

# Woodinville High School

“Home of the Falcons”

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

425.408.7400

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

2024 – 2025



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

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

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

In case of emergency, please notify:

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

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

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*Please check the school website for more information.*

# **WOODINVILLE HIGH SCHOOL**

## **MISSION STATEMENT**

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

## **MOTTO**

“Care, Respect, Leadership”

## **THEME**

“One Falcon, One Family”

## **PHILOSOPHY AND OBJECTIVES**

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

To manifest this philosophy, we specify the following objectives:

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

# **NORTHSHORE SCHOOL DISTRICT**

3330 Monte Villa Pkwy, Bothell, WA 98021

425.408.6000

Superintendent: Michael Tolley

**District Main Switchboard 425.408.6000**

**Office of the Superintendent 425.408.7701**

**Director of Communications 425.408.7671**

## **SCHOOL BOARD MEMBERS**

Amy Cast

Sandy Hayes

Dr. Jacqueline McGourty

Han Tran

Elisabeth Sotak

## **WOODINVILLE HIGH SCHOOL**

### **PTSA INFORMATION**

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

Board Contact Information, Volunteering,

Joining the PTSA and more!

### **ASB OFFICERS**

#### **Executive Council**

President: Jane Norris

Vice President: Ainsley Mann

Secretary: Charlotte Mus

Treasurer: Sophie Bagley

Activities Promoter: Sydney Overcash

ASB Activities Director: Mike Kelly

### **FALCON FACTS**

#### **School Colors**

*Kelly Green and White with Navy Blue Accent*

#### **School Mascot**

*Falcon*

#### **Fight Song**

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

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

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

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



# FACULTY AND STAFF

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**\* EDUCATION SUPPORT PROFESSIONALS (ESP)**

## COMMUNITY RESOURCES

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

## CALENDAR OF ACTIVITIES/EVENTS

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

## DAILY BELL SCHEDULES & DAILY BULLETIN

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

*\*Subject to Change.*

## CAMPUS EXPECTATIONS

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

### At Woodinville High School...

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

### GO Falcons!



# GENERAL INFORMATION

## 1. APPROPRIATE BEHAVIOR

Please refer to the NSD Student Rights and Responsibilities for full explanation.

Students should show respect for themselves and others.

- Respect the rights, feelings and property of fellow students, parents, school staff, visitors and guests and school neighbors.
- Students shall refrain from overt and inappropriate displays of affection on campus and at school functions.

## 2. ASB

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

## 3. ASSEMBLIES

See General Information, Section 9, B.

## 4. BUS PASSES

Bus passes are obtained from the Main Office and are only issued with a signed, written note, email or fax from a parent or guardian. Bus pass requests should be prearranged before school or during options or lunch. Bus passes are provided depending on each situation, **it is not guaranteed**.

## 5. BUS RIDERSHIP

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

## 6. CHANGE OF ADDRESS/STATUS

Please notify the WHS Counseling Office promptly of any address, phone number or email changes. This is critically important should we need to contact parents/guardians in the event of an emergency. You may go to the WHS website under the Counseling tab at <https://woodinville.nsd.org/counseling/address-change> to download the NSD Change of Address form and submit proof of new residency as required within 5 days of changing residence.

## 7. CHEERS AND CHANTS

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

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

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

## 9. COMMUNICATIONS

### A. Public Communications Expectations

1. Everyone who is given the privilege of communicating publicly at WHS is a representative of our school and is therefore expected to conduct himself/herself in an appropriate and responsible manner. Public communication, created for school

purposes and/or using school equipment, includes but is not limited to the following:

- a. Assembly presentations and speeches
  - b. Posters and flyers
  - c. Announcements
  - d. Presentations in front of classes, both live and recorded
  - e. Online materials
  - f. School newspaper (Quill) and other written materials
  - g. Falcon News Network and other audiovisual materials
2. Anyone may be asked to submit materials for approval. Everyone has an obligation to learn and practice the legal and ethical responsibilities expected of him/her by Washington State and Woodinville High School. As school assemblies are considered a "captive audience", no one may engage in public communications that:
- a. Are legally obscene
  - b. Contain sexual innuendo
  - c. Are libelous or knowingly false about another person
  - d. Are cruel to animals
  - e. Create a clear and present danger and/or substantial physical disruption of the school
  - f. Invade privacy
  - g. Advertise illegal products or services
  - h. Interfere with any student's pursuit of an equal educational opportunity

## **B. Assemblies**

1. Attendance at assemblies is required.
2. Students must be courteous and respectful to the people performing.
3. Students who fail to conduct themselves appropriately at an assembly will be removed from the assembly and assigned discipline as appropriate.

## **C. Use of Technology & Network Code of Conduct**

1. Technology resources available at WHS include computers for research, document creation, and communication, printers and scanners, specialized curricular programs, Internet access, video cameras, and video editing software. This technology is available in many classrooms as well as the library, math lab, and tech lab. In all cases, students will follow the Northshore School District Network Code of Conduct and Responsible Use Procedures.
2. Northshore School District provides wireless network access for all students, grades 9-12. When students authenticate to NSD Wi-Fi networks, or any other network while on campus, they are expected to abide by the guidelines for responsible use as set forth in School Board Procedure 2022P, Responsible Use Procedure. Misuse of these network resources may lead to disciplinary action where appropriate. Staff will direct students as to the appropriate use of personal devices during instructional activities.
3. Northshore School District allows students the privilege of connecting approved personal devices to the NSDPublic network for educational use during the school day. NSD reserves the right to revoke this privilege if users do not follow all district guidelines and responsible use policies. These policies are intended to protect the security and integrity of NSD and student data and technology infrastructure. Students must agree to the terms and conditions set forth in this procedure in order to be able to connect their devices to the NSDPublic network.
  - a. Students are blocked from accessing certain websites during school hours/while connected to the NSDPublic network at the discretion of the district. While our filters and safeguards are set to protect students and block known inappropriate content, it is the student's responsibility to ensure safe and responsible use of the NSD network.

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

#### **D. Student Device Use Agreement**

1. WHS students will be offered a district-issued device for use in their learning at Northshore. Use of any technology in the context of teaching and learning is governed by the guidelines and expectations set forth in the NSD Responsible Use Procedure (RUP) and School Board Policy 2022 and Procedure 2022P. As stated in those documents, access to NSD technology is a privilege, not a right, and as such, students

and guardians must seriously consider the responsibilities associated with the opportunity to use technology devoted to activities that support learning.

2. Upon acceptance of a district device, the student agrees to the following:
  - a. To take full responsibility for the issued device and related accessories, and that the school is not responsible for the security and safety of the student-issued device.
  - b. To make every reasonable effort to notify school staff as soon as the device is stolen, damaged, or lost and complete the necessary reports. To use the device in ways consistent with the Northshore School District Responsible Use Procedure (2022P) and will use the device only for school-related purposes.
  - c. Understand that the device will be configured with a web filter that will ensure the student's web activity is limited to those web services that have been approved for use by the district.
  - d. Understand that all web activity on this device is monitored and can be used at any time to aid in student support and/or disciplinary action.
  - e. Understand the expectation for device care such as:
    1. Student will transport the device in the protective bag issued by the district, if applicable.
    2. Student will not leave device unattended at any time while at school or in a public place.
    3. Student will not remove the district barcode labels or mark the device in any way with markers, stickers, scratches, engraving, etc.
    4. Student will not remove the hard drive and/or modify the device's operating system in any way.
    5. Student will not install, or attempt to install, any unauthorized software or extensions.
  - f. Understand that the student may lose his/her/their technology equipment privileges as a result of inappropriate behavior, damage, neglect, or loss.

## 10. DANCES

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

- A. Students are to follow directions given by administration, chaperones and/or the DJ.
- B. Students can bring one guest per WHS student. Students who bring a NON WHS guest to a school dance are required to have the appropriate completed and signed Guest Authorization Form. Guests may not be older than 20-years old, or younger than a freshman in high school at the time of the dance. Guests are accountable for all Woodinville High School and Northshore School District rules and expectations outlined in the Student Rights and Responsibilities Handbook. Violations may result in removal from dance and/or disciplinary action. Guest attendance is always at the discretion of administration. If a student and/or guest are asked to leave a dance, both parties will be required to leave. Parents/Guardians will be called to come and pick up the student and guest if necessary.
- C. Students shall not conduct open displays of intimate affection at school or at a school sponsored activity. Examples are prolonged hugs or kissing, making out, dancing in a lewd or suggestive manner (i.e., freak or club dancing). Explicit dancing of a sexual nature or unwanted physical contact is prohibited because it creates a hostile environment and is considered sexual harassment.
  1. The definition of Freak Dancing is any or all dancing that is found to be "sexually suggestive in any way." Examples of this are, but not limited to:
    - a. Any inappropriate backside dancing (ankle/knee grabbing, bending over more than 90 degrees, etc.)
    - b. Inappropriate touching, fondling, excessive displays of affection
    - c. Removal of shirts, pants or necessary articles of clothing

- d. On the floor dancing or lap dancing
  - e. Front to front dancing with legs up or legs intertwined
  - f. Violent, "mosh pit" style dancing
2. Any student or guest that is dressed inappropriately will be asked to change or be removed from the dance. No refund will be given. For appropriate dress description, see Dress Code.
  3. Dance admission: EVERYONE MUST HAVE **ORIGINAL** PICTURE ID. Current school ID, passport, or driver's license will be the only forms of picture ID accepted. Once a student leaves, the student cannot return.

## 11. DELIVERIES

Items brought to students necessary for their coursework during the school day must be delivered to the Main Office where they will be held for students to pick up during non-class hours. To preserve valuable classroom time, the Main Office cannot call the classroom, send passes for students, or deliver items to students during the school day. It is the responsibility of the parent or guardian to notify the student when they have dropped off an item in the office. The delivery and pickup of food during class time by companies, such as Uber Eats is prohibited.

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

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

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

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

## 14. DRESS CODE

*Per the NSD Students Rights and Responsibilities Handbook. Note changes may occur after printing, please refer to the district and school website for updated information.*

The student's attire is primarily the responsibility of the parents or legal guardians. The Northshore School District is responsible for assuring that student attire does not disrupt or interfere with the educational process which includes the health, safety, and emotional well-being of all students. Student attire should not contribute to any hostile or intimidating atmosphere for students.

### Students May Wear:

- Religious headwear
  - Other headwear\* must allow the face to be fully visible to school staff
- Fitted\*\* pants, including leggings, yoga pants and "skinny jeans."
- Pajamas
- Ripped or distressed jeans/shorts that do not expose underwear
- Tank tops, halter tops, and crop tops (including those with spaghetti straps)
- Sunglasses (can be worn outside). Special approval is needed to wear sunglasses in the classroom setting for medical purposes.

\*Headwear is approved to be worn on campus during the school day, unless it is a safety issue. Headwear includes, but is not limited to, hats, visors, bonnets, hoodies, etc. In all circumstances, teachers should attempt to accommodate students who choose to put on headwear.

\*\*The term "fitted" can best be described as form fitting garments that contour the body while providing coverage at the same time.

### Students May Not Wear Clothing With:

- Violent language or images
- Images or language that encourages the use of alcohol, tobacco, vaping, or the use of any other drugs.
- Images or language that depicts illegal activity or that creates a hostile environment
- Hate speech, gang/hate group affiliation, profanity, or pornography

- Bathing suit tops, tube tops, or sports bras (unless worn underneath another approved article of clothing)
- Visible underwear or boxers
- Masks\* and headwear that conceal the face (except for religious, medical, and/or health related purposes)
- Dangerous or sharp objects that could be used as a weapon, spikes, etc. \*Unless directed by state, county, or district officials

**Consequences:**

1. First Warning: (documented in student file code violation) Change clothes & may notify parents.
2. Second Warning: after school detention, change clothing and parent notification.
3. Third Warning: Referral to assistant principal, change clothing and Saturday School.
4. Fourth Warning: Referral to assistant principal, student sent home, parent notification and discipline.

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

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

**16. ELEVATOR USAGE**

Please be respectful of those that need to use the elevators due to injury/disability. All physically able students are expected to use the stairs. Students that use the elevator for purposes other than transporting themselves due to an injury/disability are subject to disciplinary action. Students must obtain a pass from the main office to be able to use the elevator.

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

In addition to the details below, all students are responsible for following the NSD Technology Policy in the NSD Rights and Responsibilities Handbook and Policy 2022 and Procedure 2022P. Note changes may occur after printing, please refer to the district and school website for updated information.

Cell phones, iPods, ear buds, headphones, video games, mp3 players and similar personal electronic equipment are not to be used in classrooms except with the expressed permission of the instructor. Video and digital cameras and other recording devices (including cell phones) are not to be used in a classroom unless specifically directed by a teacher and may never be used without subjects' permission. Laser pointers are not allowed on school grounds or at any NSD sponsored event. Staff will confiscate your equipment if it is seen during class or at any NSD sponsored events either on or off-campus. Use of these technologies is not to be used inappropriately at any time and are subject to confiscation and viewing if the administration suspects the electronic equipment is being used for activities inconsistent with district or school policies, such as the disruption of the educational environment. Use of technology that is deemed to be disruptive to the educational process may result in school discipline of those students who are involved.

**18. EMERGENCIES/EMERGENCY DRILLS**

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

**19. FINES AND FEES**

It is the student's responsibility to monitor the safekeeping of books, textbooks, devices, materials, and equipment issued by the school/district. Fines or damage charges will be levied for the cost of lost, damaged, or defaced district property, including replacement cost. A student shall be responsible for the cost of replacing materials or property that are lost or damaged\*. In the event the student does not make proper restitution (or discharge the fine/charge through voluntary work obligation) the following may occur (per school board policy 2410 and 3520 and procedure 3520P):

1. Grades, transcripts, or diplomas may be withheld\*\*
2. The student may be held out of participation in extracurricular activities, including athletics.
3. The student may have withheld prepaid goods purchased from the district including, but not limited to yearbooks, pictures, and optional graduation supplies.

4. The student may be held out of participation in optional school activities including dances and excursions, as well as optional parking on campus.
5. The student may be held out of optional graduation ceremonies.
6. The student may be subject to other appropriate discipline.

\*To keep library and textbook editions and inventory consistent for student learning **returned books must be the actual NSD book checked out to the student.** While students could find similar editions, there is no guarantee that books and textbooks, even those with a similar cover, are the same edition or have the same copyright date. For that reason, if the original book and/or textbook issued to the student cannot be located, students are required to pay the fine for replacement. **Students should inspect books and textbooks** for water damage, torn and/or wrinkled covers and/or pages, broken spines, food spills, etc. at the time of check out, as **students are responsible for returning books and textbooks in good condition without damage.**

\*\* House Bill HB 1176 (2021-22 Regular Session) amended RCW 28A.635.060 to prohibit school districts from withholding a student's grades or transcripts in response to the student damaging or losing school property, or property belonging to a school contractor, employee, or another student.

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

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

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

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

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

### **ParentVUE:**

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

### **Clever** (our Gateway to District Applications):

With many different tools, it can be challenging to find the correct link and password. To that end, Northshore has implemented Clever, a one-stop solution to find and access your student applications, including the Schoology, Google Drive, Naviance, and StudentVUE.

### **Schoology** (our Learning Management System):

Schoology is our district's main learning management system. This tool provides students, parents/guardians, and teachers a way to engage with learning materials from home, in the classroom and beyond. Families can be able to access course materials, grades, calendars and more! To log into Schoology, first log in to Clever and then click on the Schoology icon.

### **StudentVUE:**

To help students get the most out of school, you want day-to-day insight into the academic experience. With the Synergy StudentVUE web portal, students can access near real-time information on attendance, class schedules, report cards, course history, graduation status and more. StudentVUE allows students to access their:

- Attendance
- Class Schedules
- Course History
- Graduation Status
- Mid-term/Quarter and Final/Semester Grades
- School Information
- Demographic Information
- Health Check

## 23. HALL CONDUCT

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

## 24. ILLNESS AT SCHOOL

Students who become ill at school MUST obtain permission from the classroom teachers to report to the Health Room during class time. The school nurse will determine whether the student should be sent home, return to class, or be permitted to rest in the Health Room. Students who leave campus and do not properly check out with the nurse or Attendance Office will be considered truant for all classes missed. If the student needs to be sent home and requires a ride from parent/contact person, student must be picked up within one hour of parent notification. If the student drove him/herself to school and needs to go home, the nurse will first determine whether or not the student is safe to do so then parent/guardian permission must be obtained before dismissing the student from school.

## 25. LOCKERS

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

## 26. LUNCH PERIOD PROCEDURES/EXPECTATIONS

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

## 27. LUNCH PROGRAM

Prepayment can be made on a student's lunch account by taking a check (payable to Northshore School District) or cash directly to the food service staff in the WHS kitchen. Lunch account payments cannot be accepted at the WHS Cashier's Office. Parents can prepay on their student's accounts by sending cash or check (made out to Northshore School District). Parents may also pay online using a VISA (credit/debit), MasterCard or Discover card using a secure Internet site called TITAN School Solutions. More information can be found at <https://www.nsd.org/schools/get-started/food-services>

## 28. MEDICATION POLICY

Students may not bring any medication to school unless one of the following protocols is being implemented:

- The student has an *Authorization for Medication*, signed by a medical provider and parent/guardian, on file in the Nurse's Office. (In this case, the medication is kept in the Health Room in its original container and must be left with the school nurse).
- In appropriate cases and with the knowledge of the school nurse, the parent/guardian can delegate the responsibility for self-administration of medications to the student if: self-administration does not apply to controlled substances (e.g. codeine, Vicodin), the student may **ONLY** carry a one-day supply (1-2 doses) of the medication, the medication must be in the original container, **AND** the student must have a written permission to self-medicate signed by a parent/guardian.

## 29. OPEN/CLOSED CAMPUS

The open campus privilege at lunchtime is available only to SENIORS and seniors must show their ID to campus security before being permitted to leave campus. Freshmen, sophomores and juniors must remain on campus during the school day. Students leaving campus at other times must check out through the



Attendance Office (or the nurse) and must carry on their personal yellow Early Dismissal pass from the Attendance Office to present when asked. If this rule is violated including attempts to leave campus, consequences will be assigned. Seniors who leave at lunch and take freshmen/sophomores/juniors with them will be assigned consequences which could include detention, Saturday School, loss of parking privileges, etc. The parking permit fee will **not** be refunded.

### 30. OUT-OF-BOUNDS AREAS

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

### 31. PARKING AND STUDENT VEHICLE USE

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

- A. Only students who have a valid WHS parking permit in their cars (on the rear-view mirror) are allowed to park on campus in designated spaces. Extenuating circumstances are considered with documentation and a one-on-one interview with the Campus Supervisor, Alan Dillman. The priority list for parking hangers is as follows:
  1. Seniors with WaNIC/Satellite/Running Start classes where there is no district shuttle offered.
  2. Juniors with WaNIC/Satellite/Running Start classes where there is no district shuttle offered.
  3. Seniors who participate in after school sanctioned sports and pre-approved after school activities.
  4. Juniors who participate in after school sanctioned sports and pre-approved after school activities.
  5. Remaining seniors in the lottery.
- B. The purchase of a parking hanger DOES NOT GUARANTEE a parking space every day. All parking is on a “first-come, first-served” basis. All students must park in designated spaces only. WHS encourages carpooling.
- C. Students may not purchase a parking hanger if they have outstanding fees or fines. The cost of parking hangers are:
  1. \$50 (incl. tax)– **Senior/Junior All-Year** (includes WaNIC, Running Start/Health Sciences & juniors with yearlong pre-approved activities such as ASB, yearbook, drama, jazz band, orchestra, choir and cheer)
  2. \$20 (incl. tax)– **Senior/Junior seasonal sport/pre-approved activity**. Note: The spring season fee is reduced for students participating in sanctioned sports and activities all 3 seasons.
- D. PARKING ON CAMPUS IS A PRIVILEGE. Rules and regulations are in place for safety of all. Students are required to:
  1. Have a parking application on file to register vehicles
  2. Observe the speed limit
  3. Drive and park in a safe manner. NOTE: Reckless driving and unsafe parking will result in loss of parking privileges.
- E. Students are not allowed to park in the following areas:
  1. Staff parking
  2. Bus turnaround
  3. Unmarked non-space areas
  4. Fire lanes
  5. Disabled/handicapped spaces without an appropriate red/white hanger and a completed application
  6. GUEST parking
- F. Students who violate WHS parking regulations will be subject to the following consequences:
  1. \$20.00 fine for each violation
  2. Multiple violations will result in Saturday School as well as the \$20 fine.

3. Third violation may result in suspension of parking privileges.
  - On-campus parking irregularities, such as a missing parking hanger, **MUST** be reported to the Campus Supervisor immediately upon arriving at school.
- G. Students who accumulate three or more parking citations prior to their senior year will not be eligible to purchase a parking hanger until the middle of October.
- H. To loan, sell, or give away a hanger is a violation for both the owner and user of the hanger. The consequences for these violations are suspension of parking privileges for the owner and the user.
- I. Making a copy of a hanger for use or sale is an illegal forgery. The consequence for making and/or using a forged pass is loss of parking privileges and may result in disciplinary measures.
- J. The fee to replace a lost hanger is \$25.00. If the original hanger is found given away, loss of parking privileges for the owner and user of the hanger may occur.
- K. Students who drive to WHS do so at their own risk. The Northshore School District and WHS are not responsible for damage to vehicles or lost or stolen items.
- L. Students understand that by parking on campus they give consent to have their vehicles searched by school officials if it becomes necessary during a school investigation.

## 32. PAYMENTS

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

**Students in need of financial support for an activity, fee, fine, field trip, etc. should contact their counselor.** Families who qualify for free or reduced-price meals can learn how to submit for waived extra-curricular fees pursuant to House Bill 1660\* at this link: <https://www.nsd.org/schools/get-started/food-services/free-and-reduced-price-breakfast-lunch>. A NSD Summary of House Bill 1660 can be found here: <https://resources.finalsite.net/images/v1627067652/nsdorg/udwhkmop85ujj8vrbzmv/NSDHB1660Summary7-8-2021AR.pdf>

## 33. PHOTO ID

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

## 34. REFUNDS

Students seeking a refund made by cash, check, debit/credit card, or online should contact the ASB secretary/bookkeeper at the Cashier's Office. Bona fide refund requests are submitted by the ASB secretary/bookkeeper to the District Office after the appropriate administrative signatures are obtained. Refunds for payments made by cash/check are mailed to the home mailing address of the student's parent/guardian. Checks typically arrive within 4-6 weeks of the request. Refunds for payments made with a debit/credit card or online are credited back to the processed credit card account. Refunds are typically posted within 7-14 business days of receipt of the refund request at the District Office. **In the case of fines paid for books and textbooks, students are eligible for a library or textbook full refund if they return the previously lost, non-damaged book(s) within 120 days of the date the fine was assessed.** To keep book and textbook editions and inventory consistent for student learning, **returned books and textbooks must be the actual NSD book checked out to the student.** While students could find similar editions, there is no guarantee that books and textbooks, even those with a similar cover, are the same edition or have the same copyright date. For that reason, if the original book and/or textbook cannot be located, students are required to pay the fine for replacement. **Students should inspect books**

**and textbooks** for water damage, torn and/or wrinkled covers and/or pages, broken spines, food spills, etc. at the time of check out, **as students are responsible for returning books and textbooks in good condition without damage.** Also see Fines and Fees.

### **35. SEARCHES**

**School officials and/or law enforcement may perform searches. Refer to** NSD's Student Rights and Responsibilities Handbook and NSD School Board Policy 3230, 3231 & 3232.

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

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

### **37. SURVEILLANCE EQUIPMENT**

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

### **38. DETENTION**

WHS detention refers to our Detention System that occurs Mondays and Thursdays after school in a classroom. Any staff member can assign detention, this is typically used for things like, but not limited to: attendance and tardies, non-compliance, inappropriate classroom behaviors and/or disruptions, etc...This is used for low-level infractions and is not recorded on a student's permanent discipline record. The paper pass that will be handed to the student, also serves as parent/guardian notification. Students are encouraged to share this document with their parent or guardian. Should a student choose not to attend, consequences will apply and that can be recorded on their record. Students are asked to bring materials to do homework as there is no talking or cell phone usage in the detention room.

### **39. TELEPHONE MESSAGES**

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

### **40. THEATRE BEHAVIOR**

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

**Students are not allowed in the theater during passing periods, lunch, or before/after school without a faculty member present.**

### **41. VISITORS/VOLUNTEERS/CHAPERONES**

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

- Volunteers will complete the steps required by Northshore School District, even for a one-time activity. The application process can be found at <https://www.nsd.org/get-involved/volunteer/become-a-volunteer> or by going to <https://www.nsd.org/> and clicking "Get Involved" then "Become a Volunteer" from the drop down menu.
- All volunteers are to read through the Northshore School District Volunteer Orientation, which can be found at: [https://docs.google.com/presentation/d/e/2PACX-1vTU1Wnds8Msz87-juxMiXva6TtEBcKEqQlc5In16L1AAOltw1rDlp1\\_K3\\_braNqUxvm2ijZLm7QwKcG/pub?start=false&loop=false&delaysms=3000&slide=id.p1](https://docs.google.com/presentation/d/e/2PACX-1vTU1Wnds8Msz87-juxMiXva6TtEBcKEqQlc5In16L1AAOltw1rDlp1_K3_braNqUxvm2ijZLm7QwKcG/pub?start=false&loop=false&delaysms=3000&slide=id.p1) (Updated January 2024).
- All background checks are good for one year only and **must be renewed annually.**
- Final approval of all volunteers and chaperones is subject to the discretion of Northshore School District.

**Classroom (in-person or virtual) and/or on-campus volunteers during school hours (Level 1):**

- Must complete a **Level 1** background check through Safe Visitor Solutions at <https://secure.safevisitor.io/Safe/Volunteer/northshore/volunteer>.

- Level 1 volunteer information should be submitted at least one week prior to volunteering to allow time for processing.

#### **Drivers and/or Field Trip Chaperones/After-School Chaperones (Level 1 & Level 2):**

- Must complete the above mentioned **Level 1** background check **AND** a background check **Level 2** found at <https://secure.safevisitor.io/Safe/Volunteer/northshore/level2>.
- There is a \$12.95 cost to the volunteer to process a Level 2 background check. If the cost creates a hardship and prevents you from volunteering, please email [partnerships@nsd.org](mailto:partnerships@nsd.org).
- After the first year of volunteering, volunteers only need to complete the **Level 1** background check (free) at your yearly renewal.
- If a volunteer completed a Level 2 background check in the past, the volunteer will only need to renew the Level 1 check before it expires and complete the form found at <https://form.jotform.com/241486264679167> to maintain the Level 2 status. *If a volunteers Level 1 status expires before it is renewed and there is a period/gap of having an inactive volunteer status, the volunteer will need to complete a new Level 2 check.*
- Since there are potential delays in processing volunteer applications, we advise all volunteers needing a **Level 2** background check to submit their applications **at least 3 weeks in advance**.
- Volunteers who plan to drive on field trips must also complete an “**Authorization for Use of Private Vehicle**” form found at <https://resources.finalsite.net/images/v1524202869/nsdorg/cm2cb9nimfrxkgvosehh/AuthorizationforUseofPrivateVehicle.pdf> AND **provide proof of insurance** to the school's office.

#### **High School Athletic Volunteer Coaches**

- Athletic volunteer coaches have the same requirements listed above for **Drivers and Field Trip Chaperones/After-School Chaperones** to obtain a **Level 2**.
- In addition, an Athletic Volunteer Interest Form is required, which can be found here: <https://form.jotform.com/201757343629157>.
- Approval of all volunteers and chaperones is subject to the discretion of Northshore School District.

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

- Visitors and volunteers **must check in AND check out** at the Main Office upon their arrival and departure that includes the web-based **Safe Visitor program**. The Safe Visitor program combines the NSD background check process for volunteers with the check-in process for both visitors and volunteers in our buildings. When a visitor/volunteer arrives in the main office, staff will provide the visitor/volunteer with an expiring visitor sticker that includes the person's name and photo printed immediately in the office.
- Visitors, volunteers, and chaperones may also be **asked for identification**.
- Visitors and volunteers must **display a visitor's badge** on their person in a visible manner while on campus. The badge should contain the current date.
- Unfamiliar persons and/or persons not wearing a visitor's badge will be directed to the Main Office.
- **School-age visitors and recent graduates** are **not** allowed in the building or on campus at any time during the school day. If a former student has arranged a visit with a teacher during the school day, the teacher will notify the Main Office in advance AND the former student **must check in AND check out** at the Main Office upon their arrival and departure

# STUDENT DISCIPLINE POLICY

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

## WHS ATTENDANCE POLICY

### 1. PHILOSOPHY

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

### 2. EXCUSED ABSENCES

- A. A student's absence is considered excused when verified by a parent/guardian, the Attendance Office, or an administrator.
- B. Absences must be verified through the Attendance Office within three school days; failure to verify an absence will result in an unexcused absence (truancy). **Absences may not be excused after the three school days.**
- C. All absences that are not verified within three school days will be assigned consequences. If a student does not attend their disciplinary action, further discipline may be assigned.
- D. Absences may be verified by:
  1. Parent/guardian notification within three school days (425-408-7410)
  2. Written excuse signed by the parent/guardian within three school days
  3. An email response to the ParentSquare attendance email
- E. For early release procedures please see EARLY DISMISSALS
- F. When an absence is excused, make-up work will be allowed. Students are responsible to make arrangements for all missed work. Failure to complete missed assignments in a timely manner will result in zero credit for those assignments. A student has the same number of days to make-up work as number of days absent, up to one week.

### 3. UNEXCUSED ABSENCES (TRUANCIES)

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

### 4. TARDIES

- A. Definition of a tardy: Student is not in the classroom by the bell, ready to work as defined by their teacher.
- B. Definition of an absence: A student is late to or misses more than fifteen (15) minutes of class.

- C. Consequences for excessive tardiness:
1. Discipline for tardies is defined by the classroom teacher and may include but is not limited to: class detention and parental notification.
  2. Excessive tardies: Teacher refers student to the appropriate administration
  3. Consequences will be assigned by the appropriate assistant principal, which may include, but is not limited to:
    - a. After school Detention (45 minutes)
    - b. Campus Clean Up (2 hours)
    - c. Saturday School (2 to 4 hours)
    - d. Attendance Contract
    - e. Suspension (In-School, then Out-Of-School)

## 5. EARLY DISMISSALS

- A. Early dismissals must be arranged prior to the absence. Requests for early dismissals must be made no later than the end of second (B) lunch (1:30PM).
- B. Students must provide a note from the parent before school or during options to receive their early dismissal pass.
- C. If a parent calls and leaves a message or emails requesting early dismissal, the student is responsible for coming to the Attendance Office to pick up their early dismissal pass. We do our best to have a positive, uninterrupted learning environment and appreciate your help in the endeavor.
- D. The Attendance Office will not excuse an absence afterwards unless approved by an administrator, which will result in disciplinary action.
- E. Students must sign out at the Attendance Office when they leave during the school day, or the absence is considered an unexcused absence.

## 6. PREARRANGED ABSENCES

- A. An absence from school, even though work is made up, is not advisable unless absolutely necessary, and may result in a lowered grade. Instruction may not be repeated and could adversely affect a student's final grade.
- B. Parents and students are strongly encouraged to review the school calendar, and when at all possible, schedule activities such as vacations, appointments, etc., on days that would not require missing school. When this is not possible, the student should **prearrange the absence by requesting his or her parent/guardian complete and sign a Prearranged Absence Contract and receive admin approval two weeks prior to their absence. In the meantime, it is the student's responsibility to coordinate with their teachers regarding assignments and class work.**

## 7. SCHOOL-RELATED ABSENCES

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

## 8. EXTENDED ILLNESS ABSENCES

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

## 9. EXCESSIVE ABSENCES

- A. If any student is chronically absent, defined as having missed fifteen (15) days or more per semester, then the school principal shall have reason to consider that further absences may have an adverse impact on the student's educational progress and therefore that further absences may not be considered excused. A student may be placed on an attendance contract to develop a plan to support the student and the student will need to remain in compliance with

such a plan in order for a school to consider further absences excused. A conference may not be required if prior notice of the excused absences was provided to the school or if a doctor's note has been provided and an attendance plan is in place to ensure the student will not fall behind in their coursework.

## **10. COMPULSORY ATTENDANCE LAW**

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

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

## WHS HEALTH ROOM

Our health room is used for emergency care and for ill students awaiting pick-up. Space and personnel are not available to accommodate extended care or supervision. **We require that a parent/guardian or an emergency contact pick up their sick student within the hour that they are contacted. For your student's safety it is very important to keep your home, cell, work, and emergency contact telephone numbers current.** This will assist us in getting in touch with you in the event of an emergency.

**When Should I Keep my Child Home from School?**

- If your child has a temperature of 100.4 degrees F or higher.
- Children should be fever-free, without fever reducing medication, for at least 24 hours before sending them to school.
- Anytime a child vomits or has diarrhea, he/she needs to be isolated from other children for 24 hours. If your child vomits or has diarrhea in the night, keep him/her home from school the following day.
- Any rash of unknown cause should be considered contagious. Please have your child examined by a healthcare provider to determine the cause and communicability of the rash before sending him/her to school. The child may not return to school unless there is a letter from the medical professional stating that the rash is not communicable in nature, or unless the rash is no longer present.
- 24 hours after administration of the first dose of an antibiotic or as directed by the health care provider.

***\*Note these guidelines are general reminders of when to keep a student home. In times of pandemic disease (such as COVID-19), additional guidelines may be implemented for keeping an ill student home or for a student's return to school after being absent for a specific illness. Please see NSD.org for more information.***

### **Accidents**

If a student is injured at school, they will be given emergency first-aid treatment by the nurse(s) and the parent/guardian will be called in the event of a serious injury. (If parent/guardian is unavailable, the person listed as the "First Emergency" contact will be called.)

Parent/Guardian Responsibility: Parents/guardians are financially responsible for any medical bills incurred if their student gets hurt during school or a school activity. This includes students participating in athletics, recess and after school activities.

**Information about optional student accident/illness insurance can be found at:**

<https://www1.nsd.org/resources/reference/injuries-at-school>

### **Immunization**

**Washington State immunization law requires proof of immunization compliance before the student's first day of attendance. Northshore School District requires healthcare provider verification of student immunizations.** Any student not meeting this requirement will be excluded from school attendance. If you need assistance in acquiring these immunizations, please contact the school nurse.

### **Children with Life Threatening Conditions**

In order to provide a safe learning environment, the state of Washington passed a law that requires students with life threatening conditions to have medical orders and a nursing care plan in place **BEFORE** the first day of school attendance. (Chapter 101, Laws of 2002, amending Chapter 28A.210 RCW). If your child has a life-threatening health condition requiring medical services at school, or if you have questions about a medical condition, please notify the school nurse right away. Students with a life-threatening condition qualify for a 504 Accommodation/Emergency Care Plan. Please set up a meeting with the school nurse in order to have all necessary forms and medications in place prior to starting school.

***\*\*Please keep the nurse informed of any health concerns or changes in your child's health, including new or resolved medical or mental health diagnosis, medication changes and immunization updates.***



# WHS SCHOOL COUNSELING DEPARTMENT

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

## 1. SCHOOL COUNSELING SERVICES

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

## 2. APPOINTMENTS

- Students can access their School Counselor without an appointment before or after school, during Options, or at lunch.
- Students can access the Online Booking system on the website or by scanning the QR codes below to schedule an appointment with their School Counselor. They can schedule to meet either in person or by Zoom.
- Students or parents may also email or call their School Counselor to schedule an appointment.



## 3. SCHEDULE CHANGE POLICY

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

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

- High School and Beyond Plan support (graduation requirement)
- College visits
- Support with college planning and research
- Assistance with the scholarship search
- Career exploration, and Apprenticeships
- WANIC and Satellite options
- Job board postings
- Summer enrichment postings

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

#### **5. GRADUATION REQUIREMENTS**

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

#### **6. ADVANCED COURSES**

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

#### **7. FINANCIAL SUPPORT**

Resources are available! Start by completing the online Free & Reduced Lunch application. In addition, students may receive financial support for a class fee, fine, field trip, etc. Students may also see their counselor if they do not qualify. See page 32, Payments, for further financial support and House Bill 1660 for more information.

# GRADING POLICY

## GRADING POLICY

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

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
P = Pass	NC = No Credit		There are no A+ or D- grades	
			*is subject to change	

- H. Each student's grade point average shall be the sum of the point values, as defined above, of all the grades received for all courses attempted, divided by the sum of the number of all courses attempted. All grades for all courses taken shall be included in the calculation of grade point averages. "P", "NC", and "W" are not computed in the GPA. Parents should monitor their student's grades through ParentVUE and contact the teacher if they have specific questions or concerns.

# LIBRARY

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

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

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

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

## HOURS

Regular 1-7 Period Days (M, T,  
F) 8:05-3:35

Regular Block Thursdays  
8:05-3:35

Early Release Wednesdays  
(ERW) 8:05-1:50

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

## LIBRARY TEAM

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

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

Contact us with questions or book requests:

Dione Garcia  
Teacher Librarian  
dgarcia@nsd.org

Heidi Lundberg  
Teacher Librarian  
hlundberg@nsd.org

Katy Pietraszak  
Library Secretary  
kpietraszak@nsd.org

## LIBRARY RULES AND EXPECTATIONS

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

- Respecting people and property
- Preserving the learning environment
- Contributing to academic efforts
- Using quiet voices
- Sustaining inquiry
- Leaving food and drink outside the library
- Picking up after themselves
- Using earphones when working with sound
- Following directions from library staff

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

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

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

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

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

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

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

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

## **POLICIES AND PROCEDURES**

### **Classes in the Library**

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

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

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

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

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

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

- Sign-in and sign-out at the circulation counter
- Have their classroom teacher’s permission to be in the library; present a note from the teacher to a library or staff member
- Check-in directly with the teacher librarian if not assigned a class that period
- Be productive and on-task
- Follow WHS Library Rules and Expectations
- Understand that scheduled classes have priority for library resources

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

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

Students are welcome and encouraged to use the library before school, at options, during lunch, or after school. Library hours vary according to school schedules, events, and meetings, so please check the bulletin board outside the library for specific hours. Students using the library before school, during options, or during their lunch are not required to sign-in. Students may read, find books, browse magazines, use databases, study, do homework, collaborate, get help with projects and technology, or just relax in the library.

### **Checking Out Library Materials**

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

### **Requesting a Book**

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

### **Returning Library Materials**

Books can be returned to the drop box outside the library or the drop box at the circulation counter. Equipment and non-circulating materials (like textbooks) may be returned at the circulation counter.

### **Loan Periods**

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

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

### **Overdue Books**

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

### **Fines**

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

### **School Textbooks**

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

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

### **Scan Station**

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

### **Library Computer Use**

Students are welcome to use library computers to facilitate their learning. Priority for computers and other library resources are given to scheduled classes and available to drop-ins on a space-available basis.

Students working with sound must use headphones. Computers are monitored. All computer users must comply with the NSD Responsible Use Procedure.

## **RESEARCH PROCESS**

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

- A. Research Preparation
  1. Define your purpose
    - a. Determine what you already know
    - b. Determine what your need to know
    - c. Choose a topic or problem
- B. Formulate Questions
  1. Write down questions to guide research
  2. Revise questions as you learn more to make them more specific and complex
- C. Develop Search Strategies
  1. Write down possible sources
    - a. Print, electronic, media
    - b. Human resources
    - c. Community contacts
    - d. Government resources
  2. Write down key words

- D. Locate and Evaluate Sources of Information
  - 1. Find a source
  - 2. Evaluate the source
    - a. Is the source usable, valid, and credible?
    - b. Does the source answer any of your questions?
    - c. Do you need to revise your questions?
- E. Read and Organize Information
  - 1. Take notes and bibliographical information
  - 2. Organize notes
  - 3. Do you need more information?
- F. Apply Information
  - 1. Review purpose
    - a. Does the information meet your needs?
    - b. Do you have enough to complete your purpose?
  - 2. Create and present final project
- G. Assess Process and Production
  - 1. What worked?
  - 2. What didn't?
  - 3. Did your product convey your findings and answer your questions?
  - 4. What changes will you make to your research/product next time?
  - 5. What would you do to improve?

# ASB

Woodinville has various activities planned by the Associated Student Body (ASB) and its representatives. Periodic pep assemblies promote school spirit. Other activities are announced in the Daily Bulletin or over the loudspeaker. Students are encouraged to request a new club or activity by contacting the activities director if enough students are interested, a faculty advisor is available, and if space and facilities can be provided. All students participating in any ASB club or sport must pay for ASB membership (\$65 – Subject to change).

## 1. ASB OFFICERS/REPRESENTATIVES

### A. Executive Council

President: Jane Norris  
Vice President: Ainsley Mann  
Secretary: Charlotte Mus  
Treasurer: Sophie Bagley  
Activities Promoter: Sydney Overcash  
Activities Director: Mike Kelly

### B. Senior Class of 2025

President: Ava Abbott  
Vice President: Branson Capps  
Secretary: Amogh Patil  
Treasurer: Holly Pender  
Co-Advisor(s): Danielle Gleit and Marie Lassley

### C. Junior Class of 2026

President: Kamryn Wille  
Vice President: Sabina Neubauer  
Secretary: Leah Hampton  
Treasurer: Wyatt Kindred  
Co-Advisor(s): Audrey Woodard and TBD

### D. Sophomore Class of 2027

President: Natalie Capps  
Vice President: Ryan Hatlestad  
Secretary: NA  
Treasurer: Mohammad Kazmi  
Co-Advisor(s): Kaitlyn Webster and TBD

### E. Freshmen Class of 2028

Freshmen Representatives: Shaan Paracha, Jane Ingebretsen, Hayley Brown, Sara Norris, Lauren Hizzey, Caleb Selvig  
Co-Advisor(s): TBD

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

- A. ASB Membership \$65.00 - *Any student participating in a sport, club, drama, and/or music MUST pay for ASB membership*
- B. Parking Permits \$50 per school year or \$20 seasonal (see Parking and Student Vehicle Use)
- C. Seasonal Sport/Activity \$200.00
- D. Yearbook \$60.00

## 3. ASB FUNDRAISING CLUBS (SUBJECT TO CHANGE)

New ASB Fundraising Clubs or the re-establishment of a previous ASB Fundraising Club occurs in the spring prior to the school year. Further details are available by contacting the Activities Director.



**ASL (AMERICAN SIGN LANGUAGE) CLUB****ADVISOR – RJ JACOBS***Criteria for Admission:* Open to all active ASL students.*Activities:* The ASL Club is a social organization through the use of ASL. The opportunity for ASL students is to build confidence and increase the communication level outside the ASL classroom. The members will have an opportunity to expand their leadership skills and coordinate fun events for WHS/NSD students and the deaf community.**ASIAN AMERICAN PACIFIC ISLANDER (AAPI) CLUB****ADVISOR – MY TANG***Criteria for Admission:* Open to all interested students, plus membership fee.*Activities:* The goal of AAPI Club is to unify Asian heritage and culture, and to share experiences with one another. AAPI also educates members about historical Asian figures and breaks down Asian-based racism, such as micro-aggressions, racial profiling, etc. The AAPI Club focuses on making AAPI heritage feel connected and belong to their school and provides a venue to share experiences and allows everyone (including those who are not Asian) to learn about what it's like to grow up as a person of color (POC).**BAND****ADVISOR – LOREN TANKSLEY***Criteria for Admission:* Register for band or orchestra class(es).*Activities:* Each group performs at concerts, local, regional, and state contests; band performs at football and basketball games.**CHEER****ADVISOR – KAYLA HOFFMAN AND BRIANNA FREDRIKSON***Criteria for Admission:* Must maintain a 2.5 GPA, be self-disciplined, enthusiastic, dedicated, a great time manager, and a positive role model. Tryouts are held in April or May to select cheerleaders for the following year. All grades may be on the team.*Activities:* Enhance school spirit, lead cheers at sporting events and support athletic teams. Sponsor cheer clinics for youngsters in the community, attend summer camp, and work with ASB to plan events within the school community and assemblies. Participate in fundraisers throughout the year.**CHESS CLUB****ADVISOR – TBD***Criteria for Admission:* Open to all interested students.*Activities:* Chess Club provides an avenue for students to play and learn chess, as well as collaborate and learn new concepts.**CHOIR****ADVISOR – TBD***Criteria for Admission:* See descriptions.**Concert Voices:** Open to all students. No audition required. No experience required. If you are a freshman who loves to sing, a senior who has never sung before, or anything in between, you are welcome in Concert Voices! We perform in at least four concerts a year, singing in a variety of styles from classic choral to pop to musical theater, and more.**Varsity Voices:** Open to junior/senior students. This is our Advanced Mixed ensemble. Students should have at least two years of experience in another performing art class (Concert Voices, Bel Canto, any instrumental music or drama class). Sophomores who wish to be in Varsity Voices must audition.*Activities:* All groups sing at several regularly scheduled music concerts, school assemblies, and festivals. These groups also sing at community events, Open Mic Nights, and other gigs throughout the Woodinville area. All groups have the opportunity to travel for competitions.**CODING CLUB****ADVISOR – PAUL MULVANEY***Criteria for Admission:* Open to all interested students.*Activities:* The goal is to allow WHS students a place to learn the ever-expanding field of Computer Science. We will do this by allowing help sessions for those who have questions on certain coding topics, and by creating a curriculum to allow students to learn professional coding platforms and languages.

**CULINARY SCIENCE CLUB****ADVISOR – MIKE EMERICK**

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

*Activities:* The purpose of Culinary Science Club is to create a fun and friendly environment that allows students to learn to cook/bake and advance their skills in the art form. The club hopes to foster an understanding and love for the science behind cooking, baking, and food in general. The mission is to empower everyone to feel that they can cook, bake well, and find a love for culinary science.

**DANCE CLUB****ADVISOR – TBD**

*Criteria for Admission:* Open to all interested WHS students (maximum of 35), plus membership fee per semester and gear and potential competition fees. Tryouts are held in March or April to select members for the following year, along with required parent/guardian attendance at a mandatory parent/guardian meeting.

*Activities:* The purpose of Dance Club is to improve dance skills while creating a positive community that serves to empower dancers. The mission of the club is to enhance movement and musical education to help dancers build their confidence and improve technical and performance skills. The club will add to school spirit through performances at school and community events.

**EARTH CLUB****ADVISORS – JOE SHLICHTA**

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

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

**FBLA****ADVISOR – LINDSAY HANEY**

*Criteria for Admission:* Open to all interested students, plus membership fee, and potential competition fees.

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

**FILMMAKING CLUB****ADVISOR – ALEXIS BARELLI**

*Criteria:* Open to all interested students (maximum of 50).

*Activities:* The Filmmaking Club's mission is to learn about the filmmaking process and how to use video production equipment like cameras, editing software and lighting. We will apply these skills in projects such as screenplays, short films, or other short videos.

**FRENCH CLUB****ADVISOR – DIANA MORELAND**

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

*Activities:* The French Club highlights francophone countries around the world. Each month, French Club specialists will present cultural, historical, food and music presentations on a country or region where French is spoken. French Club members will listen to music from that country or region and will be able to sample food from the area during each monthly event.

**GERMAN CLUB****ADVISOR – MICHAEL ANTLEY**

*Criteria for Admission:* Present or former students of German or admission by club officers. Desire to participate in and contribute to German Club activities, plus possible field trip fee(s).

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

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

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

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

**INTERNATIONAL THESPIAN SOCIETY****ADVISOR – JOSH BUTCHART**

*Criteria for Admission:* Anyone interested in being involved in Theatre at WHS. Enrollment in a theatre class is not required. Competition fee if opt to participate.

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

**JAPANESE CLUB****ADVISOR – MIZUE SUNAHARA**

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

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

**JAPANESE NATIONAL HONOR SOCIETY****ADVISOR – MIZUE SUNAHARA**

*Criteria for Admission:* Open to students that have taken one or more Japanese language course(s). Must maintain an overall 3.0 GPA and have a 3.5 GPA in a Japanese class.

*Activities:* JNHS is dedicated to bringing awareness to the Japanese culture and language through activities such as teaching classes, tutoring students and service within the community. Induction into the Japanese National Honor Society requires an application, fulfillment of 10 community service hours or teaching 1 Japanese class to elementary students. The formal induction ceremony is typically in May/June.

**JOURNALISM CLUB****ADVISOR – CHRISTINE TRAXLER**

*Criteria for Admission:* Must maintain a 1.5 or higher GPA. Open to up to 100 students.

*Activities:* To spread awareness on current topics, on both the local and international level, and to be the voice of Woodinville High School students. To practice journalistic writing styles and practices. To form a community of students passionate about journalism. To write, research, or contribute to articles to be published on the club website with honor and good integrity, adhering to professional, state-of-the-art journalism practices.

**KEY CLUB****ADVISOR – JASON LAXAGUE**

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

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

**KNITTING & CROCHET CLUB****ADVISOR – MARIA ELIEFF**

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

*Activities:* A space for students to meet other yarn lovers, work on personal projects, and learn to knit and crochet!

**LATINOS/HISPANOS UNIDOS CLUB****ADVISOR – TBD**

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

*Activities:* Students have an opportunity to discuss in depth the culture, cuisine and music of Spanish speaking countries usually not featured in the classroom. Spanish Club also hosts annual cultural events such as various service and/or movie events.

**LINK CREW****ADVISORS – KAYLA HOFFMAN & AUDREY WOODARD**

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

*Activities:* The mission of Woodinville High School's Link Crew is to support and encourage Woodinville High School through positive interaction with all grade levels, focusing mainly on freshmen and sophomores. This is accomplished by responsible, caring upperclassmen that promote, lead and invite participation in activities and academics. With this in mind, we are Falcons helping Falcons.

**MATH CLUB****ADVISOR – MIKE EMERICK**

*Criteria for Admission:* Open to all interested students. Potential competition fees.  
*Activities:* Solve and discuss solutions of puzzles and other brainteasers. Prepare for AHSME and WSMC Regional and State competitions. Meet other interesting people. Hear from professionals in math-related fields regarding their work, their preparation, and points of view.

**MOCK TRIAL CLUB****ADVISOR – JIM BACKSTROM**

*Criteria for Admission:* Open to all students interested, plus membership fee. Potential competition fees.  
*Activities:* Mock Trial aids in creating an environment where students can train and compete in competitive courtroom simulation. Through training and competition experience Mock Trial members will grow their skills in critical thinking and public speaking, as well as growing their passion for law in a professional environment.

**MODEL UNITED NATIONS****ADVISOR – JIM BACKSTROM**

*Criteria for Admission:* Open to all students who are interested in foreign affairs and international relations, plus membership fee. Potential competition fees.  
*Activities:* Model United Nations discusses and researches conflicts around the world and the countries of the United Nations. We participate in district and State Model United Nations conferences. Opportunity to attend national events is also available through associated district clubs.

**MUD CLUB****CO-ADVISORS – JOE SHLICHTA & ANNA-LISA NOTTER**

*Criteria for Admission:* Open to all interested students, plus fee each semester.  
*Activities:* Mud Club provides a creative space for ALL students interested in working with clay in various ways. Come join us as we create student directed projects, develop your own ceramic project, learn how to throw on the potter's wheel, discover glazing and just have fun connecting while creating.

**MUSLIM STUDENT ASSOCIATION****ADVISOR – TBD**

*Criteria for Admission:* Open to all interested WHS Students  
*Activities:* Through educational events and discussions, we aim to promote understanding and awareness of Islam. We are also committed to serving our community through initiatives like school cleanup, clothing and food drives.

**NATIONAL ARTS HONOR SOCIETY (NAHS)****ADVISOR – MATT FRY**

*Criteria for Admission:* Open to all interested students, 8 community service hours, 3.0 GPA, plus membership fee.

*Activities:* NAHS serves to inspire, engage, and recognize all students at WHS interested in the Visual Arts. The program supports members in efforts to attain the highest standards in art scholarship, character, service and to bring art education to the attention of the school and community. Student led arts & crafts projects, member curated art exhibits showcasing WHS student art, member and non-member social events, and arts related school/community service.

**NATIONAL HONOR SOCIETY (NHS) CO-ADVISORS– JAMIE TANKSLEY & LOREN TANKSLEY**

*Criteria for Admission:* 30 community service hours, 3.5 GPA, plus membership dues payable upon acceptance

*Activities:* The Falcon Chapter of the Woodinville High School National Honor Society is dedicated to leadership, character, community service, and scholarship. Applications for National Honor Society are due in November and includes a well-written essay stating the candidate's qualifications for NHS, 5 hours of community service, as well as a teacher recommendation. Upon acceptance into National Honor Society students will need to pay the \$12 club dues and earn the rest of their 30 hours, 10 of which need to be in school hours by the end of March to maintain active member status. Information and forms can be found on the WHS NHS website.

**PHOTOGRAPHY CLUB****ADVISOR – MATT FRY**

*Criteria:* Open to all interested students.  
*Activities:* The purpose of the photography club is to encourage like-minded students' creativity through the use of photography and to grow their knowledge of photography skills. Our mission is to foster the growth in the visual arts and provide a space where students can spend time to explore their interests through collaboration and competition.

## **PHYSICS CLUB**

**ADVISOR – TBD**

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

*Activities:* Physics Club is an after-school activity to help educate members on the benefits and uses of new physics and help with physics homework. Members will learn about programs for students that want to go farther in the field of physics and participate in physics events and debates (for example, constructing physics mocks and competitions).

## **PING PONG CLUB**

**ADVISOR – IANI PENEV**

*Criteria for Admission:* Open to all interested students (maximum of 12).

*Activities:* The mission of Ping Pong Club is to create a safe and fun environment for students with a passion for the awesome sport of ping pong. Members should be willing to commit to after school meetings.

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

**ADVISOR – ERIC CHRISTMYER**

*Criteria for Admission:* Open to all interested students. Potential competition fees.

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

## **SCIENCE CLUB**

**ADVISOR – KARL MCBURNETT**

*Criteria for Admission:* Open to all interested students. Potential competition fees.

*Activities:* Science Club is an after-school activity that gives students a chance to learn about science phenomena and technologies that are not usually dealt with in their regular science classes. We do hands on learning projects such as electronics and water rocket building, discuss cutting edge theories in the various fields and practice for interscholastic science competitions. We have a great parental and community support for all of our activities.

## **SPEECH & DEBATE CLUB**

**ADVISOR – ANEET BAINS**

*Criteria for Admission:* Open to all interested students. Potential competition fees.

*Activities:* Speech & Debate Club provides an opportunity for students to enhance their speaking skills, discuss current topics, use critical reasoning, and gain recognition at regional, state, and national tournaments. Speech & Debate forms range from quick, on-the-spot dialogue to informed, thought-out presentations. Regardless of the student's experience and comfort level, Speech & Debate club will leave them with skills critical for any profession.

## **STUDENT GOVERNMENT (ASB)**

**ACTIVITIES DIRECTOR – MIKE KELLY**

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

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

## **THEATRE PRODUCTIONS**

**ADVISOR – JOSH BUTCHART**

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

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

## **WOMEN IN STEM EDUCATION CLUB**

**ADVISOR – SARA JACKSON**

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

*Activities:* The purpose of Women in STEM Education Club is to make learning STEM topics more accessible to students.

## WOMEN OF INFLUENCE

ADVISOR – KATHERINE SMITH

*Criteria for Admission:* Open to up to a maximum of 300 interested students.

*Activities:* The mission Women of Influence is to give aspiring female students at Woodinville High School access to a greater sense of empowerment and a sense of direction for their future pursuits in a variety of different fields, as well as to connect WHS female students to industry experts to inspire them about their future career.

## YEARBOOK

ADVISOR – SHARON ALDER

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

*Activities:* Yearbook is a production-based course that creates and publishes the Woodinville High School yearbook. Our primary goal during this production class is to tell “the story” of the year. Because the student staff is solely responsible for the content, design, layout, and sale of the book, students who choose to be a part of this business must ensure that it runs efficiently and effectively. Staffers must be cooperative, punctual, professional, creative, and productive. Students are responsible for taking digital photos, conducting interviews, managing clerical operations, making announcements, maintaining signage, and composing, designing, and editing all elements of text, graphic art, and digital photography layouts. This course requires students to be available outside of regular class hours to attend sporting events, student activities, etc. Students are expected to be organized, motivated, and possess strong reading and writing skills upon entering the class.

### 4. NON-FUNDRAISING ASB CLUBS (SUBJECT TO CHANGE)

With a designed staff advisor, completed, fully signed, and approved application; and Constitution, students have the opportunity to develop other non-fundraising ASB Clubs during the school year. Contact the Activities Director for further details.

#### CLUB

#### ADVISOR

BSU Club (Black Student Union)	Richard Brown
Book Club	Maria Elieff
FCA (Fellowship of Christian Athletes)	Wayne Maxwell
FCCLA	TBD
Film Club	Taylor Weaver
Future Problem-Solving Club	Alexis Bareli
Game Club	Taylor Weaver
Gender & Sexuality Alliance	Rick Lizotte
Hiking Club	Jim Backstrom
History & Geography Club	Jim Backstrom
Mental Health Awareness Club	TBD
Philosophy Club	Taylor Weaver
Photography Club	Matt Fry
Poetry Club	Jim Backstrom/Christine Traxler
SASA (South Asian Student Association Club)	Christine Traxler

# ATHLETIC PROGRAMS

ATHLETIC DIRECTOR – TBD

<b>FALL</b> August 26, 2024	<b>WINTER</b> November 18, 2024	<b>SPRING</b> March 3, 2025	
<b>Cheer</b> (Kayla Hoffman and Brianna Fredricksen)	<b>Cheer</b> (Kayla Hoffman and Brianna Fredricksen)	<b>Cheer</b> (Kayla Hoffman and Brianna Fredricksen)	<b>Unified Soccer</b> (Katherine Smith and Logan Schlider)
<b>Cross Country</b> (Jennifer Bolibol)	<b>Gymnastics*</b> (Kathie Koch)	<b>Baseball</b> (Alan Dillman)	<b>Women's Badminton</b> (Darcy Vitulli)
<b>Football*</b> (Wayne Maxwell)	<b>Men's Basketball</b> (Mike Kelly)	<b>Men's Lacrosse</b> (Todd Thorpe)	<b>Women's Golf</b> (George Sayah)
<b>Men's Golf</b> (Scott Millhollen)	<b>Men's Swimming &amp; Diving</b> (George Sayah)	<b>Men's Soccer</b> (Matt Brown)	<b>Women's Softball-Fastpitch</b> (Kathryn Jarvis)
<b>Men's Tennis</b> (Betty Hummer)	<b>Women's Basketball</b> (Scott Bullock)	<b>Coed Rowing</b> (Bret Geller)	<b>Women's Tennis</b> (Betty Hummer)
<b>Men's Water Polo</b> (Mark Lewis)	<b>Women's Flag Football</b> (Katie Schramm)	<b>Track and Field</b> (OPEN)	
<b>Coed Rowing</b> (Bret Geller)	<b>Wrestling</b> (OPEN)		
<b>Coed Rowing</b> (Preston Taylor and Hannah Smith)	<b>Unified Bowling</b> (Katherine Smith)		
<b>Women's Soccer</b> (M'ily Morton)			
<b>Women's Swimming and Diving</b> (George Sayah)			
<b>Women's Softball-Slowpitch</b> (Kim Benedict)			
<b>Volleyball</b> (Katie McNabb)			

\*Football Season starts August 21, 2024

\*Gymnastics Season starts November 11, 2024

## 1. STUDENT AND ATHLETIC LEADERSHIP CODE

- A. The opportunity to participate in the athletic and/or leadership programs at WHS is a privilege available to all students. Because of the public nature of athletic and leadership programs sponsored by the district, students choosing to participate are expected to conduct themselves at all times during their season of participation and between consecutive seasons and/or throughout the school year in a manner that will reflect the high standards and ideals of WHS and their community. Refer to Northshore's *Student Rights and Responsibilities Handbook Concerning Student Conduct, Administrative Procedure No. 3200P Section B.5.* for specific rules, consequences, behavior expectations, and information on the Student and Athletic Leadership Code.

## 2. ATHLETIC ELIGIBILITY REQUIREMENTS

- A. **Register for sports through Final Forms at <https://northshore-wa.finalforms.com/>.** Information is available on the WHS Athletics "Register for Athletics" website.
- B. An athlete must hold a current ASB card, except Unified sports participants. The 2024-2025 card is \$65. ASB monies assist with the athletic budget.
- C. District Academic Requirements/High School Grade Policy Timeline can be found on the NSD website.
- D. Be enrolled in and passing six (6) subjects during the grading period of competition (per WIAA policy).
- E. Have passed six (6) subjects in the grading period prior to participation (per WIAA policy).
  - 1. For fall sports only, an incoming freshman student is not required to meet the previous semester scholarship rule.
- F. Must follow WIAA Student Eligibility Requirements as outlined in the WIAA Handbook under section 18.0.0 "Student Standards for Interscholastic Eligibility".
- G. Must pay the sport participation fee of \$200.00 except Unified sports participants.
- H. Strongly recommended that parents attend the Parent Meeting for the sport season (fall/winter/spring) of their student's sport.

## 3. ATHLETIC REQUIREMENTS

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



is athletically eligible. The Home Based Instruction and WIAA Eligibility form is available on the WHS Athletics website and during the Final Forms registration process. Students must provide class schedule and grades.

- G. **ASB Card:** All high school athletes must purchase an ASB card sticker prior to their first competitive contest, except Unified sports.
- H. **Participation Fee:** All high school athletes, except Unified sports participants, must pay \$200 per sport season (not to exceed \$400 per year). Families with multiple athletes playing at the same school during the same season will pay \$150 per athlete (not to exceed \$600 per year or \$430 per year for families with athletes playing at the middle and high school level). No sports fees will be receipted until cuts have been made and team rosters have been finalized. This fee can be paid online through TouchBase, in the Cashier's Office, or in the Main Office. **NOTE: Parent/Guardian is responsible for determining the correct fee amount as it applies to their family.**
  - 1. Non-WIAA sports fees will not be discounted or count towards the family limit.

*\*Sports participation fees subject to Change*

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

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