

Quincy High Tech High Student Handbook 2013-2014



“School of Choice”
Experience the Difference

Rigor
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Relationships

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INTRODUCTION

The purpose of this handbook is to inform students and parents/guardians about the policies of High Tech High and other programs administered by the school. HTH and QHS will need to work as a team to better serve the secondary students of the District. HTH students have all the rights and responsibilities of any QHS student. HTH students are given this student handbook emphasizing the rights and responsibilities of HTH students within the framework of Washington Law and Quincy School District policies. The policies may vary some between the two schools but great care is taken to guard students' rights and to treat students fairly at all times. The policy of both schools is to guarantee students a safe learning environment free of harassment and intimidation. This handbook is intended to be a guideline in orderly conduct rather than a detailed account of all rules and regulations of the High Tech High. If you have a question about any of the policies or procedures outlined in this handbook, please contact the school for further assistance.

The goal of the Quincy School District is to provide learning experiences that will assist all students to develop skills, competencies, and attitudes that are fundamental to an individual's achievement as a responsible and contributing citizen. In order to advance and maintain these goals, it is the responsibility and duty of each student to develop and pursue his or her individual learning plan (ILP).

The High Tech High program is based on the State of Washington and Quincy School District Essential Learning Skills and Common Curriculum Goals. The program is designed to help students achieve all graduation and HSPE requirements.

High Tech High encourages the parents or guardian to be an active partner in their child's educational program. Each student's Individual Learning Plan (ILP) will be developed with the

assistance of the student, parent/guardian and HTH staff. Parents and/or guardians are welcome and encouraged to visit the High Tech High at any time to review their student ILP.

We all want to thank you for your confidence in us as your school of choice.

Quincy School District School Board

Tricia Lubach, Alex Ybarra,
Mike Scharbach, Myrna Blakely and JoAnn Garces
Dr. Burton Dickerson, Superintendent

Quincy High Tech High Staff

Mr. Garry Stidman	Principal/Counselor
Ms. Mary Garza	Administrative Assistant/Parent Liaison
Mrs. Kathy Waltho	Prevention Interventionist
Mrs. Sharene Nieuwenhuis	Para Professional
Mrs. Sandy Shelton	English/Gov. Teacher & Grade 12 Advisor
Mr. Douglas Mareld	English/Gov. Teacher & Grade 11 Advisor,
Mr. Steve Coleman	Science Teacher & Grade 10 Advisor
Mr Colin Hedges	Math Teacher & Grade 9 Advisor

ACTIVITIES

There are many activities at both High Tech High and Quincy High School in which students participate. It is hoped you will find an area of interest and become involved. QHS and HTH activities are only as good as the students who become involved and their dedication to the activity. High Tech High students are eligible to participate in all Quincy High School activities outside of HTH activities.

ACADEMIC INFORMATION

Graduation Requirements

English..... 4 credits
 Mathematics 3 credits
 Social Studies 3 credits
 Washington State History Completed
 U. S. History and Government 1 credit
 Current World Problems..... 0.5 credit
 Senior Social Studies Elective 0.5 credit
 Science (1 credit laboratory Science) 2 credits
 Career/Technical Education/On Line 1 credit
 Health Education or Personal Choices 0.5 credit
 Physical Education2 1.5credit
 Visual and Performing Art3..... 1credit
 Advisory/Portfolio/Culminating Project.... 1 credit
 Electives 6 credits

- 3. Visual & Performing Art is defined as music, art, drama, or qualifying CTE courses.
- 4. Spanish 1 and 2 credits may be earned by passing a challenge test.

100% mastery on Portfolio and 70% or higher on Senior Project or Internships.

TOTAL FOR GRADUATION 23 credits

- 1. Algebra 1 or 2 and Geometry or higher required unless exemption granted. Algebra in 8th may also count toward graduation.
- 2. Maximum number of PE credits is four. The first credit must be from a formal PE class.

Graduation Requirements:

Class 2014.....	23.0 credits (HSPE)
Class 2015.....	23.0 credits (HSPE)
Class 2016.....	23.0 credits (HSPE)
Class 2017.....	23.0 credits (HSPE)

Quincy School District determines a student's grade level in high school according to the number of credits a student has earned.

***Students who do not pass the math EOC will need to pass additional rigorous math classes each year except the year 2014. Students must pass the science HSPE in 2015.*

Grade Level	Credits Earned
Freshman	.0 to 5.75
Sophomore	5.75 to 11.5
Junior	11.5 to 17.25
Senior	17.25 + credits

HTH will issue final grades each quarter (every 9 weeks). Each 9- week grades will be worth 0.25 credits. Two nine- week grades equal a normal eighteen-week grade of 0.5 credits. Each student (during the four years in this free, public high school) has the opportunity to take 6 required elective courses. Students are encouraged to use these choices wisely to gain depth in areas of major interest and to explore subjects they may not otherwise encounter. Whatever the choices, at the end of each grading period, the student will (if they apply themselves) have knowledge and skills they did not have before. These can be stepping-stones to future learning, whether that is, in home and personal relationships, in technical schools or college, or in the workplace. Learning is the school's primary business; it is the student's major responsibility while attending HTH. HTH programs offer exciting new learning opportunities now and for a lifetime.

ATTENDANCE

85% Attendance Required to Receive Full Credit

Regular and punctual school attendance is important to a student's success in school and is a major factor in the maintenance of course continuity and achievement of course objectives. Attendance is now calculated as part of a student's basic class requirement along with the Presentation of Student Learning (POSL). As a natural consequence of absenteeism, a student's credit is affected when attendance falls below 85%. Certain kinds of experiences such as class discussions, group work, demonstrations and experiments cannot be duplicated. Regular attendance and punctuality are also important in instilling lifetime habits of promptness and reliability. A teacher may grade on class participation for students who are in attendance but may not adversely affect students who are not in attendance. In order to avoid negatively impacting a student's nine-week/semester grade, other assignment options must be available to students who have been absent. Students who need to meet the 85% attendance requirement will attend the before and after school Student Assistance Program. The Student Assistance Program is available from 7:30-8:00AM (Tuesday-Friday) and 2:00-4:00PM (Monday through Thursday).

Parents who wish not to have their child participate must understand that their son/daughter will not receive full credit for any class where attendance is below 85%. Only a parent and the principal can excuse a student from this program. In addition, any student wishing to earn additional credits can attend the Student Assistance Program.

In recognition of the responsibility of parents and legal guardians for ensuring the school attendance of children under their care and in accordance with state law, High Tech High has established regulations and procedures for controlling tardiness, absenteeism, and truancy of students. HTH will take steps to inform and involve the student and parents/guardians in the resolution of any attendance problems.

Absence: is defined as a non-attendance with permission of a parent, guardian, or school authority.

- **Excused Absence:** Written verification from the parent/guardian or a phone contact is required for all excused absences. The verification should include the date(s) of the absence; time missed, and the signature of the parent/guardian. Verification will be presented to the classroom teacher and school secretary upon the student's return to school.
- **Excessive Absences:** If total absences exceed 6.75 days in a nine-week grading period, a student may be referred to the principal, lose credit and/or be withdrawn from the program. The student and parent/guardian will be informed and the student will be given a hearing to explain why such action should be taken.
- **Tardiness:** Tardy is defined as being late to school or class.
Tardy procedures:
 1. The teacher will counsel with the students. The teacher may assign additional work to be made up outside of class time.
 2. Parental contact will be made after the third tardy.
 3. The teacher will refer students who have not responded to remediation to the principal for further consequences.
- **Early Dismissals:** Notes requesting early dismissal for appointments must be presented to the HTH secretary on the day the student plans to leave early. The teacher will be notified by the secretary and given a slip to dismiss the student from class at the appointed time. Failure to follow the correct procedure will result in the absence being considered unexcused.
- **Pre-Arranged Absences:** We recognize it is sometimes necessary for students to miss a day or more of school for pre-arranged appointments or family activities. If it is necessary for a student to be absent, the parent/guardian may pre-arrange an absence through the classroom teacher or the principal. The student should present a note signed by a parent/guardian to the HTH secretary to receive a copy of the pre-arranged absence form. The HTH secretary will present the signed form to the principal for final approval. This must be signed by the parent, student, teachers, and HTH principal prior to the date of the absence. Student must notify the HTH staff double the amount of days they requested to be absent.
- **Truancy:** Truancy is defined as an absence without permission of parent/guardian or school personnel. A student may be suspended, or expelled for habitual truancy, in keeping with district and state policies related to discipline. The goal of HTH is to keep students in school; therefore parents/guardians will be notified prior to any disciplinary action for truancy. Working with the parent/guardian, the HTH staff will take corrective measures to remedy the cause(s) for the student's tardiness to school. Each case will be examined individually, but the following actions can generally be expected:
 - First Truancy - Parent notification. Student, parent/guardian, teacher and principal action plan to improve attendance.

- Second Truancy - Parent notification. Student referred to principal.
- Continued Truancies - Student will be referred to the HTH principal who will inform the parent/guardian and the student of the school's intent to take one the following actions:
 - a). reevaluate student's placement in the HTH program
 - b). initiate disciplinary action
 - c). place student on an attendance contract.
 - d). a combination of the above

It will be the responsibility of the classroom teacher to:

- at the beginning of each grading period, explain and publish how attendance and participation relate to the course objectives
- at the beginning of each term, establish and communicate clear guidelines for making-up work, and times the teacher is available to meet with students
- have available assignments and other work missed by a student Teachers will give student two days for each day absent to turn in make-up work.
- review and return student work in a timely way
- maintain accurate attendance records and report absences to the attendance office
- notify the student, parent/guardian, and the appropriate school personnel when absenteeism impacts performance to the point where passing a course is in jeopardy

It will be the responsibility of the student to:

- attend school promptly and regularly
- wear appropriate HTH uniform at all times (except on special occasions staff/principal approved)
- pre-arrange absences (whenever possible)
- bring notes or a call to HTH from parent /guardian to excuse all absences
- make arrangement with the teacher and follow classroom procedures for make-up work with the understanding that certain kinds of classroom activities cannot be duplicated Make-up missing work within two days for each day absent
- keep teachers informed of any event that may impact your attendance or affect job performance
- remain at home when ill

It will be the responsibility of parents/guardian to:

- emphasize in deed as well as in words that school attendance is a priority
- provide accurate attendance information to the school
- call the HTH secretary when your student is absent
- write and sign notes to be sent to school with student upon return to school after an absence.
- schedule required appointments outside of the school hours (if at all possible).
- initiate contact with staff in cases of extended absences.
- refrain for scheduling family trips that conflict with the school term (if at all possible).
- Be an active participant in your student's education.

Extra-Curricular Activities. - A student is expected to be in attendance all day on the day of a practice or event in order to participate in extra-curricular activities that afternoon or evening. This expectation applies to all activities, athletics, and fine arts events. Participation may be denied for failure to comply with this policy. (Note - Students need to pre-arrange all absences with the Athletic/Activities Director, at HTH or QHS, prior to leaving school on game days.)

DISCIPLINE

It is the intent of HTH to encourage students to correct undesirable/unacceptable behavior, attendance, or attitudes problems whenever reasonably possible. HTH teachers and the principal will work together to ensure that all students will receive appropriate disciplinary consequences in accordance with Quincy School District policy and Washington State Law. A progressive discipline approach attempts to relate the imposed disciplinary action of intervention to the severity of the offense and the number of times that offense or accumulated offenses have occurred. Students who violate school policy face disciplinary sentences by the principal and/or teacher(s) commensurate to the violation and a first occurrence. Second violations will result in stronger disciplinary action and sentences by the principal. Repeated violations may result in severe disciplinary action or suspension. At each intervention step, the intent is to assist the student in identifying the problem, understanding what new behavior is necessary, and encourage the student to accept accountability for his/her actions.

-- SEE HANDOUT INSERT--

Quincy School District Student Discipline Model at a Glance

NOTIFICATION OF STUDENT RIGHTS, RESPONSIBILITIES, CONDUCT AND DUE PROCESS.

Student Rights and Responsibilities:

The mission of High Tech High is to establish a better school by working in a personalized and fun environment, and making the community a better place together, resulting in a First-Rate education. Furthermore, all students who attend school in this district will: (1) need to comply with the written policies, rules and regulations established for the governing of the schools (2) pursue the required course of studies and (3) will submit to the authority of all school staff.

Students are entitled to the rights of all people as set forth in:

- The Constitution and laws of The United States.
- Constitution and laws of The State of Washington.
- First Amendment rights to freedom of press, speech, peaceable assembly and petition.
- rights to be secure in their pursuit of an education while in the custody of the school district.

These rights are subject to the school district's authority to make reasonable rules and regulations to maintain the educational process. A complete copy of school board policy is in each school building.

Student Conduct:

Any student who willfully performs any act detrimental to the orderly operation of the educational process or to the orderly operation of a school-sponsored activity will be subject to

disciplinary action, suspension, or expulsion. A full enumeration of specific, prohibited acts may be obtained from any school.

Student discipline, suspension and/or expulsion will be administered in such a manner as to fully take into consideration the nature and circumstances of the violation, the individual circumstances of the student, and prior forms of corrective action or punishment which may have been imposed upon the student. A complete definition of disciplinary terms, including expulsion, emergency expulsion, suspension, emergency removal, and discipline may be obtained from any school in the district.

Equal Educational Opportunity

Quincy School District complies with all federal and state rules and regulations and does not discriminate on the basis of race, color, national origin, sex, or handicap. This holds true for all students who are interested in participating in educational programs and/or extra-curricular school activities. Inquiries or complaints regarding compliance procedures may be directed to Quincy School District's main office.

Student Records

The Quincy School District keeps student records as deemed necessary to meet student educational needs. Parents and students have certain rights with regard to these records. Parents/guardians may inspect their child's records and challenge information contained in the record they believe is inaccurate, misleading or in violation of the privacy or other rights of the student.

Requests to review a student's records and/or the District records policy are to be made by the parent/guardian to the student's building principal. If requested, translators will be made available for non-English speaking parents.

Directory Information

Quincy School District cannot release student information to persons or organizations outside the district without the written consent of a parent/guardian with the following exceptions:

- i. the school district will forward educational records upon request to a school in which a student seeks to enroll
- j. the school district will release directory information which includes a student's name, address, telephone number, date of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, attendance dates, diplomas and awards received, and most recent school attended.

Directory information is not generally considered harmful or an invasion of privacy.

The Family Educational Rights and Privacy Act grants parents the right to release to restrict the release of directory information. If a written request is placed in a student's record, directory information will not be released. Parents may refuse to have directory information released, by writing a dated letter stating such to the student's school principal.

Harassment or Intimidation

Students are entitled to attend school, free of harassment or intimidation. School Board Policy defines Harassment/Intimidation as – “Conduct which involves offensive physical contact (other than assault), public insulting, of another person by abusive or obscene words or gestures, or insulting another person by using derogatory language or intimidation concerning the other person’s race or gender”. Other forms of harassment-sexual harassment-intimidation can come in the form of texting and sexting. In essence, harassment and/or intimidation are in the eye of the person being harassed or intimidated.

Sexual Harassment in school may include unwanted sexual attention from teachers, other adults, students, or anyone else within the school environment or at school-related activities . Sexual harassment may carry the message of potential retaliation. An incident may occur once or it may be repeated. Victims of sexual harassment should report the problem to an adult, such as a teacher, counselor, or administrator as soon as possible.

Gang Behavior

The Quincy School District Board considers student gangs to be secret societies, which are prohibited under Washington State Law. The Board also believes that such organizations are disruptive to the educational process. In order to maintain schools that are safe, orderly, and focused on their educational mission, the Board has determined that the following gang-related behaviors are strictly prohibited. The Board directs all staff members to immediately report any of the following to the school administration.

1. Incidents involving initiations, hazing, intimidation, or related activities, which are likely to cause bodily danger, physical harm, or personal degradation.
2. Participation in gang-related activities including possession or display of gang clothing, symbols, paraphernalia, or literature.
3. The use of hand signals, graffiti, or displays of any type, which through color, arrangement, trademark, symbol or other attributes implies membership or affiliation with a gang.
4. Any other overt behavior listed in the High Tech High School Handbook, “Gang-Related Behavior”, which occurs as a result of gang activity.

The prohibition of behaviors listed above is applicable during school, in transit to and from school activities, at school activities, and at any time on school property.

When the principal determines that students have been involved in any of the above violations, disciplinary action may be taken which may include suspension and/or recommendation of expulsion. Principals may elect to reduce disciplinary actions if “ the student voluntarily requests counseling and assistance in terminating gang affiliation.”

High Tech High accepts “zero tolerance” on weapons, gang behavior, activities, and attire. Students who want to attend the High Tech High must agree not to engage in any gang behavior on their way to, during, and from school.

Family and Consumer Science Education
Drill Team
Foreign Language
National Honor Society
Future Business Leaders of America
Odyssey of the Mind
Technology Student Association
HTH ASB

Drama Club
Knowledge Bowl
MEChA
History Club
Key Club
S.A.V.E. Club
Math Club

Mechanics of the Attendance Program

High School Attendance and Truancy

The following procedures have been established for and substantiated by:

A. Quincy School District Policy No. 3122 states that - "Regular school attendance is necessary for mastery of the educational program."

B. The Revised Code of Washington No. 28A.58.200 - "Requires pupils to comply with rules established for the government of schools, to pursue required courses and to submit to the authority of teachers, subject to such disciplinary action as school officials shall determine."

1. *Policy:*

The High Tech High staff firmly believes that regular and punctual attendance is necessary for students to achieve maximum benefit from the school program. Such regular attendance has a positive effect on student learning and achievement. Mastery of course content and achievement of objectives through participation in class activities and student/teacher interaction are of extreme importance.

The successful completion of school is based on the idea that attendance is vital. Lack of attendance directly affects learning and may influence a course grade a student receives. For example, in participation type classes, a student's grade may be affected because of the student's inability to make up the activities conducted during a class period. In particular, a truant student's grade shall be affected if a graded activity or assignment occurs during the period of time when the student is truant.

Teachers shall communicate to students in writing, and have on file, the extent to which absences or lack of class participation may be reflected in course grades or credit. In instances where the teacher determines that a student's attendance and/or participation in class is related to the instructional objectives or goals of a particular course, the teacher may lower the student's grade or credit for failure to attend class and/or participate in the instructional activities.

In recognition of the responsibility of parents and legal guardians for ensuring the school attendance of children under their care, High Tech High has established regulations and procedures for controlling tardiness, absenteeism, and truancy of students, including steps to inform and involve parents/guardians in the resolution of such problems.

2. *Types of Absences:*

A. Excused Absences - Absences excused with parental/guardian permission. The teacher's attendance book is the official record for student class attendance. Teachers will give students the opportunity to complete and receive credit for all work. Students have the responsibility for making arrangements with their teachers for the completion of all make-up work.

B. Truancy - Truancy is defined as not reporting to school when parent(s)/guardian expect you to be there, or not reporting to or remaining at assigned areas after arrival on campus. Teachers will not give students credit for assigned work and tests missed during truantries.

3. *Procedures:*

A. Accounting for Absences - When a student is absent, the parent/guardian should phone 787-1678 or send a note to verify the cause of the absence. If parents/guardians have not made contact with the school, the attendance office will attempt to phone home when a pattern or problem appears. When parent/guardian communication has not been received or made within 48 hours of the absence, whether by note or by phone, the absence shall be declared truancy until verified by the parents/guardians. At the time a student becomes truant, they may be subject to disciplinary action. Any student who presents false evidence in order to wrongly qualify for an excused absence shall be declared truant and will receive disciplinary action.

B. Making up Work - If an absence is excused, the student shall be permitted to make up all missed assignments outside of class under reasonable conditions and time limits. Make up work shall be completed on a date no later than the number of school days missed plus one; however, long-term assignments requiring a number of days to complete will be due on the date specified, especially since students will have had ample awareness of that due date.

Teachers may make special arrangements for any make up work. If an assignment is such that it cannot be made up, the teacher may substitute another assignment and an equal amount of credit given.

C. *Prearranged Absences* - (Absences of three or more school days). Prior arrangements for these absences may require a parent/guardian teacher conference. Such prearranged requests must be submitted to the office the same number of days in advance as the number of requested days to be absent, with a minimum of two days' advance notice. (*) Students will take the prearranged absence forms to teachers for their consideration and signatures. In all prearranged absence requests, academic performance, attendance record, and teacher input will have a bearing on whether the request is recommended or not recommended.

The teacher will notify Parents/guardians in every instance that a disapproved status is given. Hence, in those instances where absences would cause a harmful effect upon a student's academic achievement, the parent/guardian shall bear the primary responsibility if such absences are still taken. The student will complete school assignments and submit them to teachers before the prearranged absence period begins, unless special arrangements with the teacher have been made.

(*)Note: Prearranged absences of exceptional duration will be handled on an individual basis by school administration.

D. *Disciplining Truancies*

1. **First Offense:** For one or more class period truancy, a one period of school service for each period missed may be administered. Furthermore, that teacher(s) may assign additional work to be made up outside of school
2. **Second Offense:** A Detention session(s) may be administered (non-attendance may result in in-school or out-of school suspension).
3. **Third Offense:** Most third offenses may result in up to five days in-school or out-of school suspension.
4. **Fourth Offense:** The fourth offense may result in long-term suspension for the remainder of the trimester with loss of credit.
5. Students who have violated the truancy policy in prior years may be returned to the previous disciplinary step at the beginning of the school year.

E. Class time may also be made up before 8:00 A.M. or after 2:00 P.M. through special arrangements with the teacher. All time to be made up will be completed before the last five (5) days of each trimester. An exception would be if the seventh day missed (or more) would fall in the last five (5) days of the trimester, then the time must be made up before the end of the trimester or by special arrangements provided by the teacher. Individual teachers may add stricter requirements over and above the six classes per quarter limit. Students will be notified of the individual teacher's requirements at the beginning of the quarter. Building administration will have a copy of the teacher's requirements on file in the office.

F. *Tardiness*

A tardy is an unexcused late arrival (10 minutes or less) to a class or class activity. On the third unexcused tardy in the same class, the **teacher** will contact the parent/guardian and may assign additional work to do outside of school. Upon the fourth unexcused tardy in the same class, students will be referred to the **principal**. Upon the fifth tardy, the student will again be referred to the principal and possibly receive a one-day suspension. Additional tardiness may result in stricter discipline.

Visitors and Student Guests

Due to the possible disruption of the educational process we do not allow student visitors to attend our school. The only exceptions include foreign exchange students, student speakers, parents/guardians and students selecting a school district in which to reside.

HTH Dances

Dances, class activities and student body functions are sanctioned, supported and financed by the Quincy Associated Students. All dances except semi-formal and formal are limited to HTH/ QHS students. Semi-formal and formal

dances (Tolo, Homecoming and Junior/Senior Prom) are limited to QHS and HTH students. Any student bringing a guest to an ASB dance will be required to submit the "Request for Guest Admission to a Dance" application form 7 (seven) days prior to the dance. Guests are subject to all the rules and regulations of HTH/QHS students while on campus. It is the responsibility of the host to inform the guest of this. For such events, students are limited to one guest for each event. Any guest must be a student in good standing of another high school or a local home school student. **No guest over the age of 20 will be admitted.** Only students with approved guests will be allowed to purchase tickets for the dance. Some form of picture ID such as driver's licenses or ASB card will be left at the door upon entering the dance. Permission is not necessary for public performances, athletic contests, or similar events. For reasons of school safety, visitors/guests are not allowed at HTH during the academic day.

1. **Police officers will be hired for the mixer by the group putting on the dance.** The activity director will contact the police.
2. The doors for the dance will be closed (**LOCKED**) 30 minutes after the dance starts. **NO ONE** is admitted after this time.
 - i. **You will be required to show your student identification card or driver's license at the door.** If you are bringing a guest, you are responsible for that person. If the guest or the student from HTH/QHS is removed from the dance, the other party also will be removed. Your guest will leave his or her driver's license or pictured activity card at the door.
4. Chaperones are required. There must be a **minimum of six; two of which must be club or class advisors** and four parents from the members of the club or activity conducting the mixer. Activity approval forms must be submitted at least one week in advance and scheduled on the calendar.
5. **JUNIOR HIGH STUDENTS** are **NOT** to attend any high school activities.

Telephone

HTH has only two phone lines serving the building needs. (One of these also serves as a fax line.) Students must obtain permission prior to making any calls and limit the call in duration to no more than one minute.

CELL PHONES: Must remain in your pocket on vibrate or off except for lunch time.

Report Cards and Grading

Report cards will be issued approximately 5 to 7 days after the end of each semester. The grades will become part of the permanent record of each student. The following grading procedure will be followed:

A	Superior	4.00	
A-		3.70	90%
B+		3.30	
B	Above Average	3.00	80%
B-		2.70	
C+		2.30	
C	Average	2.00	70%
C-		1.70	
D+		1.30	
D	Below Average	1.00	60%
F	Failing (no credit)	0.00	
P	Passing	1.00	
S	Satisfactory	1.00	
U	Unsatisfactory	0.00	
I	Incomplete (student has ten school days to change the grade by completing missing work. Grade will be changed to "F" if work is not completed.		

A **Progress Report** will be mailed or phoned to the parent/guardian after each 30/60/90 day grade check.

A **Grade Check** may be done on any student, anytime, at the request of a parent/guardian, through the office. This may be done for one or all classes.

Student Insurance

Students may purchase insurance available through the school. Forms are available in the HTH office.

Student Education Information

This is notification to parents/guardians that the Quincy School District, upon legitimate request, will transfer to the requesting school, educational institution, or educational agency those records identified as student education records. Parents/guardians may inspect their child's records and challenge information contained in the record they believe is inaccurate, misleading or in violation of the privacy or other rights of the student. A request to review a student's records and/or the District records policy is to be made by the parent/guardian to the student's building principal. If requested, translators will be made available for non-English speaking parents.

Sexual Harassment

It is the policy of High Tech High School to maintain a learning environment for all its students, which provides for fair and equitable treatment, including freedom from sexual harassment. Washington State law, RCW 49.60, has been interpreted to prohibit sexual harassment. It is defined as unwelcome/unwanted sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment includes but is not limited to:

- Obscene gestures or language
- Pursuing a person in a sexual manner
- Pornographic pictures or slogans
- Taunting in a sexual manner
- Offensive jokes
- Teacher/Student interactions of a sexual nature that affect grade or level of performance
- Anything creating a hostile learning environment

Students who sexually harass shall be subject to disciplinary action. Actions range in severity from verbal warnings to suspension and/or law enforcement intervention. See Group B offense. Counseling will be required in which the individual must show that he/she understands what acceptable behavior is. All questions should be directed to the HTH administrative or counseling staff.

Sex Discrimination

In compliance with Title IX of the Education Amendment of 1972, no student at High Tech High shall, on the basis of sex be excluded from participation in, or be denied the benefits of, or be subjected to discrimination under any education program or activity. Any individual alleging noncompliance on the part of any program or activity may submit a grievance in writing to the building principal. This includes any act or threatened action done to any male or female, such as language, printed materials, dress, or comments.

Academic Honesty

Students can expect no credit for work that is not their own. Examples of cheating include using high tech devices like programmable calculators, watches and cell phones to help a student pass a test. Those found cheating on a test, or helping others cheat, will face serious consequences. These may include failure on the test or even more severe consequences as established by the teacher. Plagiarism, the use of material produced by someone else without acknowledging its source, is a serious academic violation. This includes copying and purchasing materials and papers off the Internet. In higher education it can be grounds for course failure or even removal from college. Students who submit plagiarized work will receive no credit for the assignment.

Academic Expectation Policy

The Quincy School District desires that all students achieve academic success. High Tech High faculty and Administration believe all students perform at a higher level if academic expectations are clear. The purpose of the

academic expectations policy is to serve as a safety net for students who are experiencing academic problems while attending High Tech High. All students are expected to make normal academic progress toward graduation.

When a student fails a class at High Tech High, it indicates a very serious problem. First, the student may not be on a track to graduate. Second, the student could be placed on academic probation. We believe the failing student and his or her parents need to be informed of his or her status when it's determined. Whenever a student is in danger of failing a class, a referral will be mailed home. If the student's status does not improve, a second referral will be mailed home, or the teacher will contact the parents directly.

Academic Probation Procedure

At the end of any semester during which a student fails two or more classes, parents/guardians will be notified (in writing) that the student is on probation for the following semester. The parent/guardian will be asked to attend a conference including the student, parents, administrator and teachers. The reasons for the failing grades will be determined, a corrective program will be developed and expectations for the student will be developed. In most cases, students placed on academic probation will be required to attend the Student Assistance Program.

The student's advisor and parent/guardian will receive a student progress report every 4-5 week. It will be the student's responsibility to pick up a progress report form from the appropriate, designated teacher and take it to their teachers each Monday and return it to their advisor signed by the parent/guardian on Tuesday mornings.

Should a student fail two or more classes while on probation, school officials will meet with the parent/guardian and student to discuss options. These options may include placement in another high school, alternative school program, Job Corps, P.A.S.S. classes, GED or correspondence classes. G.E.D, PASS and correspondence classes probably will not be free to the student.

Computer Lab and Acceptable Use Policy

Please remember that schoolwork is the main purpose of computers. Game sites, Napster, shopping sites, chat rooms, and e-mails are not allowed. All use of the computers must be in support of education and consistent with the mission of the district and HTH. Students must complete a "Computer Usage Form". As a condition of each user's right to use any type of computer -related electronic media (including Internet) all users must agree to use the system in an acceptable manner as listed below.

1. The student will maintain the confidentiality of their user ID and password.
2. student will not create, seek, observe, or use obscene, abusive, or offensive language and/or graphics. Quincy School District reserves the right to determine the definition of each of these categories.
3. The student will respect other users and their rights.
4. The student will abide by all copyright laws and licensing agreements.
5. The student will not use the system for solicitation, advertisement, political, or other commercial purposes.
6. The student will not damage computer hardware and peripherals. Student will not remove, alter, copy, or add unauthorized files and or software.
7. The student will not attempt to access areas or activities for which they are not authorized. If loopholes in computer security systems or knowledge of a special password are encountered, the student will not use them to damage computer systems, obtain extra resources, take resources from another user, gain access to systems or use systems for which property authorization has not been given as per RCW 9A.52.110, 9A.52.120, 9A.52.130, and 9A48.100. The student will also report loopholes to school authorities.

Violation of the above policy may result in discipline up to expulsion and/or revocation of network access and related privileges, or prosecution according to the RCW's.

High Tech High Student Handbook 2013-2014

I have read and understand the contents of the High Tech High Student Handbook and will adhere to all rules and district policies and procedures which include computer usage, academic and behavior. I also understand that if I violate any of the rules that my enrollment at HTH can be revoked

Student Signature

Parent/Guardian Signature

Date

Print (Student Name)

Print (Parent/Guardian Name)

Due to the freedoms and privileges that High Tech High has to offer it is only right that parents, staff and students have the opportunities to teach, learn and feel safe.

Dress Code Signature

If your son or daughter shows up to school out of uniform he or she cannot remain at High Tech High. Please designate who will pick your student up or where they should be directed to go.

Person and Phone Number/s

Location

School Calendar