**
Any student who violates the Ethics and Honesty Policy (see page 15) will be subject to disciplinary action.

**Student Drivers/Parking**
Students are expected to drive on school property in a safe, non-disruptive manner and to display a Shorecrest Parking Permit on any car you park in designated student parking lots. You are restricted from parking in faculty lots, fire zones, bus loading zones, and emergency access areas.

1st Offense: Fine
2nd Offense: Increased Fine
3rd Offense: Car will be towed at your expense

**Open/Closed Campus**
Students should come to school ready to learn and be in classrooms as scheduled. During school hours, students should be either in class, or signed-in at the library. Campus is closed during all instructional periods, including Highlander Home, though students have choices regarding the use of the daily lunch period, when campus is open. Additionally, there should be no use of vending machines during class time.

**Bicycles, Food, Drink**
A. Skateboards, scooters, and bicycles are not to be ridden on campus.

B. Food and drink in classrooms is not allowed. Food is allowed only on the 1st floor. Drinks must have a lid.

*Guard your valuables - keep them in your possession & visible at all times, or leave them at home.*

**Use of Electronic Devices at School**
Cell phones and other electronic devices must be turned off (silent) and kept out of sight during class time, unless otherwise directed by individual teachers in their classrooms.

*Parents needing to contact their students should call the main office (206) 393-4286.*

Cell phones, cameras, or other devices should not be used to photograph or film others without their consent.

**Care for Electronic Devices**
1. Students who bring cell phones or other electronic devices to school are solely responsible for the safety and security of those devices.

2. The school accepts no responsibility for cell phones or other electronic devices that are lost, damaged, or stolen at school or while traveling to and from school.

**Process for violation of policy**
Students who violate the rules for the use of electronic devices, set forth above, will face corrective action as described below:

- First violation, warning, teacher confiscates device for the class period and may contact home.
- Second violation – device is confiscated and kept until the end of the day. Parent is contacted.
- Third violation – device is confiscated and must be picked up by a parent/guardian. Further discipline may apply.

School discipline may vary from school service to suspension, depending on individual circumstance.

**Detention**
**Lunch Detention:** Students may be assigned lunch detention(s) for infractions against school rules and policies.

**Wednesday Detention:** Students may be assigned to a Wednesday detention that runs from 1:05 - 2:30 PM on early release Wednesdays. Wednesday detention(s) may be assigned for infractions against school rules and policies.
Student Leadership Code
In order to hold a student leadership position at Shorecrest, you are required to sign the ASB Student Leadership Code of Conduct. Violations of this code of conduct may lead to forfeiture of the leadership position in accordance with District administrative procedures.

Conduct of Student Athletes & Activities Members
A student participating in any activity sponsored by ASB funds is expected to
1. purchase an ASB card and
2. uphold an exemplary standard of student conduct.

Student athletes and student leaders at Shorecrest should consider themselves role models at all times during the sports or activity season. This expectation extends to ASB leaders, Cheerleaders, Highland Dancers, Flag Team Members, music group members, and to any other groups receiving ASB funds. In addition to complying with federal, state, and local laws, school and district rules of conduct, and team/activity rules, student athletes/leaders must also comply with the following: while in attendance at school or at school sponsored events, you are to remove yourself immediately from any situation where illegal activities are occurring, or where other persons are engaging in conduct which violates school or district rules.

Fan Conduct
Activities which are disrespectful to opposing players, coaches, or fans will not be tolerated. Face paint must be limited to Shorecrest logos or year of graduation. Appropriate school attire is expected at all athletic events. This may include any school-issued garments (athletic jerseys, pants, sweatshirts, hats), but they must remain in their original form and may not be cut up or amended. All spectators must remain in the stands during athletic events.
Honesty

Honesty is...
• doing your own work.
• crediting others’ words, pictures, facts, and ideas.
• keeping your eyes on your own paper.
• helping or teaching others, not allowing the copying of your work.
• using all written and electronic sources with integrity.

Shorecrest and the Shoreline School District have established a clear philosophical foundation for the expectation of integrity and authenticity for all student work. Shorecrest’s Guiding Mission states:
• We each assume personal responsibility for achieving our educational and professional goals.
• High standards and expectations are set for all students, with provisions for their individual learning styles.
• A climate of trust and respect is essential for an effective learning environment.

The District’s Mission includes engaging “all students in learning the academic and vocational skills needed to achieve their individual potential. We will do this in a manner that promotes responsibility to themselves and to others.”

Integrity, authenticity, responsibility, and trust are the backbone of the Ethics & Honesty Policy.

In addition to the philosophical underpinnings of the Ethics & Honesty Policy there is a practical consideration: teachers need to know exactly what students’ own work is in order to assess students’ proficiencies.

Simply stated, we expect students to represent their own work (and to allow other students to represent their own work) honestly and accurately at all times.

NOTE: In assigning group work, the teacher holds responsibility for identifying individual and group accountability with regards to the Ethics & Honesty Policy.

Dishonesty

Academic dishonesty includes, but is not limited to, the following types of misconduct:

Plagiarism:
1. using writings, passages, ideas of others and passing them off as your own, (including, but not limited to, faxing, duplicating, file sharing, or transmittal using any technology);
2. using an outside source (any work, published or unpublished, by a person other than you) without proper acknowledgement; or
3. submitting or using falsified data or records.

Cheating:
1. acting dishonestly and practicing fraud (deliberate deception in order to secure unfair or unlawful gain);
2. misrepresenting someone’s work as your own;
3. assisting or allowing someone to copy or use your work and represent it as their own;
4. “wandering eyes” (allowing your eyes to stray to another person’s work on quizzes or tests);
5. using unauthorized material including textbooks, notes, calculators, or computer programs during an examination or other assignment;
6. sharing test questions and/or answers with students in your class or in another class (this includes essays and any completed work);
7. receiving test questions and/or answers from a student in your class or another class (including essays and any completed work).

Forgery/Stealing:
1. using unauthorized access to an exam or answers to an exam;
2. using an alternate, stand-in, or proxy during an examination;
3. altering computer and/or gradebook records or forgery of signatures for the purpose of academic advantage; or
4. sabotaging or destroying the work of others.
5. forgery of signatures on attendance records, grade records, or any other school paperwork.
Violations of the Honesty/Ethics Policy:

Students who commit a violation of policy 3302, Ethics and Honesty, will be subject to: (1) corrective action and punishment under Policy 3300 (“Student Conduct Expectations and Reasonable Sanctions”), Policy 3310 (“Discipline and Corrective Action for Students Misconduct”), and accompanying procedures; and (2) negative assessment by the teacher of the student’s effort and performance on the assignment. The consequences assigned in a particular case may vary, depending on the severity of the offense and the student’s previous record, and may include discipline or short-term suspension. Any student who cheats will receive progressive discipline appropriate for the student’s age and behavior.

1st Offense:
The student’s parent/guardian will be notified by the classroom teacher and the student will be referred to an administrator. The student will receive a score of zero on the assignment, activity or test.

2nd Offense:
This may be the same or a different class from the first offense. The student’s parent/guardian will be notified by the classroom teacher and the student will be referred to an administrator. The Student is short term suspended from the class, not to exceed ten (10) school days. Administrators shall use the established suspension process with the due process notification. The student will receive a score of zero on the assignment, activity or test.

3rd Offense:
This may be the same class or a different class, in the same school year or a different school year, from prior offenses. The student’s parent/guardian will be notified by the classroom teacher and the student will be referred to an administrator. Student is short-term suspended from all classes, not to exceed ten (10) school days. Parents shall be contacted and due process rights shall be given. The student will receive a score of zero on the assignment, activity or test.

Per Shoreline School District Policy and Procedures
#3302/3302P
If you are interested in turning out for a sport, you must:

1. be passing all of your classes and be enrolled in a minimum of four classes.

2. purchase an ASB membership.

3. pay a $100 participation fee for each sport. (Please see your counselor for questions about fee assistance.)

4. sign the Athletic Participation Permission form, which includes the Student Athletic Contract Agreement and Health Insurance Accident Plan Coverage.

5. complete the Athletics Eligibility Packet (includes the District student athletic contract and academic eligibility guidelines, emergency information card, concussion information sheet, and a physical examination form). The physical must have been done within the year prior to high school participation; the examination information must be updated every two years thereafter in order to be valid.

Athletic forms can be picked up in the school office or downloaded from the SC Website/Activities/Athletics. The Health Office webpage also features physical examination forms and permission forms for medications (SC Website/Resources/Health Office).

Return all completed forms to the Athletic Director.

6. agree to follow team rules, including attending the required number of practices before the season starts.

Financial assistance is available to help with athletic fees. Please talk to your counselor for fee assistance information.

**Fall Sports**

1st practice 8/26/19*
(Football 8/21/19)

Boys Tennis............................................. JV, V
Cross Country (coed)............................... JV, V
Football ................................................. Fr, JV, V
Girls Volleyball..................................... Fr, JV, V
Girls Soccer............................................ JV, V
Girls Swimming ..................................... JV, V

**Winter Sports**

1st practice 11/11/19*
(Gymnastics 11/4/19)

Boys Basketball..................................... Fr, JV, V
Boys Swimming..................................... JV, V
Wrestling.............................................. JV, V
Girls Basketball..................................... Fr, JV, V
Gymnastics.......................................... JV, V

**Spring Sports**

1st practice 2/24/20*

Boys Baseball....................................... JV, V
Boys Golf.............................................. JV, V
Boys Soccer.......................................... JV, V
Girls Golf ............................................ JV, V
Girls Softball ....................................... JV, V
Girl Tennis .......................................... JV, V
Track (coed) ........................................ JV, V

Fr = Freshman team
JV = Junior Varsity team
V = Varsity team

*Paperwork due 2 weeks before the 1st practice.
At Shorecrest there are over 60 clubs, ranging from performing groups to social and educational clubs. For a complete list of activities, clubs and organizations, go to the SC website, under Activities select ASB, and on the upper left side of the page click Clubs and Student Groups, http://learn.shorelineschools.org/shorecrest/sasb/index.php#activities_clubs_organizations

If you would like to start a new club, please contact the Activity Coordinator, Johanna Phillips, at (206) 393-4302 or johanna.phillips@shorelineschools.org for the guidelines.

**ASB Activities**

- **Ambassadors** .................. Kathy Elwell
- **Annual** .......................... Craig van den Bosch
- **APICCC (Asian Pacific Islander)** ... Crystal Fresco
- **Art Club** .......................... Laura King
- **ASB Government** ............... Johanna Phillips
- **AVID Club** ....................... Jenny Breed
- **Baking Club** ..................... Brynne Saskor
- **Bible Study** ..................... Brent Busby
- **Black Student Union** .......... Stacia Tellefson
- **Broadway/Hamilton Club** ..... Ian Powell
- **Ceramics Club** ................. Craig van den Bosch
- **Chansons** ...................... Leann Rozema
- **Cheerleaders** .................. Marissa Bower
- **Chess Club** ..................... Steve Hirsch
- **Culinary Arts Club** .......... Tammi Johnston
- **Debate Club** .................... Steve Hirsch
- **DECA** .......................... Emily Wray
- **DIY Club** ....................... Sharon Moser
- **Drama** .......................... Andy Kidd
- **Environmental Club** .......... Stacia Tellefson
- **Feminism Club** ............... Lacy Clark
- **Flags** .......................... Linda Cobb
- **French Club** ................... Liz Storck
- **Gamers Playing Retro Games** .... Danny Chavez
- **Gay/Straight Alliance** ........ Marcy Caruso
- **Girls Who Code** .............. Eric Allen
- **Highland Dancers** ............ Kathy Elwell
- **Highlander Piper** ............. Craig van den Bosch
- **Hip Hop Dance Team** .......... Rex Kinney
- **History Club** .................. Stephen Growdon
- **Improv Club** ................... David Svrcek
- **Interact** ....................... Siri Hulbert
- **Japanese Club** ............... Zach Espil
- **Key Club** ....................... Josh Whiting
- **Lacrosse Club** ............... Kathy Elwell
- **Latino Club** .................. G. Martinez, D. Chavez
- **Link Crew** .................... L. Storck/L. Powell
- **Marching/Pep Band** .......... Vince Caruso
- **Math Team** .................... TBA
- **Mental Health Club** .......... Ian Powell
- **Model United Nations** ........ Joe Peterson
- **Muslim Student Assn** ........ L. Storck
- **National Honor Society** ...... Siri Hulbert
- **Natural Helpers** ............. L. Clark/M. Caruso
- **PALS** .......................... Brent Busby
- **Physical Fitness Club** ........ Zach Espil
- **Philosophy Club** ............ Erin Colbert
- **Pipers** .......................... Kevin Auld
- **Psychology Club** ............. L. Cobb
- **Race & Equity Club** .......... A. Arnold/C. Fresco
- **Science Club** ................. Brady Grieve
- **SCNN** .......................... Trent Mitchell
- **Shorecrest Classical Liberals** Rhys Walters
- **Sign Language Club** .......... Rhys Walters
- **Site Council** .................. Lisa Gonzalez
- **Smash Club** .................... Zach Espil
- **Spanish Club** .................. Siri Hulbert
- **Table Top Dungeon** .......... Steve Hirsch
- **Tattoo** .......................... Kelli Marshall
- **Team Fearless** ............... Kathy Elwell
- **The Club** ...................... Kelli Marshall
- **TSA (Tech/Robotics)** .......... K. Potter/E. Slack
- **VR (Virtual Reality Club)** ... Craig van den Bosch
- **Water Polo Club** .......... TBA
- **Youth Court** ................. Bo Jordan

**Support Groups at Shorecrest!**

Criteria to form a support group at Shorecrest:

- expressed need by students and/or concerned staff
- minimal time away from instruction
- staff member to serve as coordinator/liaison/advisor
- supported by counseling department
- alignment with district strategic plan and School Board policy
- alignment with Shorecrest guiding principles

Needs expressed by students which are prohibited by state law and/or school board language may meet conditionally according to equal access provision.

At Shorecrest, we have developed groups based on need for support on issues related to: race, ethnicity, gender, gender identity/expression, drug/alcohol, emotion management, grief/loss, nutrition, school success, and smoking cessation.
## Alcohol & Other Drug Resources
- Teen Line, evenings: 206-722-4222
- Alcoholics Anonymous: 425-454-9192
- Alateen/Al-Anon: 206-625-0000
- Center for Human Services: 206-362-7282
- Lakeside Milam: 425-670-3664
- Ryther Child Center: 206-525-5050
- Swedish Medical Center, Ballard: 206-781-6048

## Counseling and Support
- Community Information Line: 206-461-3200
- Teen Link — Teen Crisis Line (6 PM to 10 PM): 206-461-4922, 1-866-833-6465, 1-866-TEENLINK
- Center for Human Services: 206-362-7282
- Community Psychiatric Center/Mental Health North: 206-461-4544
- Pioneer Health Services: 206-527-1405

## Divorce Concerns or Family Issues
- Divorce Lifeline: 206-694-5700
- Family Reconciliation Services: 1-800-562-5624
  or call any of the counseling and support resources

## Eating Disorders
- Eating Disorders Awareness & Prevention Program: 1-800-931-2237

## Health
- North Public Health Center Teen Clinic: 206-296-4990
- Northshore Teen Clinic: 206-296-9814
- Planned Parenthood, Seattle: 206-632-2498
- Planned Parenthood, Kenmore: 425-482-1122
- Planned Parenthood, Lynnwood: 425-775-3496
- 45th Street Clinic: 206-633-3350
- Public Health Dental Clinic: 206-205-8580

## Rape/Sexual Assault
- Harborview Sexual Assault Center: 206-521-1800
  King County Sexual Assault Resource Center (24 hour Crisis Line): 1-888-998-6423
- Children’s Response Center: 425-688-5762
- Emergency Contraception Hotline: 1-888-688-2528

## Suicide Prevention
- Call 911 if urgent
  or call any of the counseling and support resources

## Violence: Dating/Domestic/Gang/Guns
- To report incident in progress: 911
- Domestic Abuse Women’s Network: 425-656-7867
  New Beginnings for Battered Women & Children: 206-522-9472
- King County Victim Assistance Unit for protection orders: 206-296-9435
- Gang Activity Information, Shoreline Police: 206-546-6730
  Gun, Violence Hotline: 206-546-7861

## Youth Shelter
- Cocoon House (Everett): 425-259-6042
- Teen Hope (Shoreline): 206-546-1010