



MEAD HIGH SCHOOL

STUDENT HANDBOOK

YOU *belong*
AND WE *believe* **IN YOU!**



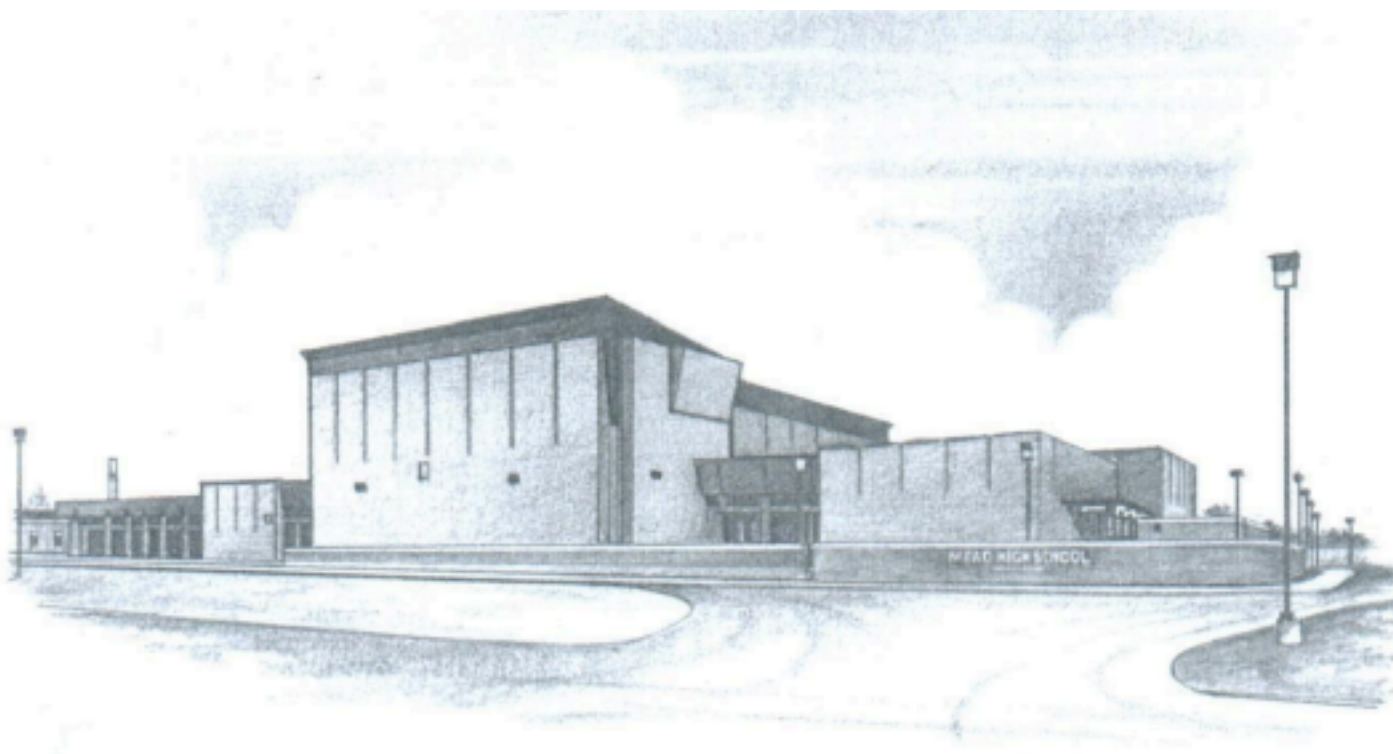
**2025
2026**

MEAD HIGH SCHOOL

302 W. Hastings Road | Spokane, Washington 99218
MeadHS.Mead354.org

Main Office: 509.465.7000 | Counseling: 509.465.7112
Attendance: 509.465.7004 | Athletics: 509.465.7002

Facebook.com/MeadHS | Twitter.com/MeadHighSchool



MEAD SCHOOL DISTRICT NON-DISCRIMINATION STATEMENT

Mead School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal by a person with a disability and provides equal access to the Boy Scouts and other designated youth groups. Grievances or concerns should be directed to Josh Westermann, Director of Student Services/Civil Rights and Section 504 Coordinator/Title IX Officer, at (509) 465-6045, via email at josh.westermann@mead354.org, or in-person at 2323 E Farwell Rd, Mead, WA, 99021.

SEXUAL HARASSMENT STATEMENT

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity.

You can report discrimination, discriminatory harassment, or sexual harassment to any school staff member or to the district's Civil Rights Coordinator/Title IX Officer. You also have the right to file a complaint (refer to the Mead School District "Harassment, Intimidation, and Bullying" webpage or p. 40-44 of this Student Handbook for more information).

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WHO WE ARE

Mead is a place to BE. BELONG. and BECOME. We are excited that you are here, that you will grow into your best self, and that from your experiences at Mead High School you will stretch yourself, be prepared for any next steps after high school, and make our community a better, more inclusive place.

You belong HERE. Mead is for every student and every family, every day. We are about community, commitment, and excellence.

It all starts by seeing and treating one another with dignity, respect, and mutual care.

AT MEAD, WE BELIEVE THAT OUR COLLECTIVE PURPOSE is to empower students to use their gifts, talents, knowledge, and skills to foster a better future for all. To accomplish this purpose, we fundamentally affirm that:

- 1) Students and staff bring unique strengths and talents that enrich and enhance the learning community.
- 2) Students thrive in a culture of belonging and care that promotes connection, trust, curiosity, and collaboration.
- 3) Students are capable of learning at high levels.
- 4) Curriculum must be rigorous, engaging, relevant, and accessible.
- 5) Our collective resources and innovations are essential to meet the needs of all students.
- 6) School-Family partnerships are essential in understanding and developing the academic, personal, social, and emotional aspects and growth of all students.
- 7) Effective communication and partnership is two-way, consistent, and clear.

WE are Panther Nation. As we continue to grow as a community, we invite you to be part of the many amazing programs, activities, and events here at Mead High School that reinforce our vision. The following pages will help you learn about our Panther traditions, know what to expect, connect with different resources, and understand the culture of our school.

HOORAH!

WHAT WE DO: PANTHER TRADITIONS

School Colors: Blue and Gold
We wear Panther colors every Friday

Mascot: Panther
We always REP it with PRIDE



Fight Song

We always stand for the fight song

Panthers fight until victorious,
Panthers win for Blue and Gold.
Take our banners ever onward,
Winning victory o'er foes.

GO! FIGHT! WIN!

Hail, O'hail unto the victors,
Blue and Gold still proudly stand.
Hail, o'hail those mighty Panthers,
We're the best in all the land.

HOORAH!

Rivalry Games

Cat Fight [Volleyball]: Tuesday, 23 September Battle of the Bell [Football]: Friday, 26 September

Battle of the Bats [Softball]: Tuesday, 30 September	Spike Fight [XC/Track]: Wed, 22 Oct @ MMS
Turf War [Girls Soccer]: Wednesday, 15 October	Homecoming Game: Friday, 19 September
Spokane Showdown [Cheer]: Friday, 13 December	Cat Mania [Basketball]: TBD
Glowdown Showdown [Wrestling]: TBD	Pack the Palace [Basketball]: TBD
Tumble Rumble (Gymnastics): TBD	Pack the Pitch [Boys Soccer]: TBD
Ballpark Battle [Baseball]: TBD	Court Chaos [Tennis]: TBD

The PANTHER Way

Serve Others. Build Relationships. Pursue excellence.

Vision

Empower students to use their gifts, talents, knowledge, and skills to foster a better future for all.

Mission

Develop the MIND, HEART, and SPIRIT of every student.

SCHOOL CONTACTS

ADMINISTRATION			
Troy Hughes	Principal	✉ troy.hughes@mead354.org	509.465.7003
Bryce Jordan	Assistant Principal A - E	✉ bryce.jordan@mead354.org	509.465.7013
Glenn Duggan	Assistant Principal F - Le	✉ glenn.duggan@mead354.org	509-465-7008
Matt Walter	Assistant Principal Li - Ron	✉ matt.walter@mead354.org	509.465.7025
Heather Dresback	Assistant Principal Roo - Z	✉ heather.dresback@mead354.org	509.465.7005
Pat Round	Athletic Director/POSA	✉ pat.round@mead354.org	509.465.7011
STUDENT SERVICES			
Adam Strate	School Counselor A - E	✉ adam.strate@mead354.org	509.465.7030
Melanie Fender	School Counselor F - Le	✉ melanie.fender@mead354.org	509.465.7028
Jody Harkness	School Counselor Li - Ron	✉ jody.harkness@mead354.org	509.465.7029
Mike Phillips	School Counselor Roo - Z	✉ mike.phillips@mead354.org	509.465.7037
Colleen Thornton	College & Career Counselor	✉ colleen.thornton@mead354.org	509.465.7026
STUDENT LEADERSHIP ADVISORS			
Katherine Melka	Link Crew Advisor	✉ katherine.melka@mead354.org	
Kyle Snell	Activities/ASB Coordinator	✉ kyle.snell@mead354.org	
Alexandria Griffith	Class Advisor	✉ alexandria.griffith@mead354.org	
Corrie Garner	Class Advisor	✉ corrie.garner@mead354.org	
Claire Bouten	Class Advisor	✉ claire.spring@mead354.org	
HEALTH & WELLNESS SUPPORT			
Leslyn Rowley	School Nurse	✉ leslyn.rowley@mead354.org	509.465.7163
Elaine Furqueron	School Nurse	✉ elaine.furqueron@mead354.org	509.465.7163
Jocelyn Cook-Cox	Athletic Trainer	✉ jocelyn.cookcox@mead354.org	509.465.7000
Nora Ifft	Athletic Trainer	✉ nora.iff@mead354.org	509.465.7000
ADMINISTRATIVE & SCHOOL SUPPORT			
Katie Libutti	Principal's Administrative Assistant	✉ katie.libutti@mead354.org	509.465.7003
Lynn Coleman	Athletics Administrative Assistant	✉ lynn.coleman@mead354.org	509.465.7002
Keely Wines	Attendance Administrative Assistant	✉ keely.wines@mead354.org	509.465.7004

Kristy Guzman	Attendance Support	✉ kristy.guzman@mead354.org	509.465.7073
Nicole Sim	Business Office Admin Assistant	✉ nicole.sim@mead354.org	509.465.7031
	Building Administrative Assistant		509.465.7000
Shelly Birge	In-School Suspension/Reset Room	✉ shelly.birge@mead354.org	509.465.7044
Jeannie Boutain	Library Chromebooks & Textbooks	✉ jeannie.boutain@mead354.org	509.465.7014
Denise Arnold	Registrar/Data Processor	✉ denise.arnold@mead354.org	509.465.7007
Nichole Proszek	Student Services Admin Assistant	✉ nichole.proszek@mead354.org	509.465.7112
CAMPUS SAFETY & SECURITY OFFICERS			
Cody "Howie" Hauenstein	Campus Security Officer	✉ cody.hauenstein@mead354.org	509.465.7175
Deputy Mitch Othmer	School Resource Deputy	✉ mitchell.othmer@mead354.org	509.465.7000

FACULTY

ASB/LEADERSHIP

Snell, Kyle
Melka, Katherine

BUSINESS EDUCATION

Arnold, Andy
Butler, Brandon
Steinbach, Marci

CAREER/TECHNICAL (CTE)

Arnold, Andy
Boswell, Heather
Busch, Makena
Butler, Brandon
Hamblet, Amy
Higgins, Kat
Ifft, Nora
Lofstedt, Kelli
Olivier, Thierry
Roberts, Jason
Schamber, Joseph
Steinbach, Marci

DESIGN STUDIO

Drew, Gunnar
Drew, Regan
Pipkin, Beth
Wilson, Shawn

ENGLISH/LANGUAGE ARTS

Bertsch, Greg
Bouten, Claire
Buccola, Paige
Garner, Corrie
Jordan, Luke
Kennedy-Gibbens, Tamara
Lochhead, Annie
Lochhead, Drew
May, Karen
Scheck, Amy
Stovern, Mike
Talbot, Greg
Van Curler, Taylor

HEALTH & FITNESS

Carty, Sean
Hodgson, Tessa
Lehr, James
Lofstedt, Kelli
McCready, Allison
McLean, Phil
Mires, John

FINE ARTS

Banger, Matt
Haynes, Mike
McDonald, Emily

MATH

Bacon, Madison
Connelly, Kevin
Eastman, Mark
James, Tiffany
Mills, Abby
Ogata, Brett
Ralston, Kim
Ross, Keith
Sampson, Gregg
Shawen, Joel
Tebbets, Jason

PERFORMING ARTS

Bertsch, Greg
Fick, Jon
Lane, Kit
Lewis, Rob
McKinney, Emily

SCIENCE

Archibald, Scott
Bergstrom, Amy
Boswell, Heather
Graham, Emily
Hamblet, Amy
Higgins, Kat
Lindquist, Morgan
McCorkle, Jesse
Rowe, Jaime
Schamber, Joseph
Stiles, Shannon

SPECIAL SERVICES

Burke, Jody
Dodge, Julie
Ganea, Deanna
Gustafson, Ivan
Hollis, Lindsey
Leslie, Madeline
Leslie, Nicole
May, Anna
Moore, Natalie
Sandstrom, Kirsten
Schwalbe, Will
Smith, Tina
Stillian, Sara
Wallace, Vic

SOCIAL STUDIES

Griffith, Alexandria
Hare, Vern
LaVine, Chad
Rowan, Dana
Story, Erin
Van Curler, Taylor
Waddell, Chris
Wolf, Cheyenne

WORLD LANGUAGES

Gentry, Jen
Green, Adam
Hernandez, Kim
Kennedy-Gibbens, Tamara
Lamberty, Jaclyn
Maurer, Jim
Reich, Jason

BELL SCHEDULES

There are two regular bell schedules at Mead: the Daily Schedule and the Wednesday “Late Start” Schedule. However, at times, special or modified schedules are used for specific activities, assemblies, or testing.

Each day, the bell schedule is posted in the Bulletin de Belonging (student bulletin) and on the Mead High School website. All special schedules will be posted in advance.

STUDENT LUNCHES: Students have the same lunch as their Period 4 teacher.

REGULAR SCHEDULES

WEDNESDAY SCHEDULE				REGULAR SCHEDULE (M, TU, TH, F)			
PERIOD 0	40	7:50	8:30	PERIOD 0	50	7:00 - 7:50	
PERIOD 1	50	8:40 - 9:30		PERIOD 1	56	8:00 - 8:56	
PERIOD 2	50	9:35 - 10:25		PERIOD 2 + Announcements	60	9:01 - 10:01	
PERIOD 3	50	10:30 - 11:20		PERIOD 3	56	10:06 - 11:02	
FIRST LUNCH	30	11:20 - 11:50		FIRST LUNCH	30	11:02 - 11:32	
PERIOD 4A	50	11:55 - 12:45		PERIOD 4A	56	11:37 - 12:33	
PERIOD 4B	50	11:25 - 12:15		PERIOD 4B	56	11:07 - 12:03	
SECOND LUNCH	30	12:15 - 12:45		SECOND LUNCH	30	12:03 - 12:33	
PERIOD 5	50	12:50 - 1:40		PERIOD 5	56	12:38 - 1:34	
PERIOD 6	50	1:45 - 2:35		PERIOD 6	56	1:39 - 2:35	

MEAD SCHOOL DISTRICT

2025-26 Academic Master Calendar

2025

SEPTEMBER

21 Student Days

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCTOBER

22 Student Days

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER

15 Student Days

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

DECEMBER

15 Student Days

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

CALENDAR NOTES

Late Start Info

(does not apply to MLO)

School starts 40 minutes later on Wednesdays, with the exception of these dates:

- September 3
- October 15
- January 21
- February 11
- June 10

Early Release Times*

*unless otherwise noted at right

Elementary (TK-K-5): 12:45 pm

Middle School (6-8): 11 am

High School (9-12): Release at 10:40 am, buses leave at 11 am

2026

JANUARY

19 Student Days

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY

19 Student Days

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MARCH

21 Student Days

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL

17 Student Days

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY

19 Student Days

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

JUNE

12 Student Days

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

- First/Last Day/School Resumes
- Non-Student Day
- Holiday (No School)
- Elementary Conferences (No School)
- Snow Make-Up Day (No School)
- No Late Start

○ Date noted in right-hand column

Mead School District

District Office
2323 E Farwell Rd
Mead, WA 99021
www.mead354.org

(509) 465-6000



September

- 1 Labor Day
- 2 1st Day of School (Gr. 1-12)
- 3 NO LATE START
- 5 Kindergarten & TTK 1st Day
- 8 1st Day of Preschool

October

- 10 Learning Improvement Day (Non-Student Day)
- 15 NO LATE START
- 15-17 Elementary Conferences (Half-day 10/15 with early release at 12:45 p.m., Non-Student Days 10/16 & 10/17)

November

- 10 No School
- 11 Veterans Day
- 26-28 Thanksgiving Break

December

- 22-Jan 2 Winter Break

January

- 5 School Resumes
- 19 Martin Luther King Jr. Day
- 21 NO LATE START
- 23 End 1st Semester (Secondary Early Release at 11 a.m.)
- 30 Elementary Early Release at 12:45 p.m.

February

- 11 NO LATE START
- 11-13 Elementary Conferences (Half-day 2/11 with early release at 12:45 p.m., Non-Student Days 2/12 & 2/13)
- 16 Presidents' Day

March

- 20 Learning Improvement Day (Non-Student Day)

April

- 6-10 Spring Break

May

- 22 Snow Make-Up Day (No School)
- 25 Memorial Day

June

- 9 Last Day of Preschool
- 10 NO LATE START
- 16 Last Day of School (Elementary early release at 12:00 p.m., Secondary early release at 11 a.m.)
- 17 Snow Make-Up Day (No School)

THE SHORT VERSION

BEFORE SCHOOL

Remember to bring everything you need during the school day:

- Backpack or bag;
- Charged computer, charging cable, school supplies;
- Water bottle and lunch.

ARRIVING TO SCHOOL, BEING ON CAMPUS, AND LEAVING CAMPUS

- **Period 1** starts at **8:00 AM** on Monday, Tuesday, Thursday, Friday; and **8:40 AM** on Wednesdays. ● **Period 0** (for those who have it) starts at **7:00 AM** Monday, Tuesday, Thursday, Friday; and **7:50 AM** on Wednesdays. ● Students who are late must check-in through the South Entrance and get a pass through the Attendance Office. ● Regular Campus Hours are 7:25 AM - 3:00 PM.
- **Mead High School is a Closed Campus** (MSD Board Policy Policy 3242). Once at school, students are required to remain in academic/supervised areas during the school day (8:00 AM - 2:35 PM) and are not permitted to leave campus for lunch. Cars are non-supervised areas.
- Students must sign out through the Attendance Office with prior authorization to leave campus *during* the school day.
- Students are expected to leave campus within 15 minutes of their last class and/or after school scheduled activity (p. 18).

EXCUSING ABSENCES

- The State of Washington defines what constitutes an excused absence (refer to p. 16).
- A parent/legal guardian has two (2) business days to clear an absence within the state authorized reasons. ● Students involved in Athletics and Activities must have a doctor's or dentist's appointment note to clear an absence during the day, or receive prior authorization from the Athletic Director in order to participate in practice or competition the same day. "Parent Discretion" is not an excused absence.

DELIVERIES, INCLUDING FOOD DELIVERIES

- Mead High School is a closed campus during the school day...bring everything you need with you to school.
- Parents/legal guardians may drop-off school-related items in the South Entrance vestibule.
- **Food Deliveries:** All outside food deliveries must be dropped off in the South Entrance vestibule only. Students can only pick-up food deliveries during lunch time. Mead High School is not responsible for lost or stolen food deliveries.

DRESS CODE

- Always a hot topic!
- Clothing choices should be school appropriate and support a professional, academic, and safe environment.
- **Universal Dress Code:** Everyone must wear a top, bottoms, and footwear (refer to p. 19 for full details).

LOUD, PROUD, AND POSITIVE!

- Mead Panthers pursue excellence in all that we do! (And we set expectations and anticipation across the state).
- We cheer *for* our team. We refrain from negative comments, jeer chants, and stunts directed to demoralize others.
- We rep our teams with pride, positivity, and personal best.
- We always sing the Fight Song after every contest, win or lose.
- Our collective 'HOORAH!' shakes the ground and unites our community.

HUMAN DIGNITY AND RESPECT

- It takes all of us to make Mead a place where EVERYONE wants to "be. belong. and become."
- Treat people the way they should be treated: with dignity and respect!
- Mead School High School is a smoke-free, vape-free, drug-free facility.
- Please respect the health and safety of all.
- For more information on all of our behavior expectations, refer to pp. 28-43.
- **Need to report a concern?** Talk to a teacher, coach, school counselor, staff member, Campus Security personnel, or administrator. Or use the confidential Vector Alert Tip Reporting System.

ACADEMICS & STUDENT SERVICES

GRADUATION REQUIREMENTS

There are three (3) requirements for high school graduation in Washington State (see WAC 180-51-068 and MSD Board Policy 2410; Procedures 2410):

1. Earn twenty-four (24) credits in specific areas,
2. Meet a Graduation Pathway, and
3. Create and update a High School and Beyond Plan (HSBP)

For more specific information on graduation requirements, consult the [Panther Focus Course Guide](#) located on the Mead High School [Student Services webpage](#).

GRADE POINT AVERAGES [GPAs]

Student GPAs are assigned and recorded based upon the State Standardized 4.0, Letter-grade Transcript:

A	4.0		B	3.0		C	2.0		D	1.0		F	0.0
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The minimal passing mark/grade is a D, or 1.0.

Pass/Fail (P/F), Credit/No Credit (NC), and Satisfactory/Unsatisfactory (S/U) marks may also be used. These non-numerical marks/grades will be clearly identified and excluded from the calculation of a grade point average.

GRADING AND ACADEMIC PROGRESS

Final grades are issued at the end of each semester. Teachers establish their criteria used for determining grades, and share this information via their syllabus and verbal communication. Families and students are encouraged to use PowerSchool to monitor academic progress. Need PowerSchool access support? Please contact the Student Services office at 509.465.7112.

GUIDANCE AND ACADEMIC COUNSELING

All students have access to School Counseling services. These services include assistance with educational planning, interpreting what test scores mean, study skills, help with home/school/social concerns, or any questions a student might have. School counselors can provide names of outside resources when long-term assistance is appropriate. Contact the Counseling Office at 509.465.7112 to arrange an appointment.

Adam Strate	A - E	509.465.7030	GOOGLE CLASSROOM CODES
Melanie Fender	F - Le	509.465.7028	Class of 2026: q2sbpro
Jody Harkness	Li - Ron	509.465.7029	Class of 2027: xoodej5
Mike Phillips	Roo - Z	509.465.7037	Class of 2028: jin7vvq
Colleen Thornton	College & Career	509.465.7026	Class of 2029: wljafgn

COLLEGE AND CAREER CENTER [CCC]

The College and Career Center (CCC) is located adjacent to the Student Services Office. Post-high school counseling is provided to help students and families find information on careers, colleges, scholarships, grants, work study, and all career/vocational related areas. The CCC also hosts multiple student/family information nights and Career & College Fairs throughout the year. CCC announcements are posted in each of the "Class of..." GoogleClassrooms and Panther Nation.

ACADEMIC SUPPORTS

There are many academic supports at Mead, including credit recovery and after school tutorials. Credit Recovery Courses are available through state approved online programs. See your school counselor for more information.

Available academic supports include:

- **Individual, pre-arranged appointments with teacher(s):** Talk to your teacher(s) individually.
- **Departmental academic support sessions:** See department/teacher postings.
- **Peer Tutoring:** See your school counselor.
- **Summer School:** Mead School District offers summer school in core subject areas. Brochure available late Spring each year.
- **Boys & Girls Club:** Mead School District Boys & Girls Club at the Pittsburgh Center (next to Northwood MS).

SCHEDULE CHANGE REQUESTS

Schedule changes are extremely limited due to lack of space available. Schedule changes will be made for the following reasons only: missing a prerequisite, missing a graduation requirement (seniors only), misplacement (wrong class level), or missing a class altogether. Elective course changes are based on availability only and will be considered only after making sure all students have complete schedules.

- **Day 1 of school/semester:** Priority is given to students with incomplete schedules. The student should report to the Student Services Office during the class period of the issue.
- **Days 2-4 of school/semester:** Priority is given to students with academic misplacements (for example, wrong class for grade level). The student should report to the Student Services Office during the class period of the issue.
- **Monday of the second week of school/semester:** Elective course changes will be considered. ALL elective course change requests must go complete the MHS Schedule Change Form 2024-2025 via "Class of..." Google Classrooms.
- **No teacher or lunch period change will be allowed.** We cannot accommodate specific teacher requests/ preferences.
- After 10 school days into each semester, no changes will be made without credit and/or grade penalty. No new classes may be started after that date unless the student is a transfer from another school.

ZERO HOUR POLICY

Zero Hour courses are offered to supplement the courses offered Periods 1-6. Students enrolled in a Zero Hour course are expected to take:

1. Six (6) classes during the regular school day and remain on campus until the end of the scheduled day. The only exception to this is for seniors who have met all graduation requirements.
2. Follow all attendance procedures from the beginning of Zero Hour until the end of the scheduled day.
3. Understand that taking a Zero Hour class is a privilege. As such, students enrolled in a Zero Hour class need to be responsible for maintaining good attendance, completing work, and providing their own transportation. Students will be dropped from a Zero Hour class with an F on the eleventh (11th) absence.

ONLINE COURSES

Students may earn additional, initial credit via online classes. An "online course" is one in which more than half of the content is delivered online and more than half of the instruction is delivered online by a teacher/program outside of the Mead School District. Mead High School will accept a maximum of two (2.0) credits (4 classes) from OSPI accredited, online courses. The student must work in partnership with their School Counselor, receive prior authorization before registering for the course(s), and create a plan in accordance with MSD Board Policy 2024 and Procedures 2024. Students are responsible for all online fees.

Mead High School also offers online credit recovery options. See your School Counselor for approved, school-based options to regain credit. **IMPORTANT! Seniors wishing to meet graduation requirements via credit recovery options must complete all work, including final exams, and a final grade posted on or before the last day of May to count for semester grades and walk at graduation.**

TEACHER ASSISTANTS (TAs) AND PEER TUTORS

Teacher Assistant (TA) positions are considered non-academic credit. TA positions are limited and approved only after careful consideration of a student's academic plans. Only students in Grades 11 and 12 will be considered for TA positions. TAs receive Pass/Fail (P/F) grades. Students who seek Valedictorian status will not be approved for TA positions. Additionally, students who elect to be a TA will not be eligible for any PE waivers per MSD Board Policy 2410.

Peer Tutor and Lab Assistant positions are considered academic credit. Peer tutors are trained to support students in the DLC and Life Skills programs. Students in Grades 10, 11, and 12 will be considered for Peer Tutor positions. Peer Tutors receive four-point scale, letter grades.

WITHDRAWAL FROM CLASS OR SCHOOL

Withdrawal from Class

A student has 10 days to withdraw from a class without penalty. Withdrawal from a class at any time during the semester must be approved by the principal, the student's parent/guardian, and the teacher.

- Withdrawal from a class due to extenuating circumstances, and approved by the principal, will result in a “W” (withdrawal) notation on the student’s transcript and will not affect the student’s GPA.
- After 10 days, withdrawal requests initiated by a student who has failed to meet class obligations (attendance, work completion, behavior expectations, etc.), or who requests withdrawal for reasons other than “extenuating”, or the student is removed from the class for disciplinary reasons, the student will receive an F for that class and the grade will be factored into the cumulative GPA.
- Any course dropped after 10 days will result in an F grade on the student transcript, unless extenuating circumstances exist. Final decision will be made by the principal.

Withdrawal from School

Students who withdraw from Mead High School are not permitted to continue to visit their classes after their withdrawal. After completing the withdrawal process, students are officially released from Mead High School and are expected to transition into their new school community to ensure their academic growth. Often, withdrawals happen with very short notice. In instances where there is advanced communication, a student’s School Counselor will work with the student, the student’s teachers, and the student’s family on a plan to keep the student engaged until transition to their new school.

- The receiving school is responsible for requesting the transferring student’s cumulative file.
- A parent/guardian must request the withdrawal in writing. The request must include the student’s new address and, if possible, the name of the new school.
- All school-issued supplies must be returned, including but not limited to textbooks, novels, library books, Chromebook, and rented school instruments.
- All financial obligations must be settled prior to the last day of attendance.
- On the last day of attendance, the student must report to the Student Services office to complete any final documentation.

GRADUATION CEREMONY

Graduation is a formal ceremony to recognize students who have completed the high school graduation requirements. The ceremony is voluntary for students. Participation in the ceremony is dependent upon appropriate behavior throughout the school year and may be denied if inappropriate behavior occurred/occurs. For students who are eligible to participate, the following expectations are established (see MSD Board Procedures 2410):

1. Each student who participates will purchase or rent the proper cap and gown designated by Mead High School.
2. Caps and gown will be worn in the proper manner as designated by Mead High School.
3. Cap decorations will adhere to the rules and expectations designated by Mead High School. Rules and expectations are shared with graduates via email prior to Senior Awards Night and also at Senior Checkout.
4. Graduates are expected to wear appropriate attire and abide by behavior expectations. All expectations will be communicated to graduates via email prior to Senior Awards Night and also at Senior Checkout. Failure to abide by attire and behavior expectations will forfeit a student’s privilege to participate in the graduation ceremony.

VALEDICTORIAN AND HONORS STATUS

Valedictorian Status

Students earn the title of Valedictorian by earning a 4.0 cumulative grade point average throughout their high school career via academic courses and have no incidents of Academic Dishonesty. Students who elect to take a Pass (P) grade in an academic course or elect to take non-academic courses that only transcript Pass (P) grades, such as Teacher Assistant (TA) positions, will not be eligible for Valedictorian status. Additionally, any course that was re-taken to earn an improved/higher grade will not be counted toward determining Valedictorian status. A Valedictorian must earn transcribed “A” grades on their first attempt in academic courses. Valedictorians will receive a medallion.

Honors Status

Seniors who after seven semesters have a GPA of 3.500 or above will be designated as Graduates with Honors. Additionally, each department will select an outstanding student in that field based not only on overall GPA but also personal dedication, commitment, perseverance, and excellence. Students who receive honor status at graduation will receive a cord.

Mead National Honor Society

Students who earn a 3.600 after three semesters are eligible to apply for National Honor Society. Students who graduate as a member of National Honor Society in good standing will receive a National Honor Society cord.

SEAL OF BILITERACY

The district will award the Washington State Seal of Biliteracy to students who have attained a high level of proficiency in speaking,

reading, and writing in one or more World Languages in addition to English. Students who meet the criteria as established in WAC 392-410-350 will be awarded the seal on their high school diploma and transcript. See MSD Board Policy 2410. Students who earn a Seal of Biliteracy will receive a medallion.

STUDENT RECORDS

Mead High School maintains a permanent, cumulative record on all students for the educational guidance and/or welfare of students, for orderly and efficient operation of schools, and as required by law. All information related to individual students will be treated in a confidential and professional manner. Mead High School will use reasonable methods to ensure that teachers and other school officials obtain access to only those education records in which they have legitimate educational interests. All information maintained in student files may be reviewed annually to assure relevancy and appropriateness. All dissemination, inspection and review of the student records will be in accordance with the requirements of the Family Educational Rights and Privacy Act of 1974. Student records are the property of the school/district but will be available in an orderly and timely manner to students and parents. Student records will be forwarded to other school agencies upon request. A high school student may grant authority to the district which permits prospective employers to review the student's transcript. Parental or adult student consent will be required before the district may release student records other than to a school agency or organization, except as otherwise provided by law. See MSD Board Policy 3231.

FOREIGN EXCHANGE STUDENTS

Mead High School participates in providing education to students from a variety of countries. Foreign exchange students are welcomed at Mead High School upon approval by principal and/or principal designee after an evaluation of the student's reading, writing, listening, and speaking skills in the English language. Foreign exchange students receive an honorary Mead High School diploma and are recognized at commencement. All foreign exchange students are expected to abide by the behavior expectations of all Mead Panthers.

INTERVENTION RESOURCES

We care about and understand the importance of the Health and Wellness of our students, staff, and community. Our community thrives when all families have the resources they need to support each person's physical, social, and emotional well-being.

MENTAL AND EMOTIONAL HEALTH INTERVENTION AND RESOURCES

EXPERIENCING A CRISIS? Please contact one of the following:



- **For suicide crisis:**
 - National Suicide Prevention Lifeline: Dial 988 OR call 1-800-273-8255 OR visit on the web [here](#)
 - For LOCAL suicide crisis: 24/7 Crisis Line: 1 (877) 266-1818 or visit on the web [here](#)
 - For suicide, mental health or substance use Crisis Text Line: Text START to 741-741
- **For mental health, counseling, substance use, depression, anxiety crisis:**
 - SAMHSA's National Helpline: 1 (800)-622-HELP (4357) or visit on the web [here](#)
- **For substance abuse crisis:** Call 844 289-4479 or visit on the web [here](#)
- **For eating disorder crisis:** Call or Text (800) 931-2237, or visit on the web [here](#)

HEALTH AND WELLNESS RESOURCES

Suicide Awareness and Resources click [here](#)

Eating Disorders Awareness and Resources click [here](#)

Social Media Safety click [here](#)

Fentanyl Awareness and Resources click [here](#)

Anxiety and Depression Resources click [here](#)



[Report a safety concern](#) quickly, easily, and anonymously to school administrators 24/7/365 [here](#)

ATTENDANCE

We want you here. We want you connected. We want to support you in being the best Panther you can be!

Regular and on-time attendance is essential to on-time graduation and progress toward your future. Some classroom activities cannot be replicated or replaced outside of the classroom environment (for example: labs, performances, group projects, Socratic seminars, and participation-based activities). As a result, not attending a class may result in a grade reduction, loss of credit, summer school, make-up courses, and/or attendance intervention.

Being “on-time” to school/class means that a student is in-class and ready to learn when the bell rings. To learn more about Attendance law and policy see RCW 28A.225.010 and MSD Board Policy 3121 and 3122.

GENERAL INFORMATION

ARRIVING TO SCHOOL

1. Period 1 begins at 8:00 AM on Monday, Tuesdays, Thursdays, and Fridays; and 8:40 AM on Wednesdays.
2. Period 0 classes begin at 7:00 AM Monday, Tuesdays, Thursdays, and Fridays; and 7:50 AM on Wednesdays.

ARRIVING DURING THE SCHOOL DAY

1. A student who arrives late to school, but within the first ten (10) minutes of the school day (that is, 8:10 AM on Monday, Tuesdays, Thursdays, and Fridays; or 8:50 AM on Wednesdays) will report directly to Period 1. The student will be marked “Tardy” by their teacher.
2. A student who arrives eleven (11) minutes or more after the start of the school day must check-in through the Attendance Office and receive a pass before going to class. The student will be marked “Absent” for any and all classes in which they miss 20% or more of the class.

LEAVING DURING THE SCHOOL DAY

1. Students who need to leave school during the day must check-out through the Attendance Office or Nurse’s Office (for instances of illness at school). This protocol is for both safety/security and to avoid a closed campus violation.
2. A student will only be allowed to leave after a note or phone call is received from a parent/guardian.
3. Early dismissal for appointments must be arranged in advance, with at least one hour notice before the student needs to leave school. The Attendance Office line is 509.465.7004.
4. Students who leave without following these procedures will be marked truant and subject to school intervention and possible disciplinary action.

TARDIES

Timeliness is essential to learning. Tardiness creates a disruption to the educational process in the classroom. Tardiness to class, without a pass, more than ten (10) minutes is treated as an “Unexcused Absence.” Tardiness will be addressed according to the following procedure, and counts as total tardies per student, not total tardies per class period:

- **Step One** (1 to 3 tardies per semester in a class): Student and teacher will conference to discuss the barriers to arriving to class on time. If more than one tardy to the same class, the teacher will contact home through email or a phone call.
- **Step Two** (4 tardies in a week, regardless of class period): Office referral. Conference with an administrator to discuss barriers to being on time. Parent contact by administrator.
- **Step Three** (5+ tardies in a week): Lunch detention assigned. Progressive discipline or action plan created by administrator, parent/s, and student.

ZERO HOUR ABSENCES AND TARDIES

1. A student who misses a Period 0 class must have the absence excused by a parent/guardian just like any other class period.
2. The absence will be marked “excused” provided the absence meets one of the authorized absence types (see list below).

3. A student who arrives late to Period 0, but within the first ten (10) minutes, will be marked “Tardy” by their teachers.
4. A student who arrives eleven (11) minutes or more after the start of Period 0 must check-in through the Attendance Office and receive a pass before going to class. The student will be marked “Absent.”

EXCUSED ABSENCES

Students are excused from a class or school day for the following, authorized reasons (WAC 392-401-020; MSD Board Policy 3122):

- Illness, health condition, or medical/dental/counseling/optometry appointment;
- Participation in a district or school approved program/classroom activity;
- Family Emergency;
- Religious/Cultural observances or instruction;
- Absence related to deployment activities of a parent/legal guardian who is an active-duty member see RCW 28A.705.010;
- Court, judicial proceeding, or jury service;
- Postsecondary, technical school, or apprenticeship program visitation, or scholarship interview;
- State-recognized search and rescue activities consistent with RCW 28A.225.055;
- Absence directly related to the student’s homeless status;
- Absences due to student safety concerns, including absences related to threats, assaults, or bullying;
- Absences due to the student’s migrant status;
- Absence resulting from a disciplinary/corrective action (for example, suspension or emergency removal);
- Principal/designee and parent/guardian’s, or emancipated youth’s mutually agreed upon approved activity that does not adversely affect student’s academic progress.

UNEXCUSED ABSENCES AND TARDIES

A student is considered absent unexcused (aka “truant”) if the student:

- Submits an excuse that does not meet the definition of an excused absence as defined in the “Excused Absences” section (see also MSD Board Policy 3122);
- Misses a class (absent 11 or more minutes/20% of the class period) and fails to submit appropriate documentation for the absence (see “Resolving an Absence” section);
- Is absent without the knowledge and/or consent of the parent/guardian;
- Falsifies parental notification;
- Leaves school without checking out through the Attendance Office;
- Is not in an assigned, supervised area (classroom, etc.) for 10 or more minutes.
- Does not attend class after arriving on campus; and/or
- Fails to attend a scheduled assembly or report to an authorized alternate space during scheduled assemblies.

RESOLVING ABSENCES FROM CLASS/SCHOOL

1. A student is absent when they do not attend class or miss more than 10 minutes of class.
2. To excuse an absence, the student's parent/guardian must provide **written** (note or email) **or verbal** (phone call or voice message) **communication within two (2) school days** following the return to school stating the date(s) of the absence(s) and the reason for missing school. See “Excused Absences” section above for authorized excused reasons.
3. **PLEASE READ and UNDERSTAND:** Students who are absent from any of their scheduled classes on the day of an extra-curricular activity in which they are scheduled to take part (practice or contest) will not be allowed to participate in that extra-curricular activity. Exceptions will be made for verified doctor or dental appointments (bring doctor’s note when returning to school) and for other absences where prior approval is obtained through the Athletic Director or an Administrator. “Parent Discretion” is not an authorized excused absence. These same rules are applicable to co-curricular and extra-curricular activities, including Performing Arts.



MAKE-UP WORK

- Students are responsible for making up any missed work during an absence (excused or unexcused).
- Students have a 1-to-1 make-up period for consecutive absences one (1) to seven (7) days. That means, for example, that if a student is absent one day, the student has one (1) day to make-up the work; absent five (5) days, then five (5) days to make-up the work.
- The teacher and student will work together to determine an appropriate make-up period for any consecutive absences eight (8) days or longer:
 - Students have three (3) days after returning to school from an extended absence to arrange their make-up work.

- Students are strongly encouraged to check their teachers' GoogleClassrooms for posted assignments.
- Make-up exams will be arranged with the teacher. Most often, make-up exams are given before or after school.
- REMINDER: Not all classroom activities (for example, labs, group activities, participation-based activities, etc.) can be replicated outside of the regular, in-person classroom experience. While alternative assignments or activities may be possible, these alternatives may not be able to encompass all of the aspects of the original assignment/ activity which could only be possible through full participation in the in-person experience. Therefore, the alternative assignment may not be of equal/equivalent point or grading value to the original assignment/activity.
- Refer to a teacher's syllabus regarding specific attendance and/or participation requirements related to make-up work as well as allowable make-up timeframe.

PRE-ARRANGED ABSENCES

PRE-ARRANGED, EXTENDED ABSENCES

Mead High School strongly discourages students from taking early and/or extended vacations during the semester, or leaving school prior to the normal end of the semester. When a student misses class, they lose essential instruction and learning opportunities, and place increased demands on their teachers to accommodate the absence(s).

Students and their families should anticipate and plan for academic impact to grades, as certain activities (for example, labs, group activities, participation points, etc.) cannot be made-up, regardless of the reason for the absence. Additionally, teachers are not expected to pre-teach. Students are expected to attend the full semester to earn full credit. However, there are occasions when extended absences are necessary. When this is the case, the school will work with the student and their family to make every reasonable attempt to reduce the negative impact of the extended absence on the student's educational program and resulting grades.

Procedures for Pre-Arranged, Extended Absences

1. If a student has a pre-arranged absence of four (4) or more consecutive days, then the student must complete a Pre-Arranged Absence form (located in the Attendance Office). This form helps facilitate communication between the student, family, and teacher(s) regarding missed work and learning during the absence.
2. The student must present the Pre-Arranged Absence form to each teacher who will make notes regarding missed work and make-up options during the absence.
3. The student must turn-in this form to the Attendance Office one week prior to the absence.
4. Pre-arranged absences will be marked "excused" provided the absence meets one of the authorized absence types listed in the "Excused Absence" section.
5. Students missing final exams will make an appointment with school administration to complete their final exams. Teachers will not administer final exams early. Final grades will be adjusted after exams have been graded at the teacher's convenience.

PRE-ARRANGED, ABSENCES RELATED TO FIELD TRIPS OR SCHOOL-SPONSORED ACTIVITIES Mead High School recognizes that students may be gone from classes due to school-sponsored field trips or activities. Advisors of these programs are diligent about providing participating students with pre-arranged absence forms. Students who are absent due to school-sponsored events are expected to work with their teachers regarding pre-assigned projects/ work, missed work, and make-up opportunities. Students are also expected to meet due dates specified in advance by their teacher(s) for major projects and long-term assignments, unless otherwise arranged with the teacher. Major projects, exams, and specific due dates determined and assigned prior to the school-sponsored absence are exempt from the one-to-one absence-to-makeup policy.

RUNNING START

RUNNING START STUDENTS

Running Start students who arrive late for a Mead class must check-in through the Attendance Office for a pass to class.

When there is a modified schedule at Mead, causing a disruption to a Running Start student's college scheduled courses, the Attendance Office is able to adjust the Running Start student's Mead attendance **ONLY IF**:

1. The Attendance Office receives a phone call or email from the parent/guardian within the two (2) school days time frame for excusing an absence; and
2. The Attendance Office can confirm the modified schedule at Mead created a disruption with a current, college quarter class schedule. Mead does not have access to Running Start schedules; therefore it is the responsibility of the student to provide an

GENERAL INFORMATION

ACCIDENTS AND INJURIES

Every accident and/or injury in the school building, on school grounds, at practice sessions, or at any school-sponsored athletic or activities' event must be reported immediately to the person(s) in charge of the event/activity and to the school office. The appropriate accident report form must be completed and turned in.

BUS TRANSPORTATION

Students can only ride the bus to which they are assigned unless special arrangements are made ahead of time with District Transportation. The driver is in full charge of the bus and its students. Bus rules are reviewed each year and must be followed. Furthermore, school consequences may be imposed for bus rule violations if warranted (see p. 34).

Activity Buses

Activity buses are available Monday through Thursday only for sports participation and administrative- authorized activities. Students can only ride the activity bus if they are pre-registered to ride. To pre-register, [complete the Mead Activity Bus form here](#).

NewTech Skills Center Transportation

Students who attend AM Skills Center will board the Route 60 bus at MHS at 7:50 AM Monday, Tuesday, Thursday, and Friday; and 8:30 AM on Wednesdays. The return bus from NewTech for the morning session departs at 10:50 AM.

Students who attend PM Skills Center will board the Route 44 bus at MHS at 11:06 AM Monday - Friday. The return bus from NewTech for the afternoon session departs at 2:00 PM.

CAMPUS HOURS

Mead High School is open 7:25 AM - 3:00 PM daily. Students on campus before or after this time frame are expected to be in staff supervised activities such as tutoring, clubs, school activities, or athletic programs. Students with a Zero Hour class are expected to arrive no earlier than 10 minutes before the start of class. Students are expected to leave campus within 15 minutes of their last class and/or after school scheduled activity.

CELL PHONE, CHROMEBOOKS, AND ELECTRONIC DEVICES POLICY

The Mead School District recognizes the value of digital communication and collaboration in the context of a modern learning environment. Cell phones/electronic devices may serve as an outstanding instructional tool and learning resource if used appropriately. We encourage our staff members and our students to use electronics and other 21st century devices to supplement instruction and learning. However, it has been proven that students who are on cell phones or other electronic devices when it is not part of the instructional lesson are not fully engaged in learning.

THE POLICY. We are committed to “**DISTRACTION-FREE LEARNING**” with the goal of preserving the integrity of our learning environments and to reduce unnecessary distractions in classrooms, and will enforce the following at our high schools:

- Use of wireless devices at school is a privilege (includes cell phones, smart watches, and other personal mobile or wearable technology).
- Wireless devices are not to be used in any learning space during school hours except when directed by a teacher and for *only for educational purposes*.
- Cell phones must be in “Silent Mode” (or turned off), including no haptics (vibrations) or other notifications, when at school. Smart Watches must be in “Airplane Mode.” Earbuds and headphones are not allowed, except when associated with a teacher-approved educational purpose, used an assistive technology, or used as part of a personal/individual plan.
- Wireless devices are allowed in common areas *during non-instructional time*.



IMPORTANT! Per Revised Code of Washington (RCW 9.73.030) it is critical that parents and students understand that using an electronic device to video and/or record another person without the person's expressed consent is illegal. The only exception to this law is prior arrangement with a teacher to record a lecture to be used for educational purposes and cannot be posted to a publicly accessible site, including “closed/password protected” sites.

For information regarding consequences for cell phone, Chromebook, and/or electronic devices violations, please see pp. 38-39. Further, the use of cellphones to record fights, promote violence, or distribute pornography is considered exceptional misconduct and will be subject to school discipline. See also MSD Board Policy 2022 & Procedures 2022.

Need to get hold of a student? Emergency? CALL THE SCHOOL OFFICE.

CLOSED CAMPUS

Mead High School has a closed campus policy (MSD Board Policy 3242). Once at school, students are required to remain in academic/supervised areas during the school day (8:00 AM - 2:35 PM) and are not permitted to leave campus for lunch. Students must sign out through the Attendance Office with prior authorization to leave campus. A student who leaves campus without prior authorization and returns may be subject to search, as leaving campus creates both reasonable and individualized suspicion (see RCW 28A.600.230; MSD Board Policy 3230 and Procedures 3230). See p. 35 for possible consequences.

Unsupervised and “Out of Bounds” areas include, but are not limited to:

- Parking lots and cars
- Off campus parking and other off campus businesses
- Athletic fields, fieldhouses, track, and bleachers
- Rooftops, mechanical rooms, or any are designated as “No Access” or chained/fenced off.
- Unsupervised areas during lunches, including classrooms, gyms, and second floor gym access.

DAILY BULLETIN AND SCHOOL NEWSLETTER

Daily announcements are made over the intercom each day and also printed via the *Bulletin de Belonging* on the Mead High School website. [Click here](#) for the daily Bulletin de Belonging.

A monthly school newsletter, *Panther Nation*, is sent out via email and posted on the Mead High School website. *Panther Nation* shares broader, school-wide activities, events, and opportunities. [Click here](#) to access *Panther Nation*.

DELIVERIES

Bring everything you need with you to school. Mead High School is a closed campus during the school day. Parents/guardians may drop-off school-related items in the South Entrance vestibule.

Food Deliveries: All outside food deliveries must be dropped off in the South Entrance vestibule only. Students can only pick-up food deliveries during lunch time. Mead High School is not responsible for lost or stolen food deliveries.

DRESS CODE

Mead High School affirms the right of students to celebrate pride in their identity through their clothing, hair, and jewelry choices. Students also have the responsibility to preserve and promote an academic, professional, and safe environment. A dress code policy provides an opportunity to educate students about appropriate clothing and expression in different contexts. The dress code policy at Mead aligns with [RCW 28A.320.140](#) and MSD Board [Policy 3224 & Procedures 3224](#).

Universal Dress Code

All students must wear:

1. **Top:** shirt, blouse, dress, sweater, sweatshirt, tank, etc.
2. **Bottom:** pants, shorts, skirt, dress, leggings, joggers, slacks, etc.
3. **Footwear:** foot protection that has an outsole.
4. Clothing that covers private parts in opaque (not see-through) material.
5. In addition to these universal guidelines, individual teachers may have additional or modified classroom dress code expectations to meet specific course or program needs. Please refer to a teacher's website, syllabus, and/or other posted guidelines.

Violations of the student dress code include, but are not limited to, the following:

- Bare feet or unsafe footwear.
- Clothing and/or accessories that pose a danger to students and staff.
- Clothing, accessories, and/or grooming that depict weapons or violence.
- Clothing and/or accessories with profane or abusive language or symbols.
- Clothing, accessories, and/or grooming that are identified, or perceived, as gang affiliated or promote illegal activity.
- Clothing and/or accessories used to cause others to feel harassed/intimidated and/or provoke a reaction.
- Clothing, accessories, and/or grooming with drug, alcohol, or tobacco graphics, sayings, or symbols.
- Clothing and/or accessories with sexually explicit, connotative, vulgar, or offensive graphics, sayings, or symbols.
- Clothing that reveals undergarments (all genders), such as underwear, boxers, bras, and bralettes.
- Clothing that reveals private parts.

Staff and administrators have final say on what clothing is appropriate based on the stated guidelines. Students who violate the Dress Code Policy will be provided an opportunity to correct the violation. Students who continue to violate the Dress Code Policy will be

subject to progressive discipline for non-compliance, see p. 37 regarding Dress Code violation responses.

FINES

It is the responsibility of students to keep track of fines or debts, and resolve fines when they arise. Fines, debts, and financial obligations due to Mead High School are posted throughout the school year and can be found on PowerSchool. There are different kinds of fines and fees: athletics, books, parking, lunch accounts, library and textbooks, club/activity materials, school-sponsored trips, and Mead School District fines/fees incurred prior to enrolling at Mead High School.

Students must clear all (or make reasonable payments toward) fines and fees before being issued parking passes, yearbooks, Homecoming tickets, Prom tickets, and official transcripts. Students must satisfy all fines/fees prior to completing the transfer or withdrawal process. Stop by the Mead Bookkeeping Office or call 509.465.7031 for questions regarding fines.

GENDER-INCLUSIVE SCHOOL

In Washington State, all students have the right to be treated consistent with their gender identity at school. As such, Mead High School, in accordance with Policy 3211 and Procedures 3211:

- Addresses students by their requested name and pronouns, with or without a legal name change;
- Changes a student's gender designation and have their gender accurately reflected in school records;
- Allows students to use restrooms and locker rooms that align with their gender identity;
- Allows students to participate in sports, physical education courses, field trips, and overnight trips in accordance with their gender identity;
- Keeps health and education information confidential and private;
- Allows students to wear clothing that reflects their gender identity and apply dress codes without regard to a student's gender or perceived gender; and
- Protects students from teasing, bullying, or harassment based on their gender or gender identity.

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see pp. 40-44 to learn how to report a concern or file a formal complaint with the Gender-Inclusive Schools Coordinator: Josh Westermann, Director of Student & Family Services, josh.westermann@mead354.org or 509.465.6045.

HALL PASSES

All students, including TAs, yearbook staff, ASB/Leadership staff, and Student Council Officers, must have a hall pass to be outside of classrooms during class times. Hall passes are available from your teacher.

HARASSMENT, INTIMIDATION, AND BULLYING (HIB) AND HAZING

Mead School District is committed to a culture of belonging and dignity for all students that is free from harassment, intimidation, bullying (HIB), and hazing. It is a violation of State law and District Board Policy for a student or staff member to be harassed, intimidated, or bullied by others in the school community, at school sponsored events, or **when such actions create a substantial disruption to the educational process.**

For concerns about HIB or possible hazing incidents, please see pp. 40-44 to learn how to report a concern or file a formal complaint with an MHS Administrator or the HIB Compliance Officer: Josh Westermann, Director of Student & Family Services, josh.westermann@mead354.org or 509.465.6045.

HEALTH AND WELLNESS SERVICES

The Nurse's Office is open from 7:45 AM to 2:45 PM. If a student needs assistance at a time when the clinic is closed, the student should report to the Main Office. **Except in cases of emergencies, students must have a pass from their teacher to visit the nurse.** Emergency first aid will be given to students if illness or injury occurs after arrival to school.

Health and Wellness Center Services include:

- Medical appraisals, counseling, education, and dispensing of parent/guardian and/or physician-approved medications.
- Resources: The Nurse's Office has many resources available to students.
- Students do not have to be ill to visit the Health Center—simply visit during non-classroom time.

Medications at School

Washington State law and District Policy 3416 & Procedures 3416 outlines specific rules about taking medications at school, whether prescribed or over the counter. To have medication at school, including Tylenol, aspirin, or cold medicine, students MUST have written permission from their doctor and/or legal guardian:

1. The permission form must state when the medication is to be taken and for what length of time;
2. The medication must be in its original container;

3. The medication must be recorded, kept, and dispensed by the school nurse. Students cannot carry these medications.

LOCKERS

Lockers are available upon request for storage of books and personal belongings during the school day. Students request a locker through Student Services. Students may only use the locker assigned to them.

The school is not responsible for items missing from a student's school, PE, or music locker. Students are discouraged from keeping articles of value in lockers. Lockers are the property of the school/district, and are subject to periodic inspection by school authorities and/or law enforcement (including K-9 drug units). Problems with a PE locker should be reported to the PE teacher for PE lockers, Music teacher for a Music locker, and Main Office for general use lockers.

LOST AND FOUND

Students are urged to turn in all items found to the lost and found outside of the Library/Media Center. Items unclaimed at the end of each quarter will be donated to charity or donated to our Panther Spirit Closet.

LUNCHES

Mead High School is a closed campus. Students are required to eat lunch on campus. See also the "Deliveries" section.

District Nutrition Services provides a variety of breakfast and lunch options daily. To access the District Nutrition Services monthly menus for Mead High School, [CLICK HERE](#). For information on how to set-up and make payments on a student meal account [CLICK HERE](#) or stop by the MHS Business Office. Free or Reduced Price Lunch Forms are available online [HERE](#) or by picking up a form in the MHS Business Office.

PARKING PERMITS

Parking permits cost \$50.

Vehicles parked on campus are required to have permits displayed at all times with the school year and pass number visible through the windshield. Parking permits are sold during the Spring Lottery then on a space available basis. Once lots are sold out, there will be no further sale of permits.

To obtain a permit, students must:

- Be clear and free of all financial obligations to Mead High School and/or fines from previous MSD schools;
- Have a valid driver's license, current proof of WA state insurance, and current vehicle registration.

Parking Pass and Parking Lot Information and Expectations

Parking lots are the property of Mead School District. Parking permit holders and drivers using Mead High School parking lots are expected to drive in a safe and respectful manner at all times.

- The speed limit is 5 MPH in all lots at Mead High School.
- Display parking pass at all times from the rear-view mirror. Violators will be subject to a \$20 fine.
- Lost, stolen, or destroyed passes must be replaced immediately (\$25) to avoid ticketing. If the lost/stolen permit is recovered, then a full refund will be issued for the replacement permit.
- All student parking is located in the East Parking Lot. Students must park in the numbered spot that corresponds to their parking pass. Parking in staff spots, fire lanes, visitor parking, grass/concrete medians, a Handicap spot without a permit, or access lanes will result in ticketing (\$20) and possible vehicle towing and impound.
- All vehicles parked in Mead High School parking lots are subject to search with reasonable cause AT ANY TIME by school authorities. Law enforcement (including K-9 drug units) can search vehicles with pending search warrant.
 - Vehicles should be locked when parked at Mead. Neither Mead High School nor Mead School District is liable for theft or damage to vehicles.
- Students and families may not access the access road/bus lane on the north side of the school from 7:20 AM - 2:50 PM.



IMPORTANT! Any of the following actions may result in a parking pass being revoked (canceled), a ticket being issued, disciplinary action, the inability to purchase a parking pass in the future, and/or towing and impound of the vehicle at the student's expense:

1. Transferring, selling, trading, or lending a parking pass to another student. All vehicles parked on campus must be registered.
2. Speeding and/or reckless driving (anything over 5 MPH or involves entering/exiting inappropriately, driving erratically, driving over sidewalks, swales, or other permanent fixtures, or driving in a way that causes damage to other vehicles or threatens the safety of pedestrians).
3. Parking in staff spots, fire lanes, visitor parking, grass/concrete medians, a Handicap spot without a permit,

	<p>or access lanes.</p> <ol style="list-style-type: none"> 4. Fraudulent parking passes. All parties involved will be subject to school discipline. 5. Using the vehicle to sell, use, and/or store weapons or illegal substances. 6. Leaving campus without pre-authorized permission or skipping school/class. 7. Using exits/entrances inappropriately. 8. Repeated parking tickets or violations.
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Parking tickets start at \$20; however multiple infractions may incur a higher cost. Parking tickets are paid at the Mead Business Office or by calling 509.465.7031.

PLEDGE OF ALLEGIANCE

Every public school in Washington State is required to observe flag exercises and recite the Pledge of Allegiance. Students not reciting the Pledge shall maintain a respectful silence. See [RCW 28A.230.140](#).



RUNNING START STUDENTS

Mead students enrolled in full-time Running Start coursework are not allowed to be on campus at any time during the regular school day **except** by appointment or special arrangement to receive support services. Students enrolled in part-time Running Start should be on campus during their assigned classes only.

SEARCH AND SEIZURE

School officials and law enforcement (including K-9 drug units) may search a student, a student's car on school property, a locker, or a student's property (including electronic devices), or take alcohol/drug screen IF there is an individualized, reasonable cause to believe that:

1. The possession of a suspected item constitutes a crime or violation of district policy or school rules; and/or
2. Conditions/circumstances exist that threaten the health and safety of those in the school; and/or
3. The student is under the influence of alcohol, an illegal substance, or a substance purported to be illegal. Students who refuse to cooperate with any search may be subject to disciplinary action for interfering with an investigation.

General searches of school property may be conducted at any time, including school and PE lockers, classrooms, and school common areas. For further information, see MSD Board [Policy 3230](#) & [Procedures 3230](#).

SIGNS AND POSTERS

All signs, posters, and pamphlets must be approved by the Activities Coordinator or a Mead Administrator prior to posting, hanging, or distributing on the Mead Campus or on Mead-sponsored social media. Posting or hanging non-approved signs will result in the signs being removed, as well as possible disciplinary action.

Where To Post/Hang Signs And Posters

There are designated bulletin boards and bulletin board hanging strips throughout campus. Only non-latex blue tape or push-pins can be used to hang posters. During Election seasons, candidates are given clear instructions about where to hang/post campaign flyers and posters

STUDENT PUBLICATIONS

Student publications produced as part of the school's curriculum or with the support of the Associated Student Body (ASB) fund are intended to serve both as vehicles for instruction and student communication. These types of publications include a school newspaper or Yearbook. They are operated and financed by district and/or ASB funds. Material appearing in such publications reflect all areas of student interest, including topics about which there may be controversy and dissent. Controversial issues may be presented provided that they are treated in depth and represent a variety of viewpoints. Student contributors must demonstrate good judgment. Publication material must be free of content that runs counter to the instructional program; demeans or otherwise damages individuals or groups; supports the violation of school rules; and/or, is inappropriate for the maturity level of the students. Therefore, student publications may not be libelous, obscene, or profane; cause a substantial disruption of the school, invade the privacy of others; demean any race, religion, sex, gender, sexual orientation, or ethnic group; advocate the violation of the law; or advertise tobacco products, liquor, illicit drugs, or drug paraphernalia. Such publication activities must also teach respect for others, standards of civility, and elements of responsible journalism. For further information, see MSD Board [Policy 3220](#) & [Procedures 3220](#), "Freedom of Expression."

TECHNOLOGY

Mead School District provides technology systems and networks to further the education of students at Mead High School. Students are given a personal account with which they can access the internet, engage in learning, complete assigned work and projects, and access district-issued email accounts. Students are expected to be professional with school technology and use it for academic purposes only. Student accounts may be temporarily or permanently disabled and/or disciplinary action may be imposed if technology expectations are not met. See p. 36 for all district technology expectations. **For Chromebook and Password help**, go to the Mead High School Library & Media Center located in the Mall (Commons).

TELEPHONE ACCESS

A phone is available near the Main Office, for student use during lunch, before/after school, or during passing periods.

USE OF VIDEO CAMERAS

Mead School District uses video cameras on school grounds and in District-provided school buses to promote and maintain a safe environment, protect district property, and deter and prevent criminal activity and conduct violations. Students, parents, staff, volunteers and visitors may be videotaped while on school grounds or in District-provided school buses.

VALUABLES

Students should not bring valuables, electronic devices, cell phones, and/or large amounts of money to school. Lost, stolen, or damaged items are the responsibility of the student. Neither Mead High School nor Mead School District will be held liable for lost, stolen, or damaged items. Mead High School will make reasonable efforts to investigate the loss, theft, or damage of any such items on campus, including referring to local police. Report incidents of theft immediately to the Campus Security Officer or a member of the Supervision Team.

VISITORS/GUESTS

Students from other schools (or visiting from out of town) are not permitted as visitors during any part of the school day, including lunch. The exception to this policy is visiting students/groups connected to specific Mead High School co-curricular and extra-curricular programs. **Guest Speakers:** All guest speakers must be approved by a Mead Administrator. The guest speaker must register in the Main Office and receive a guest pass after clearance.

EMERGENCY PROCEDURES

Keeping Panther students, staff, and families safe is a top priority at Mead High School. Mead School District adopted the ["I Love U Guys" Foundation's](#) Standard Response Protocol (SRP) for safety and security common language and training. Mead students and staff train, practice, and drill this protocol.

SITUATIONAL AWARENESS is our ability to identify, comprehend, process, and respond to critical information about an incident. Our situational awareness also affects how we relay information to others. Our situational awareness is only as accurate as our perception of the situation. As a result, what we think is occurring may not accurately reflect actual events. Our perception is impacted by information that we have and our own experiences.

IMPROVING SITUATIONAL AWARENESS is important so that one becomes better able to quickly and instinctively react in a manner that best suits any situation an individual (or group) is facing.

- **IMPORTANT! WE HAVE DRILLS TO IMPROVE OUR SITUATIONAL AWARENESS.** Take drills seriously. Do not stand around waiting for friends. Respond quickly and responsibly. Cars are off limits during evacuation drills.

	HOLD! In your room or area. Clear the halls.											
	STUDENTS Clear the hallways and remain in room or area until the "All Clear" is announced Do business as usual	ADULTS Close and lock the door Account for students and adults Do business as usual										
	SECURE! Get inside. Lock outside doors.											
	STUDENTS Return to inside of building Do business as usual	ADULTS Bring everyone indoors Lock outside doors Increase situational awareness Account for students and adults Do business as usual										
	LOCKDOWN! Locks, lights, out of sight.											
	STUDENTS Move away from sight Maintain silence Do not open the door	ADULTS Recover students from hallway if possible Lock the classroom door Turn out the lights Move away from sight Maintain silence Do not open the door Prepare to evade or defend										
	EVACUATE! (A location may be specified)											
	STUDENTS Leave stuff behind if required to If possible, bring your phone Follow instructions	ADULTS Lead students to Evacuation location Account for students and adults Notify if missing, extra or injured students or adults										
	SHELTER! Hazard and safety strategy.											
	STUDENTS Use appropriate safety strategy for the hazard <table border="1"> <thead> <tr> <th>Hazard</th> <th>Safety Strategy</th> </tr> </thead> <tbody> <tr> <td>Tornado</td> <td>Evacuate to shelter area</td> </tr> <tr> <td>Hazmat</td> <td>Seal the room</td> </tr> <tr> <td>Earthquake</td> <td>Drop, cover and hold</td> </tr> <tr> <td>Tsunami</td> <td>Get to high ground</td> </tr> </tbody> </table>	Hazard	Safety Strategy	Tornado	Evacuate to shelter area	Hazmat	Seal the room	Earthquake	Drop, cover and hold	Tsunami	Get to high ground	ADULTS Lead safety strategy Account for students and adults Notify if missing, extra or injured students or adults
Hazard	Safety Strategy											
Tornado	Evacuate to shelter area											
Hazmat	Seal the room											
Earthquake	Drop, cover and hold											
Tsunami	Get to high ground											

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RESPONSE TYPES

ASB ATHLETICS & ACTIVITIES

ASSOCIATED STUDENT BODY [ASB]

All enrolled Mead students are members of the ASB. The ASB is publicly funded with revenue generated from several resources. ASB funds support cultural, athletic, recreational, and social clubs and activities at Mead.

We strive to offer extra-curricular programs designed to develop leadership skills, self-advocacy, awareness, responsibility, and respect for self and others. We encourage all students to join one of the many Mead athletic teams, clubs, or organizations. A full list of clubs, organizations, and activities is available in the Main Office, Counseling Office, posted flyers, and on the Mead website under "Student Life," then click on Athletics or Activities & Clubs.

ASB CARDS

All students receive a school photo ID card at the beginning of the year (via the school picture process). ASB cards are \$50. Some of the benefits you receive for purchasing an ASB designation are:

- Free entry into all home athletic events
- Participation in Mead Athletics, ASB activities, and ASB chartered clubs
- Running for and holding an ASB or Class Officer position
- Receiving discounts on entry/ticket fees for athletic and ASB events (for example, dances, plays, musicals, and fundraiser merchandise).

ATHLETIC AND ACTIVITY MEMBERSHIP

Mead High School is a member of the 4A Greater Spokane League (GLS), District Eight, and the Washington Interscholastic Activities Association [WIAA]. Our athletic teams, and some of our activities' teams (such as band, cheer, dance, and debate), compete with other conference teams for league, district, and state honors. It is expected that all Panthers exercise our proud tradition of good sportsmanship with all opponents both on and off the playing field, court, and/or arena of competition.

ATHLETIC AND ACTIVITIES SEASON OFFERINGS

FALL SEASON SPORTS/ACTIVITIES: Cross Country (boys/girls), Football (boys), Soccer (girls), Volleyball (girls), Softball (slow-pitch), Cheer, Dance, Debate, DECA, Marching Band, and Color Guard.

WINTER SEASON SPORTS: Basketball (boys/girls), Unified Basketball, Wrestling (boys/girls), Gymnastics (girls), Cheer, Dance, Debate, and DECA.

SPRING SEASON SPORTS: Baseball, Softball (fast-pitch), Golf (boys/girls), Soccer (boys), Unified Soccer, Track and Field (boys/girls), Tennis (boys/girls), Dance, Debate, and DECA.

ATHLETIC AND ACTIVITIES ELIGIBILITY

1. Pay a \$45 Participation fee (Athletics only) and a \$50 ASB fee (non-refundable);
2. Be enrolled in at least five classes (or otherwise full-time enrolled) during the current and previous semester.
3. Pass 5 of 6 classes.
4. Turn in a recent sports physical examination per district policy (athletics, cheer, dance).
5. Meet all WIAA rules and regulations.
6. Complete the online athletic clearance process in [FinalForms via the MHS Athletic page](#).
7. Students must be in attendance the entire day of their daily schedule to participate in practice, competition, or a performance.
Any athlete or student who is absent from any of their scheduled classes on the day of a practice, competition, or performance in which they are scheduled to take part will not be allowed to participate. Exceptions will be made for verified doctor or dental appointments (bring doctor's note when returning to school) and for other absences where prior approval is obtained through an Administrator or the Athletic Director.
8. Remain drug/alcohol/tobacco-free 24 hours per day, 365 days per year (in and out of season). Consequences for violating this policy can be found in the WIAA handbook. Student athletes, activities' participants, and ASB/Class Officers are expected to leave any social gathering where drugs/alcohol are being used illegally as soon as you are aware ("five-minute rule"). Knowingly staying at any social gathering where drugs/alcohol are being used illegally may result in loss of eligibility for games/contests and activities. Students removed from ASB/Class Office for exceptional misconduct cannot run for office for one (1) school year.
9. Refrain from any involvement in harassment, intimidation, and/or bullying (HIB); including sexual harassment and hazing, either directly or indirectly, or through the use of social media. Social media HIB and misconduct includes, but is not limited to, any negative communication, pictures, and/or video; endorsements of illegal activity, harassment, intimidation, or bullying; sexually explicit or suggestive images, or disrespecting opponents of other schools. (See also MSD Board [Policy 3205](#), [Procedures 3205](#), [Policy 3207](#), [Procedures 3207](#), MSD Athletic and Activities Handbook, "Team and Group Bonding," p. 27; and "Hazing," p. 39).
10. Any willful or overt act by a student-athlete that will embarrass or detract from the team may jeopardize athletic participation.

ATTENDING SCHOOL ATHLETIC AND ASB ACTIVITIES

Students attending school events such as games, dances, or other activities are expected to remain at the event once they have entered. There is no student re-entry at games, dances, and most school events, should a student leave the event or loiter in unsupervised areas.

Students are expected to depart within fifteen (15) minutes of the end of the event or activity. As a prerequisite for entrance to sporting and other optional school events, large bags and purses may be subject to search prior to entering the event. Mead honors a “no-backpack” and “no open container” policy at all events to support student and spectator safety.

SCHOOL DANCE BEHAVIOR EXPECTATIONS

The highest possible expectation for respectful and socially appropriate behavior is required of all students and approved guests at school dances. A school dance is an event that the ASB and staff wish to be inclusive of all students.

All regular school rules apply at all high school dances whether on or off campus. Students who arrive to a dance under the influence, become intoxicated while at the dance, or are in possession of drugs/alcohol are subject to school discipline. The minimum suspension length for drugs or alcohol is 10-days. Themed dance dress policy (for example, formal, pajama, 1980's, etc.) will be reviewed with students prior to the dance and must be followed. Any student deemed to be dressed inappropriately will not be admitted to the dance.

Dangerous, socially inappropriate, and/or sexually suggestive behavior will not be permitted. Mead High School Administration and staff chaperones will use their best judgment to identify dance moves or styles that violate this expectation. Judgment of staff chaperones and Administration in determining appropriateness of dance moves is final and may result in removing a student and/or guest from the dance.

Students and approved guests must remain on campus in the designated dance area. All students/guests are expected to vacate the dance/school grounds within 15 minutes of the end of the dance.



IMPORTANT! If a student is removed from a dance due to a violation of these rules or not permitted into the dance due to a school rule violation, there will be NO refunds. By choosing to attend a dance, students accept and agree to follow these dance guidelines.

DANCE TICKETS: Each dance ticket is numbered and assigned. Tickets are non-transferrable: that means, once a ticket is purchased and assigned to a specific person, that ticket cannot be sold or given to someone else. Dance attenders must bring their dance ticket and photo ID to check-in.

DANCE GUESTS: A “guest” is defined as a “non-Mead student.” Any Mead student can invite a non-Mead student to Homecoming. Seniors only may invite a guest to Prom. Guests must be under the age of 21 and not in middle school. Only one guest per Mead student. Mead “hosts” must arrive and leave with their guest. Dance Guest Request forms are available outside of the ASB Room (the Mall), in the Attendance Office, online, and at the Business Office 3- 4 weeks before a dance. Before a guest ticket can be purchased, all sections of the Dance Guest Request form must be completed and turned in to the Business Office prior to the deadline, and the guest approved. The Mead host is responsible for informing their guest of school and dance rules. See Mr. Snell for information about dance guests. GradAlliance students can only attend as guests of an enrolled Mead student. Home Schooled students who are residents of Mead High School attendance area may attend a Mead dance without being a guest of another enrolled Mead student. However, home schooled students must complete a guest form and cannot invite a non-Mead student as a guest. Students enrolled full-time in Mead Learning Options can only attend a Mead High School dance as a guest of an enrolled Mead student.

SPECTATOR BEHAVIOR EXPECTATIONS FOR ATHLETIC EVENTS

The essential elements of school-based athletics are embodied in the concept of sportsmanship and in the six core principles of character education: trustworthiness, respect, responsibility, fairness, caring, and citizenship.

Please be advised that the Mead School District and the GSL has a code of expectations for all spectators participating in school-based athletics. Your cooperation in adhering to the following expectations as a spectator at athletic events is appreciated and necessary to ensure the best possible environment for all student-athletes, coaches, officials, and other spectators.

- I will do my part to be **LOUD, PROUD, and POSITIVE**, and make athletics an excellent experience for everyone involved.
- I will **encourage good sportsmanship** by showing respect and courtesy to all those in attendance and participating in an

athletic event.

- I will **CHEER** for the Panthers and refrain from jeering at our opponent.
- I will **applaud effort in both victory and defeat** and be gracious in both. We ALWAYS sing the Fight Song.
- I will **show appreciation** for an outstanding play...by either team.
- I will **respect the property and equipment** used at any athletic- or school-facility
- I **will not engage in any unsportsmanlike conduct or disparaging dialogue** with any official, coach, player, parent or staff member, such as taunting or using profane language or gestures.
- I will **demand a safe and healthy environment that is free from drugs, marijuana, tobacco and alcohol** and will refrain from any use at all athletic events.



IMPORTANT! In the event any spectator fails to adhere to and uphold these expectations, the school and/or school district reserve the right to impose sanctions including disciplinary action that may include, but is not limited to, temporary and/or permanent removal from the activity and expulsion from all future events.

STUDENT GOVERNMENT AND LEADERSHIP

Things happen because students get involved and help make decisions about school-wide activities and ASB money. Students can participate in ASB student government by attending Student Council or by running for an ASB Officer or Class Senator position. There are also many opportunities to serve on committees.

CLASS SENATOR/ASB OFFICER MEETINGS (Student Council): Support and generate ideas for your grade level class! Student Council meets the second Monday of each month along with their class advisors. All students are welcome to attend Student Council meetings.

LEADERSHIP, INTRO TO LEADERSHIP, AND BREAKTHROUGH: Leadership, Intro to Leadership, and Breakthrough classes are a great way to get involved and affect whole-school spirit and activities. Find out what Leadership is doing and help, even if you are not in the class.

ASB OFFICERS AND CLASS SENATORS | 2025-2026

President	Vice -President	Secretary	Treasurer
Ben Herzog	Grace Lockhart	Caitlyn Ha	Breydon Nguyen
Public Relations			
Claire Blackwell			
*Class Senators are elected in September of the current school year. Names will be updated after Fall elections.			

TEAM AND GROUP BONDING AND INDUCTION EVENTS

The primary purpose of all team bonding activities needs to be either for teambuilding or to honor and recognize the group members for a new year. Groups must obtain prior permission from the building Athletic Director or ASB/Activities Coordinator prior to any team-building and/or group bonding activities. All group members must have the opportunity, without consequence, to opt out of any or all of the activities. Students feeling excluded are encouraged to speak with Mr. Hughes, Mr. Lamberd, or any school Administrator.

GUIDELINES FOR ACCEPTABLE HONORING, BONDING, AND/OR INDUCTION

- Activities need to have a meaningful, positive purpose that align with the team, athletic department, ASB, school, and district goals.
- Activities must create a positive team feeling, bonding, and atmosphere.
- Activities cannot be disruptive to the school or educational process.
- Activities should be carried out only with consent of each member.
- A member of the coaching staff or club/organization advisor must be present and involved in all team building, bonding, and/or induction events.
- Activities cannot involve hazing. **See p. 39 for definition of and consequences for HIB and hazing.**

STUDENT ORGANIZATIONS

"Student organization" means a group, club, or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities, and particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

HAZINGPREVENTION.ORG – A GREAT RESOURCE

Need more resources to help guide your group or team to better understand what hazing is? Or do you need ideas for creating healthy, safe bonding and induction activities? Check out HazingPrevention.org

MEAD SCHOOL DISTRICT ATHLETICS AND ACTIVITIES HANDBOOK

Please consult the [MSD Athletic and Activities Handbook](#) for information regarding expectations related to participation in district/school athletics and activities. All students are expected to understand the expectations, policies and procedures, and consequences outlined in the district handbook.

We are Panthers
 Couldn't be prouder.
 If you can't hear us,
 Yell a little louder!

BEHAVIOR EXPECTATIONS

The PANTHER Way is all about serving others, building relationships, and pursuing excellence. Panther Nation THRIVES when Panthers act in ways that promote a safe, positive, and productive learning environment for one's self and each other.

GENERAL INFORMATION

EXTENT OF DISTRICT PROPERTY AND SCHOOL JURISDICTION

District and school property includes district and school grounds, online learning platforms (including GoogleClassroom and video-based classrooms), district provided transportation and bus stops, and any area or facility being used for a district-, school-, and/or Booster Club-sponsored event (for example, field trips, athletic events, prom, etc.). If an incident or situation occurs outside of district or school property but results in a clear and substantial disruption to the educational process, then it is the school's obligation to investigate and process appropriate school consequences, if necessary.

LAWS AND DISTRICT POLICIES CONCERNING STUDENT BEHAVIOR

Throughout this Student Handbook, relative district policies and procedures, as well as state laws are included. For quick reference, student behavior expectations are found in MSD Board Policy 3240, Procedures 3240, Policy 3241, and Procedures 3241; and RCWs 28A.600, 28A.600.040, and 28A.635.010; and WAC 392-400.

BEHAVIOR INTERVENTION

School staff and administrators make every effort to work with students and families before imposing exclusionary discipline. Forms of behavior intervention include, but are not limited to:

- Mentoring
- Peer-mediation
- Restorative Justice protocols (known as a Restorative Circle)
- Social skills instruction
- Referral to the School Counselor
- Sending the student to a quiet space to reset and reflect
- Parent email and/or phone call by a Mead staff member
- Conferencing
- Behavior Agreements/Contracts
- School-based Threat/Safety Assessment

POTENTIAL OUTCOMES FOR CODE OF CONDUCT VIOLATIONS

The purpose of disciplinary intervention is to encourage students to:

- 1) Identify the issues that are causing the behavior choice(s);
- 2) Accept responsibility and accountability for choices made; and
- 3) Grow and learn from the experience.



IMPORTANT! The nature and level of consequence(s) assigned to a student is determined on an individual, case-by-case basis. Each "offense level" provides a range of discipline response options. For some exceptional misconduct types, we have standardized and/or required disciplinary outcomes due to State Law, Mead School District Board Policy, and/or school-level consistency.

ADMINISTRATOR REFERRAL: A teacher/staff member will refer a student to an administrator when the teacher has already attempted classroom-management strategies and the continued misconduct requires administrative intervention. Administrators make decisions based on individual students and facts presented.

RESET/TIME OUT (Classroom Exclusion): A student may be removed from the classroom setting when they are disruptive. Reset/Time Out is meant to allow the student time to be ready to learn and contribute positively to the class. The Reset Room is located in the Main Office.

DETENTION: Students may be assigned detention with a teacher or in the Reset Room before or after school hours, or during the student's lunchtime. Failure to report and/or excessive detentions will result in additional consequences.

IN-SCHOOL SUSPENSION (ISS): A student may be assigned to ISS when a behavior warrants separation from the classroom or other students, but does not warrant separation from the school. School work will be provided to students assigned to ISS by their classroom teachers. **ISS is a suspension.** (See the "Important!" box below).

SHORT TERM SUSPENSION (STS): A student may be placed on short-term suspension from school for a period of one (1) to ten (10) days. During that time the student may not be on school/district grounds, participate in extra-curricular activities, athletics (including practices), and school-sponsored events. A parent conference will be required prior to re-admittance of the student to school. Academic intervention will be provided to suspended students.

LONG TERM SUSPENSION (LTS): A long term suspension, which lasts eleven(10) or more days (not to exceed the length of an academic term), may be imposed for conduct that A) adversely impacts the health or safety of other students or educational staff; B) violates prohibition of weapons and/or firearms on school property; C) relates to certain violent or sexual crimes or solicitation; D) violates prohibition of use/sale/distribution of alcohol and/or illegal or controlled substances; and/or E) consists of two or more violations within a three-year period of criminal gang intimidation or activity on school property (See RCW 9.41.280 and 28A.600.010). A re-engagement meeting is required for re-entry (see "Re-Engagement Meetings" below for details).

EMERGENCY REMOVAL (ER): Emergency Removal (formerly called an Emergency Expulsion) is used in cases when a student poses an immediate or continuing danger to one's self, other students, and/or staff OR poses a substantial threat to the educational process. The school has the option to remove the student until an investigation is complete or the student no longer poses a continuing threat to the learning/safety of self or others. An Emergency Removal may be converted to any form of school discipline or no disciplinary action, if appropriate. RCW 28A.600.495.

EXPULSION: Expulsion is used to permanently remove a student from the school or removed for the remainder of the current academic year. See MSD Board Policy 3241, WAC 392-400-430, WAC 392-400-480.



IMPORTANT! Students assigned to ISS, STS, LTS, EE, or who are expelled, are not allowed to participate in school events, activities, rehearsals, or practices on the days serving in-school or out-of-school suspension, or emergency expulsion. Additionally, the Athletic Director or ASB/Leadership Coordinator may also assign post-suspension consequences, including loss of eligibility for activities, contests, performances, and/or ASB/Class Offices, for all violations of the Code of Conduct per WIAA and District rules, ASB Constitution, and/or Officer/Leadership contracts.

PROCEDURES FOR APPEAL OR READMISSION DURING SUSPENSION/EXPULSION

Students or parents may appeal any suspension or expulsion from school. Right of review procedures are stated on each suspension and expulsion notice and are also found in MSD Board Policy 3241, pp. 13-14.

Additionally, any student who is long-term suspended or expelled is allowed to make an application for readmission at any time. See the MSD Board Policy 3241, p. 20. **Grievance procedures for students and parents** are also found in MSD Board Policy 3241.

RE-ENGAGEMENT MEETINGS

Students returning from a long-term suspension (11 days or longer) must complete a re-engagement meeting. See MSD Board Policy 3241, p 21. This meeting is part of the re-entry process and must take place five or more days prior to the student's proposed return date. The purpose of this meeting is to discuss a plan for re-entry to school that may include shortening suspension length, other corrective measures, and/or other behavior or academic interventions that will help the student remain engaged and on track to graduate.

DISRUPTIVE AND EXCEPTIONAL MISCONDUCT AND CONSEQUENCES

ACADEMIC DISHONESTY (CHEATING)

Academic Dishonesty is defined as any action used for cheating to earn a grade. A student shall not attempt to earn credit or receive a grade for coursework (tests, quizzes, assignments, projects, essays, labs, etc.) in a manner other than defined as acceptable by each instructor.

The University of Washington and Washington State University provide excellent resources on Academic Responsibility and how to avoid academic misconduct: [UW resource](#); [WSU resource](#).



IMPORTANT! Incidents of Academic Dishonesty are reported in PowerSchool and on the College Common Application.

ACADEMIC HONESTY AND INTEGRITY VIOLATIONS INCLUDE, BUT ARE NOT LIMITED TO:

- 1) **Plagiarizing, copying, or submitting any part of another person's work** (written, visual, or auditory) as representing one's own work. Appropriate and accurate citation must be given to all source quotes or ideas. Copying another student's assignment/project is never appropriate.
- 2) **Distribution/Sharing/Receiving** of class assignments or test information in written, electronic, or verbal form to/from another student without teacher permission. Students in physical or electronic possession of unauthorized academic materials, whether requested/used or not, may be subject to disciplinary action.
- 3) **Unauthorized use of artificial intelligence:** Using paid subscriptions or free apps such as ChatGPT to create work that is expected/required to be the student's original thinking and work.
- 4) **Unauthorized Collaboration:** Working with others on any coursework submitted for an individual grade without the specific permission or direction of the teacher.
- 5) **Collusion:** Supporting the academic dishonesty of another student, as in allowing the use or sharing of identical or highly similar passages of one's own work, or the work of another, unless teacher-directed.
- 6) **Technology Malpractice:** Any misuse or abuse of private or public technology in relation to grades or in acquiring an academic advantage, including: violations of the school technology user agreement, language translation websites, cell phone messaging, picture taking, or picture transmission.
- 7) **Using "crib notes":** Any use of unauthorized notes on tests/assignments (written notes or electronic devices of any kind).
- 8) **Altering or Accessing Official School Documents:** A student shall not alter official school documents, either paper or electronic, or open school documents not specifically addressed to the student.

ACADEMIC DISHONESTY

Academic Integrity violations are tracked, and consequences are applied cumulatively, Grades 9 – 12. (Types 1 & 2) The following consequences are possible outcomes:

First Offense	Subsequent Offenses
Parent contact by teacher and documented in PowerSchool. Failing grade for the assignment, test, project, etc. Option for redo of assignment and grading adjustment per teacher discretion. Possible disciplinary action:: Detention; ISS; STS. Possible loss of Athletic/ASB eligibility in the current or subsequent season or year as determined by the Athletic and/or ASB Codes of Conduct.	Parent/guardian contact by teacher and administrator. Referral documentation in PowerSchool. Administrator conference with student and parent/guardian. The following outcomes may be applied based on investigation and pattern of behavior: 1) Failing grade for the assignment/test/project; 2) Failure of the course resulting in loss of credit [^] ; 3) Possible rearrangement/reduction of the student's academic schedule; 4) Possible disciplinary action (Detention, ISS, STS); 5) Possible loss of Athletic/ASB eligibility in the current or subsequent season or year as determined by the Athletic and/or ASB Codes of Conduct.



IMPORTANT! ^If a course is required for graduation, the student is responsible for making-up the courses through summer school, online course, correspondence course, etc. as approved by the student's school counselor and/or administrator.

ALCOHOL, DRUGS AND TOBACCO/VAPING VIOLATIONS

The use or possession of alcoholic beverages, controlled substances, illicit drugs (opiates, stimulants, depressants, narcotics), or items purported to be alcoholic beverages, controlled substances, illicit drugs, are illegal and harmful, and a violation of District Policy and State law. Such items are not tolerated on school or district grounds, or at any function or activity sponsored or supervised by Mead School District [See MSD Board Policy 3240 and Procedures 3240; RCWs, 9.47A, 9.47A.020, 69.50, and 66.44.270].

DEFINITIONS:

- **Use** includes paraphernalia, possession (including residue), under the influence of, or showing evidence of having used any illegal drug(s), controlled substance, alcoholic beverage, mind/mood/perception/behavior altering drug, look-alike drug or substance purported to be a drug, or misuse of any prescription drug.
- **Distribution** includes sale, transfer from one person to another, or distribution of any illegal drug(s), controlled substance, alcoholic beverage, mind/mood/perception/behavior altering drug, look-alike drug or substance purported to be a drug, or prescription drug.
- **Illicit drugs** are any schedule 1-5 drugs (opiates, stimulants, depressants, narcotics, inhalants).
- **Over-the Counter (OTC) and Prescription Drugs on Campus:** Taking prescription or OTC drugs without medical authorization on file with the school nurse and the school nurse dispensing the medication is illegal on school grounds. [See MSD Board Policy 3416 and Procedures 3416].

PROCESS: When a student violates any school rule regarding alcohol, illicit drugs, marijuana, and/or any other substances referenced herein, a parent(or guardian and the student will be notified that the school is imposing a suspension or expulsion due to exceptional misconduct. A school administrator will schedule a conference with the student and the student's parent(s) or guardian(s). During the conference, the student and parent/guardian will receive A) the notice of disciplinary action and B) a resource packet that includes a list of drug/alcohol assessment and counseling agencies. **Police contact is a standard protocol for drug and alcohol violations.**

ALCOHOL		
Distribution, sale, or transfer (Type 4).		
First Offense	Second Offense	Subsequent Offense
Ten (10) day STS. Parent conference. Law enforcement referral. Level 1 (school based) Threat Assessment. Safety plan. Enrollment in alcohol cessation course.	Ten (10) day STS. Parent conference. Referral to law enforcement. Level 2 (district-based) Threat Assessment. Revise Safety plan.	LTS; Expulsion. Parent Conference. Referral to law enforcement. Level 3 (district-based) Threat Assessment. change of educational placement.
Possession (includes car, on-person, bag/backpack, locker, etc), use, or under the influence of above described (Type 3).		
First Offense	Second Offense	Subsequent Offenses
Ten (10) day STS. Referral to SRD. Parent conference. Enrollment in Third Millennium alcohol cessation course. Level 1 (school based) Safety	Ten (10) day STS. Referral to Law Enforcement. Parent conference. Extended intervention and	LTS. Referral to Sto Law Enforcement. Parent conference. Extended intervention and resources. Level 2 (District) Safety Assessment.

Assessment. Safety plan.	resources. Revisit/revise Safety Plan.	
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ILLCIT DRUGS	
Distribution, sale, or transfer of schedule 1-5 drugs (Type 5).	
First Offense	Subsequent Offenses
ER; LTS; Expulsion. Law enforcement referral. Level 1 (school-based) Threat Assessment. Safety plan.	Expulsion. Law enforcement referral. Level 2 (district-based) Threat Assessment. Safety plan. Prevention/intervention referral. No contact/trespass order. Change in educational placement.
Possession (car, on-person, bag/backpack), use, under the influence of, or paraphernalia of schedule 1-5 drugs (Type 4).	
First Offense	Subsequent Offenses
ER, ISS, STS, LTS, Expulsion. Referral to law enforcement. Level 1 (school-based) Safety Assessment. Safety plan. Prevention and intervention referral.	ER, ISS, STS, LTS, Expulsion. Law enforcement referral. Level 2 (district-based) Threat Assessment. Safety plan. Prevention/intervention referral.

CANNABIS/MARIJUANA		
Distribution, sale, or transfer of cannabis, marijuana, dabs, and/or CBD related products (Type 4). RCW 69.50.		
First Offense	Subsequent Offenses	
Twenty (20) day LTS. Law enforcement referral. Parent conference. Level 1 (school- based) Threat Assessment. Safety plan.	LTS; Expulsion. Law enforcement referral. Level 2 (district-based) Threat Assessment. Safety Plan. Change of educational setting.	
Possession (includes car, on-person, bag/backpack, locker, etc), use, under the influence of above described, or paraphernalia cannabis, marijuana, dabs, and/or CBD related products (Type 3). RCW 69.50.		
First Offense	Second Offense	Subsequent Offenses
Ten (10) day STS. Law enforcement referral. Parent conference. Enrollment in Third Millennium marijuana course. Level 1(school-based) Safety Assessment. Safety plan.	Ten (10) day STS. Law enforcement referral. Parent conference. Revisit Safety Plan. Extended intervention and resources.	LTS. Law enforcement referral. Parent conference. Extended intervention and resources. Level 2 (District) Safety Assessment. Revise Safety Plan

TOBACCO/VAPING		
Possession, sale, transfer, use, or purported use of tobacco-based substances and/or vape/e-cig paraphernalia (Type 2). Classified also as a "Safety and Health-I" violation (Type 3). See MSD Board Policy 4215 and RCW 28A.210.310.		
First Offense	Second Offense	Subsequent Offenses
One (1) day ISS. Confiscation of product and/or paraphernalia. Enrollment in Third Millennium nicotine cessation course. Parent conference. Referral to SRO. Incidents in classrooms will result in three (3) days of ISS.	One (1) day ISS. Confiscation of product and/or paraphernalia. Research paper on harmful effects of nicotine/vapor on self and others. Parent conference. Referral to SRO. Incidents in classrooms will result in five (5) days of ISS.	Disciplinary action may include ISS or STS. Confiscation of product and/or paraphernalia. Referral to SRO. Parent conference. Increased intervention and resources. Incidents in classrooms will result in STS.

EXTRA-CURRICULAR IMPLICATIONS FOR DRUG, ALCOHOL, TOBACCO, and VAPING VIOLATIONS		
<p>GSL, WIAA, and ASB/Leadership Contracts have a 365-day, drug, alcohol, and tobacco/vaping free policy. All student-athletes that have gone through the athletic clearance process, Leadership students, ASB/Class Officers and reps, and club/activity members shall not attend parties or social gatherings where drugs/alcohol/tobacco/vape products are being sold, distributed, transferred, consumed, or possessed. This rule requires participants of Athletic/ASB/school-sponsored extra-curricular activities to <u>leave</u> a social gathering immediately where alcohol or drugs are being consumed or possessed in an illegal manner (that is, consumed/possessed by individuals under the age of 21), and <u>reporting to</u> the ASB Coordinator or Athletic Director your arrival to and departure time from the social gathering/party where drugs/alcohol/tobacco/vaping products were unexpectedly being consumed/possessed by other minors <u>prior to an investigation being initiated by the ASB Coordinator or Athletics Director</u>. ASB/Class Officers and Leadership students who violate this rule may be removed from Leadership Class and subsequently lose credit for the class.</p>		
First Offense	Second Offense	Subsequent Offenses
<p>ILLEGAL DRUGS and MARIJUANA A first violation of the Athletic Code, either in-season or out-of-season will result in: 1)Ineligibility for the remainder of the season and meet with the principal and athletic/activities director to determine eligibility for any further seasons.</p> <p>2)Seek and receive help for a problem with the use of legend drugs or controlled substances.</p> <p>ALCOHOL, TOBACCO, VAPING: A first violation of the Athletic Code, either in-season or out-of-season will result in: 1)The student-athlete will not be able to participate in practices during the duration of the suspension, <u>and</u></p> <p>2)Suspension from participation in contests, awards, and recognition based on the following guidelines:</p> <ul style="list-style-type: none"> ● 20% of contests forfeited: 	<p>ILLEGAL DRUGS and MARIJUANA A second violation of the Athletic Code, either in- or out-of-season will result in: 1)Suspension from participation in contests, awards, and recognition for <u>one calendar</u> year from the date of determination of the second violation.</p> <p>ALCOHOL, TOBACCO, VAPING: A second violation of the Athletic Code, either in-or out-of season, will result in: 1)The student-athlete will not be able to participate in practices during the duration of the suspension, <u>and</u></p> <p>2)Suspension from participation in contests, awards, and recognition for <u>one calendar year</u> from the</p>	<p>ILLEGAL DRUGS and MARIJUANA A second violation of the Athletic Code, either in-or out-of-season will result in: 1)Permanent ineligibility.</p> <p>ALCOHOL, TOBACCO, VAPING: A third violation of the Athletic Code, either in-or out-of-season will result in: 1)Permanent ineligibility.</p> <p>2)Athletic ineligibility travels with the athlete regardless of the school or district they attend (that is, athletic ineligibility transfers with a student when they transfer schools).</p> <p>ASB/Leadership & Activities:</p> <ul style="list-style-type: none"> ● Permanent ineligibility for any

self-reports and takes responsibility. <ul style="list-style-type: none"> ● 40% of contests forfeited: student admits guilt during investigation. ● 100% of contests forfeited: student is found guilty but refuses to take responsibility. ASB/Leadership: Removal from Office and, if applicable, Leadership Class. Activities: Forfeiture of participation in plays, musicals, marching band competitions, Debate competitions, Dance and Cheer practices/competition (at same levels as Athletics).	date of determination of the second violation. ASB/Leadership: Inability to run for an ASB officer or Class Senator position for one (1) calendar year. Activities: Immediate ineligibility for participation in all extra-curricular activities for one (1) calendar year from the violation. Non-participation includes, but not limited to, play/musical performance, turning out for a team, and student government, club officer positions, Cheer, Dance, etc.	and all extracurricular participation in Mead School District. <ul style="list-style-type: none"> ● Includes any competition/activity sanctioned by WIAA (Band/Music, Cheer, Dance, Debate, and Drama).
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ARSON		
Intentionally and maliciously setting a fire, or attempting to set a fire (Type 4). See RCW 9A.48.020 or RCW 9A.48.030.		
First Offense	Second Offense	Subsequent Offenses
ER; ISS; STS; LTS; Expulsion. Level 1 (school-based) Threat Assessment. Safety Plan. Mandatory Law enforcement/ Fire Marshall referral.	ER; STS; LTS; Expulsion. Level 2 (district-based) Threat Assessment. Revisit Safety Plan. Mandatory Law enforcement/ Fire Marshall referral.	Expulsion.

ASSAULT I Physical	
Refers to the act of using force or aggression toward another student or staff member that inflicts bodily harm and/or instills fear in the other person, but the act was not <i>intended</i> to cause harm or fear. Incident is largely one-sided. Behavior can also be described as “aggressive behavior which results in physical injury or instills fear.” The behavior does not meet the definition of <u>RCW 9A.36.011</u> or RCW 9A.36.021. (Type 4)	
First Offense	Subsequent Offenses
ER; ISS; STS. Level 1 (school-based) Threat Assessment. Safety Plan. SRD/ lawenforcement referral. Parent conference.	The following outcomes may be applied based on investigation and pattern of behavior: ER; classroom exclusion up to two (2) days; ISS; STS; LTS; Expulsion. Level 2 (district-based) Threat Assessment. Revisit/revise Safety Plan. SRD/law enforcement referral. Increased intervention and resources.

ASSAULT II Physical	
Refers to the act of using force or aggression toward another student or person <i>with the intent</i> to cause <i>great</i> bodily harm. Meets the definitions of RCW 9A.36.011 or RCW 9A.36.02.(Type 5).	
First Offense	Subsequent Offenses
ER; ISS; STS; LTS; Expulsion. Level 1 (school-based) Threat Assessment. Safety Plan. SRD/ law enforcement referral. Possible no contact contract or	The following outcomes may be applied based on investigation and pattern of behavior: ER; STS; LTS; Expulsion. Other interventions will include: Level 2 (district-based) Threat Assessment. Revisit Safety Plan. SRD/ law

order.	enforcement referral. Possible no contact contract or order.
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ASSAULT Sexual	
Sexual Assault violations include rape, child molestation, sexual misconduct with a minor, indecent liberties, and voyeurism (includes spying on another student, sending private, sexuals pictures of another student, or spreading pornography). See RCWs 9.94A.030(47)&(48), 9A.44, 9A.28, 9A.44.100 and 9A.44.115. (Type 5).	
First Offense	Subsequent Offenses
ER; ISS; STS; LTS; Expulsion. Level 1 (school-based) Threat Assessment. Safety Plan. SRD referral. Mandatory Title IX Coordinator referral. Classroom change or educational setting change.	The following outcomes may be applied based on investigation and pattern of behavior: ER; ISS; STS; LTS; Expulsion. Other interventions will include: Level 2 (district-based) Threat Assessment. Revisit/revise Safety Plan. Mandatory law enforcement referral. Mandatory Title IX Coordinator referral. Classroom change or educational setting change.

ASSAULT (I or II) or INTERFERENCE Toward a Staff Member	
Type 1 Refers to act of using force or aggression toward a teacher, staff member, or administrator but does not have the intent to inflict great bodily harm or does have intent to interfere with a staff member's official duties but does not inflict great bodily harm, and does not include the use of a weapon or firearm (Type 4). RCW 28A.635.090. Type 2 Refers to the act of using force or aggression toward a teacher, staff member, or administrator <i>with the intent</i> to cause <i>great</i> bodily harm. Meets the definitions of, RCW 9A.36.011 or RCW 9A.36.02 or acts under RCW 9A.36, 9A.40, and 9A.48. See also RCW 28A.600.460. (Type 5).	
First Offense	Subsequent Offenses
ER; ISS; STS; LTS; Expulsion. Level 1 (school-based) Threat Assessment. Safety Plan. SRD referral. Removal from teacher's classroom or educational setting. See WACs 392-400-810 and 392-172A-05149.	The following outcomes may be applied based on investigation and pattern of behavior: ER; ISS; STS; LTS; Expulsion. Other interventions will include: Level 2 (district-based) Threat Assessment. Revise Safety Plan. Mandatory law enforcement referral. Removal from teacher's classroom or educational setting. See WACs 392-400-810 and 392-172A-05149.

BOMB THREAT	
Threatening or joking to bomb or otherwise injure any public or private school building or any place used for human occupancy; or to communicate or repeat any information concerning such a threatened bombing or injury, knowing such information to be false and with intent to alarm the person or persons to whom the information is communicated or repeated. RCW 9.61.160. (Type 5).	
First Offense	Subsequent Offenses
ER; ISS; STS; LTS; Expulsion. Level 1 (school-based) Threat Assessment. Safety Plan. Mandatory law enforcement referral. Classroom or educational setting change.	The following outcomes may be applied based on investigation and pattern of behavior: ER; STS; LTS; Expulsion. Level 2 (district-based) Threat Assessment. Revisit/revise Safety Plan. Mandatory law enforcement referral. Educational setting change. No contact/no trespass order. In most cases, a first offense will result in expulsion.

BUS TRANSPORTATION VIOLATIONS

Student safety is the primary mission of District Transportation. Bus misconduct is refusing to cooperate with school transportation regulations, making threats against bus drivers, and/or participating in any type of exceptional misconduct (listed, but not limited, in the MHS Student Handbook). Bus Transportation includes *on* the bus, *at* a bus stop, and/or at a load/unload area. Incidents involving exceptional misconduct may result in additional school-level discipline. RCWs 9.91.025 and 9A.36.031 (Types 1 & 2).

First Offense	Subsequent Offenses
Administrator Referral/Conference; Detention; ISS; STS; ER. Level 1 (school-based) Threat Assessment. Safety Plan. Loss of bus privileges (not to exceed one school year).	The following outcomes may be applied based on investigation and pattern of behavior: Administrator Referral/Conference; Detention; ISS; STS; ER. Other interventions may include, depending on bus behavior: Level 2 (district-based) Threat Assessment. Revisit/revise Safety Plan. Law enforcement referral. Loss of bus privileges (not to exceed one school year).

CELL PHONE AND/OR ELECTRONIC DEVICES POLICY VIOLATIONS

Any violation of the Cell Phone and Electronic Devices Policy (see p. 18; MSD Board Policy 2022 & Procedures 2022, "Use of Interfering and Communication Devices, p. 1). *Students who refuse to follow cellphone and/or electronic device policy and procedures are subject to progressive discipline for insubordination and disrupting the educational process. Additional violation types and consequences may be added depending on the nature and use of the cell phone/electronic device. (Types 1 & 2).

First and Second Offenses	Subsequent Offenses
The device will be confiscated* and delivered to the office. Parent/guardian will be notified. Documentation in PowerSchool. Devices are held in the office until the end of the day. Student or parent/guardian will sign for the device when picking it up from the office.	The device will be confiscated* and delivered to the office. Parent/guardian will be notified. Devices are held in the office until the end of the day. Documentation in PowerSchool. Student or parent/guardian will sign for the device when picking it up from the office. Parent/guardian and student will conference with an administrator or designee. Student will serve in-school disciplinary consequences followed by progressive discipline for insubordination/defiance for any subsequent infractions.

CLOSED CAMPUS VIOLATIONS

Being in an unsupervised and/or "out of Bounds" area (see pp. 18-19). Leaving campus without prior authorization or signing out through the Attendance Office (see pp. 15-16). MSD Board Policy 3242. (Types 1, 2, 3).

First Offense	Second Offense	Subsequent Offenses
Administrator Referral/Conference; Detention; ISS; STS; ER. Level 1 (school based) Threat Assessment. Safety Plan. Loss of parking pass - 10 days.	Administrator Referral/Conference; Detention; ISS; STS; ER. Level 2 (district based) Threat Assessment. Safety Plan. Loss of parking pass - 30 days.	Administrator Referral/Conference; Detention; ISS; STS; ER. Revisit Safety Plan. Loss of parking pass - remainder of year.

CRIMINAL/ILLEGAL ACTIVITY		
Any act that is the completion of or a substantial step toward a state or federal crime not otherwise defined elsewhere. Criminal activity also included blackmail, extortion, and coercion. (RCW_9A; 9A.28.020; RCW 28A.600.015; MSD Board Policy 3240, Procedures 3240, Policy 3241, and Procedures 3241. (Types 2, 3, 4, 5).		
First Offense	Second Offense	Subsequent Offenses
ISS; STS; LTS; ER; Expulsion. Law enforcement referral. Level 1 (school based) Threat Assessment. Safety Plan.	STS; LTS; ER; Expulsion. Referral to law enforcement. Level 2 (district-based) Threat Assessment. Revise Safety Plan.	STS; LTS; ER; Expulsion. Referral to law enforcement. Level 3 (district-based) Threat Assessment.

CRIMINAL SOLICITATION		
The intent to promote or facilitate a criminal act by offering to give or giving money, or giving another thing of value, to another person in order to engage in specific conduct that allows a crime to happen, whether attempted or committed (carried out). (RCW 9A; 9A.28.030; RCW 28A.600.015; MSD Board Policy 3240, Procedures 3240, Policy 3241, and Procedures 3241. (Types 2, 3, 4, 5).		
First Offense	Second Offense	Subsequent Offenses
ISS; STS; LTS; ER; Expulsion. Law enforcement referral. Level 1 (school based) Threat Assessment. Safety Plan.	STS; LTS; ER; Expulsion. Referral to law enforcement. Level 2 (district-based) Threat Assessment. Revise Safety Plan.	STS; LTS; ER; Expulsion. Referral to law enforcement Level 3 (district-based) Threat Assessment.

DISTRICT TECHNOLOGY POLICY AND USE

Mead School District provides electronic and computing systems to improve and support student learning. Students are expected to comply with District, State, and Federal laws related to cyber safety and responsibility. MSD Board Policy 2022 & Procedures 2022.

USE OF COMPUTER AND DISTRICT ELECTRONIC INFORMATION SYSTEM GUIDELINES INCLUDE:

- All use of the System must support classroom instruction, research, and learning.
- All use of the District System must support the mission of the District.
- Any use of the System must be in conformity to state and federal law, network provider policies and licenses, and District policy.
- System accounts are to be used only by the authorized owner of the account and only for authorized purposes. Students should adhere to all password policies in place to ensure that secure passwords are maintained (that is, do not share passwords).
- Students shall not attempt to gain unauthorized access to the System.
- Use of the System to access, store, or distribute obscene, pornographic, or any objectionable material of an illegal nature, is prohibited.
- Students may not use the System to post, or cause to be posted, to a website anything that is illegal (including material that you do not have express rights to make available to the public), obscene, defamatory, threatening, disruptive, or harassing to a student, staff member, and/or the educational process.
- The System may not be used to support or oppose political candidates or ballot measures. Students may not purport to make any statements or representations on behalf of the District via the System, without the District's express prior written consent.
- Use of cameras, including those in cell phones or electronic communication devices, is prohibited in classrooms, restrooms, locker rooms, or any other location where there is a reasonable expectation of personal privacy.
- Communications may not be encrypted so that they cannot be reviewed by the District.
- Students must not click on links embedded in e-mails from unknown senders or even in emails that appear to be from a known sender but that are unusual or suspicious.
- Students should never reveal personal information over the System without permission from their parent/guardian.
- Students should never make appointments to meet people contacted on the System without District and parent permission.
- Students should be aware of the risks surrounding the use of social networking sites. Sites that allow students to interact with others online, including by sending email, instant messages, uploading photos, video, and other content for download, can present risks to the Students and the System. Use of social networking sites through the System that does not further the District purpose for providing

education is prohibited.

- Students should notify their teacher or other adult whenever they come across information or messages that are dangerous, inappropriate, or that make them feel uncomfortable.
- Students are not allowed to install non-District software without prior District approval. Nor can students install, use, store, or distribute copyrighted software or materials on District computers
- Students are not allowed to connect non-district-owned devices to the District network without prior approval including but not limited to laptops, workstations, networking or other electronic equipment.
- Students shall not have access to the System without appropriate training and permission.

DISTRICT TECHNOLOGY AND/OR COMPUTING MISUSE		
Violations of district, state, and/or federal technology and computing guidelines as described above; using any school technology system in an inappropriate manner. MSD Board Policy 2022 & Procedures 2022. (Types 1, 2, 3, 4).		
First Offense	Second Offense	Subsequent Offenses
Temporary loss of system or account privileges. Detention, ISS, STS. Parent contact/conference. Law enforcement referral. Restitution.	Temporary loss of system or account privileges. Parent contact/conference. Detention, ISS, STS, ER. Level 1 (school based) Threat Assessment. Safety Plan. Law enforcement referral. Restitution.	Temporary loss of system or account privileges. Parent contact/conference. ISS, STS, ER. Level 2 (district-based) Threat Assessment. Revise Safety Plan. Law enforcement referral. Restitution.

DISRESPECT DEFIANCE INSUBORDINATION WILLFUL DISOBEDIENCE		
Any behavior in which a student disrupts normal classroom activities, abuses or insults a teacher as prohibited willfully disobeys a teacher, uses abusive or foul language directed at a school district employee, school volunteer, or another student, violates school rules, or who interferes with an orderly education process. Behavior can also include failure to follow reasonable staff requests or failure to identify oneself to a staff member. (Types 1 & 2). RCWs 28A.635.010, 28A.635.020, 28A.600.040, & 28A.600.460; MSD Board Policy 3240, Procedures 3240. Mitigating factors which may elevate violation to higher severity level (Type 3, Other): <ul style="list-style-type: none"> • Causes a major disruption of the educational environment • Supervisory/safety concern • Ongoing and escalation of failure to cooperate 		
First Offense	Second Offense	Subsequent Offenses
Classroom-level intervention. Detention. Classroom exclusion up to two (2) days. Parent contact. Teacher/student restorative justice conference.	Classroom-level intervention. Detention. Classroom exclusion up to two (2) days. ISS (full day/s) Parent contact. Teacher/student restorative justice conference.	Classroom-level intervention. Classroom exclusion up to two (2) days. ISS. STS. Parent contact. Teacher/student restorative justice conference. Classroom change. 52

DISRUPTION OF CLASS/SCHOOL/ACTIVITY		
Students are expected to conduct themselves in a manner that contributes to the classroom/school instructional activities. Teachers and Administration establish reasonable rules to provide an environment conducive to learning. Disruption is any behavior that willfully creates a disturbance on school premises during school hours or at school activities. RCWs 28A.635.030 & 28A.600.460; MSD Board Policy 3240, Procedures 3240. (Types 2 & 3).		
First Offense	Second Offense	Subsequent Offenses

Classroom-level intervention. Detention. Classroom exclusion up to two (2) days. Removal from the activity. Parent contact. Teacher/student restorative justice conference.	Classroom-level intervention. Detention. Classroom exclusion up to two (2) days. ISS (full day/s) Removal from the activity. Parent contact. Teacher/student restorative justice conference.	Classroom-level intervention. Classroom exclusion up to two (2) days. ISS. STS. Permanent removal from activities. Parent contact. Teacher/student restorative justice conference. Classroom change.
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DRESS CODE VIOLATIONS	
Students are expected to present themselves in a manner that is appropriate for school, and promotes a professional and safe environment. Each dress code violation dealt within the same school day is considered a separate offense. (Types 1 & 2).	
Dress Code Violation	Refusal to Change or Subsequent Offenses
The student will be redirected to make changes necessary to meet dress code expectations. Staff member/Admin will remind the student of the Dress Code Policy. Loss of participation points if connected to a program requirement (examples: gym, BioMed, Engineering & Design, etc). Parent contact.	Refusal to change is not a dress code violation; it is insubordination for non-compliance. Additionally, continued disregard of the dress code policy is categorized as willful disobedience. <ol style="list-style-type: none"> 1. The student will be given the option to correct the violation. 2. Student conference with Administrator. 3. Parent contact. 4. Progressive discipline (see "Defiance...Willful Disobedience" section): detention; classroom exclusion up to three (3) days; ISS.

FIGHTING WITH MAJOR INJURY	
Fighting with major injury involves mutual participation in physical violence where there is injury, or substantial bodily harm (temporary disfigurement, impairment of any bodily part, or fracture of any bodily part); or great bodily harm (injury that creates the probability of death, permanent disfigurement, or causes permanent loss of function of a bodily part). (Type 4). RCWs 9A.04.110 (4a-c) & 9A.36.	
First Offense	Subsequent Offenses
ISS; STS, LTS; Expulsion. Parent contact. Change of classroom (as necessary). Law enforcement referral. Level 1 (school based) Threat Assessment. Safety plan. School-based no contact order.	STS, LTS; Expulsion. Parent contact. Change of classroom (as necessary). Law enforcement referral. Level 2 (district- based) Threat Assessment. Revise Safety Plan. School-based no contact order. Examine educational setting placement or possible change of educational setting placement.

FIGHTING WITHOUT MAJOR INJURY		
Fighting without major injury involves mutual participation in physical violence where there may be injury but is not substantial bodily harm (temporary disfigurement, impairment of any bodily part, or fracture of any bodily part) or great bodily harm (injury that creates the probability of death, permanent disfigurement, or causes permanent loss of function of a bodily part). RCWs 28A.635.030 & MSD Board Policy 3240, Procedures 3240. (Type 3).		
First Offense	Second Offense	Subsequent Offenses

Classroom exclusion up to three (3) days; ISS; STS. Parent contact. Participant restorative justice conference. Law enforcement referral. Level 1 (school based) Threat Assessment. Safety Plan. School-based no contact order.	STS; ER. Parent contact. Participant restorative justice conference. Law enforcement referral. Level 2 (district based) Threat Assessment. Revise Safety Plan. School-based no contact order.	STS; LTS; ER. Parent contact. Participant restorative justice conference. Law enforcement referral. Level 3 (district based) Threat Assessment. Revise Safety Plan. No contact/no trespass order. Examine educational setting placement.
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FIGHT INSTIGATION		
Encouraging a fight in any manner including congregation, video recording/posting a fight and/or video recording anything that would encourage a fight, and/or failure to report knowledge of a planned fight to an Administrator or Campus Security Officer. RCWs 28A.635.030 & MSD Board Policy 3240, Procedures 3240. (Type 3, Safety).		
First Offense	Second Offense	Subsequent Offenses
Classroom exclusion up to three (3) days; ISS; STS. Parent contact. Law enforcement referral. School-based no contact order.	ISS; STS; ER. Parent contact. Participant restorative justice conference. Law enforcement referral. Level 1 (school based) Threat Assessment. Safety plan. School-based no contact order.	STS; ER. Parent contact. Participant restorative justice conference. Law enforcement referral. Level 2 (district based) Threat Assessment. Revise Safety Plan. No contact order. Examine educational setting placement.

FIRE ALARM (PULLING) OR CALLING 911 (FALSELY)	
Pulling a fire alarm as a joke or to cause disruption (no fire) or calling 911 claiming an emergency when none exists. See RCWs 9.40.100; 28A.635.030. (Type 3, Safety).	
First Offense	Subsequent Offenses
Law enforcement/ Fire Marshall referral. Minimum of a \$100 fine. ER; ISS; STS. Parent conference. Level 1 (school-based) Threat Assessment. Safety Plan.	Law enforcement/ Fire Marshall referral. Minimum of a \$100 fine. ER; STS; LTS. Parent conference. Level 2 (district-based) Threat Assessment. Revise Safety Plan.

FIREARMS EXPLOSIVES WEAPONS	
Bringing to school weapons (or facsimiles of weapons) or explosives (including fireworks) on campus, or to any district- or school sponsored activity/event. Weapons include any objects that could be used or are used as a weapon. See RCWs 28A.600.420 and 9.41.280; WAC 392-400-820; MSD Board Policy 3240, Procedures 3240, Policy 3241, and Procedures 3241. (Type 6).	
First Offense	Subsequent Offenses
Mandatory expulsion. Law enforcement referral. Change of educational placement.	

FRAUD	
Fraud is defined as wrongful deception intended to result in financial or personal gain and/or as a person or thing intending to deceive others. Conduct of a false nature including, but not limited to, written or electronic means such as using the name of another person or falsifying times, dates, grades, addresses or other educational or personal data. RCW 9A.60 (Types 1 & 2).	
First Offense	Subsequent Offenses
Parent Contact; ER; Detention; ISS; STS. Restitution. Law enforcement referral as appropriate. Possible loss of athletic, ASB, or school-sponsored activity eligibility. Loss of parking pass, as appropriate.	Parent Contact; ER; ISS; STS. Restitution. Law enforcement referral as appropriate. Possible loss of athletic, ASB, or school-sponsored activity eligibility. Loss of parking pass in the current school year and/or ineligibility to obtain a parking pass in subsequent school years.

GANG ACTIVITY GANG INTIMIDATION GANG SOLICITATION	
A student who is enrolled in a public school or an alternative school may be suspended or expelled if the student is a member of a gang and knowingly engages in gang activity on school grounds. "Gang" is a group which: (a) consists of three or more persons; (b) has identifiable leadership; and (c) on an ongoing basis, regularly conspires and acts in concert mainly for criminal purposes. Gang activity includes, but is not limited to, gang-related apparel and regalia; identifying self as gang related; tagging, gang signs, language; promoting and/or recruiting; showing affiliation, initiation activities, and/or gang intimidation. See RCWs 9A.46.120 and 28A.600.455.	
First Offense	Subsequent Offenses
Detention; ER; ISS; STS. Parent contact/ conference. Confiscation of items as appropriate. Redirected to change clothes. Law enforcement referral. Level 1 (school based) Threat Assessment. Safety Plan.	Based upon investigation and pattern of behavior, the following consequences may be applied: ER; STS; LTS; Expulsion. Confiscation of items as appropriate. Law enforcement referral. Parent conference. Level 2 (district-based) Threat Assessment. Revisit Safety Plan. No trespass order.

HARASSMENT, INTIMIDATION, AND BULLYING (HIB), DISCRIMINATORY HARASSMENT, AND HAZING

MEAD SCHOOLS PROTECT STUDENTS FROM HIB AND HAZING

Schools are meant to be safe and inclusive environments where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities. This section defines HIB, explains what to do when you see or experience it, and our school's process for responding to it.

WHAT IS HIB?

HIB can generally be described as any intentional electronic, written, verbal, or physical act of a student that:

- Physically harms another student or damages their property;
- Has the effect of greatly interfering with another student's education; or,
- Is so severe, persistent, significant, or pervasive that it creates an intimidating or threatening education environment for other students.

HIB generally involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated.

Please refer to the sections below for specific definitions of HIB, Discriminatory HIB, Cyberbullying, Sexual Harassment, and Hazing.

It is a violation of State law and District Board Policy for a student or staff member to be harassed, intimidated, or bullied by others in the school community, at school sponsored events, or **when such actions create a substantial disruption to the educational process**. See RCWs [9A.36.080](#), [9A.46.020](#), [28A.300.285](#), [28A.300.286](#); [28A.640.010](#), [28A.640.020](#) and [28A.642.010](#); WACs [392-190-005](#) and [392-190-056](#); and MSD Board [Policy 3205](#), [Procedures 3205](#) [Sexual Harassment]; [Policy 3207](#), [Procedures 3207](#) [HIB]; [Policy 3210](#), [Procedures 3210](#) [Non-discrimination]; [Policy 3211](#), [Procedures 3211](#) [Gender Inclusive/Transgender]

Students]; [Policy 5011](#), and [Procedures 5011](#) [Sexual Harassment of Staff].

The school community includes all students, school employees, School Board members, contractors, unpaid volunteers, families, patrons, and other visitors. Any staff member who overhears or witnesses instances of HIB, or to whom such actions have been reported, must take prompt and appropriate action to stop the harassment and to prevent its recurrence.

HOW CAN I REPORT OR MAKE A COMPLAINT ABOUT HIB?

1. Talk to any school staff member—consider starting with whoever you are most comfortable..
2. Use the district's [HIB Reporting Form](#) to share concerns about HIB—this form is very helpful in assisting us with an investigation; however we can also use an email or verbal report to start the investigation process.
3. Your report can be made anonymously, if you are uncomfortable revealing your identity, or confidentially if you prefer it not be shared with other students involved with the report. No disciplinary action will be taken against another student based solely on an anonymous or confidential report.
4. You can also contact our Title IX and HIB Compliance Officer, Josh Westermann, Director of Student & Family Services, at 509.465.6045 or Josh.Westermann@mead354.org, who supports prevention and response to HIB.

WHAT HAPPENS WHEN HIB OR HAZING IS REPORTED?

1. **Assessment:** If you report HIB, school staff must attempt to resolve the concerns. The incident will be assessed within two (2) business days of the report. If the concerns are resolved, then no further action may be necessary. However, if you feel that you or someone you know is the victim of unresolved, severe, or persistent HIB that requires further investigation and action, then you should request an official HIB investigation. Additionally, the school must take actions to ensure that those who report HIB don't experience retaliation.
2. **Investigation:** Includes interviews with potential witnesses and other individuals connected to the incident.
3. **Conclusion and Follow-up:** Includes communication to primary parties, possible discipline and intervention, and reporting to OSPI and District Student Services.

WHAT IS THE INVESTIGATION PROCESS?

When you report a complaint, the HIB Compliance Officer or staff member leading the investigation must notify the families of the students involved in the complaint and must make sure a prompt and thorough investigation takes place. The investigation must be completed within five (5) school days, unless you agree on a different timeline. If your complaint involves circumstances that require a longer investigation, the district will notify you with the anticipated date for their response.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must provide you with the outcomes of the investigation within two (2) school days. This response should include:

- A summary of the results of the investigation
- A determination of whether the HIB is substantiated
- Any corrective measures or remedies needed
- Clear information about how you can appeal the decision

WHAT ARE THE NEXT STEPS IF I DISAGREE WITH THE OUTCOME?

For the student designated as the “targeted student” in a complaint:

If you do not agree with the school district's decision, you may appeal the decision and include any additional information regarding the complaint to the superintendent, or the person assigned to lead the appeal, and then to the school board.

For the student designated as the “aggressor” in a complaint:

A student found to be an “aggressor” in a HIB complaint may not appeal the decision of a HIB investigation. They can, however, appeal corrective actions that result from the findings of the HIB investigation.

For more information about the HIB complaint process, including important timelines, please see [the district's HIB webpage](#) or the district's HIB [Policy 3207](#) and [Procedures 3207](#).

MEAD SCHOOLS STAND AGAINST DISCRIMINATION

Discrimination can happen when someone is treated differently or unfairly because they are part of a **protected class**, including their race, color, national origin, sex, gender identity, gender expression, sexual orientation, religion, creed, disability, use of a service animal, or veteran or military status.

Our schools do not discriminate based on sex and we prohibit sex discrimination in all of our education programs and employment, as required by Title IX and state law.

WHAT IS DISCRIMINATORY HARASSMENT?

Discriminatory harassment can include teasing and name-calling; graphic and written statements; or other conduct that may be physically threatening, harmful, or humiliating. Discriminatory harassment happens when the conduct is based on a student's protected class and is serious enough to create a hostile environment. A **hostile environment** is created when conduct is so severe, pervasive, or persistent that it limits a student's ability to participate in, or benefit from, the school's services, activities, or opportunities.

Please refer to the sections below for specific definitions of HIB, Discriminatory HIB, Cyberbullying, Sexual Harassment, and Hazing.

WHAT SHOULD MY SCHOOL DO ABOUT DISCRIMINATORY AND SEXUAL HARASSMENT?

When a school becomes aware of possible discriminatory or sexual harassment, it must investigate and stop the harassment. The school must address any effects the harassment had on the student at school, including eliminating the hostile environment, and make sure that the harassment does not happen again.

WHAT CAN I DO IF I'M CONCERNED ABOUT DISCRIMINATION OR HARASSMENT?

Talk to an MHS Administrator or District Coordinator, or submit a written complaint. For concerns or to ask questions about discrimination, sex discrimination, including sexual harassment, disability discrimination, and concerns about discrimination based on disability or gender identity, please contact Civil Rights Coordinator, Title IX Coordinator, Section 504 Coordinator, and Gender-Inclusive Schools Coordinator: Josh Westermann, Director of Student and Family Services: josh.westermann@mead354.org, 509.465.6045.

To **submit a written complaint**, describe the conduct or incident that may be discriminatory and send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights coordinator. Submit the complaint as soon as possible for a prompt investigation, and within one year of the conduct or incident.

WHAT HAPPENS AFTER I FILE A DISCRIMINATION COMPLAINT?

The Civil Rights Coordinator will give you a copy of the school district's discrimination complaint procedure. The Civil Rights Coordinator must make sure a prompt and thorough investigation takes place. The investigation must be completed within 30 calendar days unless you agree to a different timeline. If your complaint involves exceptional circumstances that require a longer investigation, the Civil Rights Coordinator will notify you in writing with the anticipated date for their response.

When the investigation is complete, the school district superintendent or the staff member leading the investigation will send you a written response. This response will include:

- A summary of the results of the investigation
- A determination of whether the school district failed to comply with civil rights laws
- Any corrective measures or remedies needed
- Notice about how you can appeal the decision

WHAT ARE THE NEXT STEPS IF I DISAGREE WITH THE OUTCOME?

If you do not agree with the outcome of your complaint, you may appeal the decision to the Mead School District Board of Directors and then to the Office of Superintendent of Public Instruction (OSPI). More information about this process, including important timelines, is included in the MSD Board Non-discrimination [Procedures 3210](#) and Sexual Harassment [Procedures 3205](#).

I ALREADY SUBMITTED A HIB COMPLAINT – WHAT WILL MY SCHOOL DO?

Harassment, intimidation, or bullying (HIB) can also be discrimination if it is related to a protected class. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will notify the Civil Rights Coordinator. The school district will investigate the complaint using both the MSD Board Non-discrimination [Procedures 3210](#) and the HIB [Procedures 3207](#) to **fully resolve your complaint**.

WHO ELSE CAN HELP WITH HIB OR DISCRIMINATION CONCERNS?

Office of Superintendent of Public Instruction (OSPI)

All reports must start locally at the school or district level. However, OSPI can assist students, families, communities, and school staff with questions about state law, the HIB complaint process, and the discrimination and sexual harassment complaint processes.

OSPI School Safety Center (For questions about HIB)

- Website: ospi.k12.wa.us/student-success/health-safety/school-safety-center
- Email: schoolsafety@k12.wa.us

- Phone: 360.725.6068

OSPI Equity and Civil Rights Office (For questions about discrimination and sexual harassment)

- Website: ospi.k12.wa.us/policy-funding/equity-and-civil-rights
- Email: equity@k12.wa.us
- Phone: 360.725.6162

Washington State Governor's Office of the Education Ombuds (OEO)

The Washington State Governor's Office of the Education Ombuds works with families, communities, and schools to address problems together so every student can fully participate and thrive in Washington's K-12 public schools. OEO provides informal conflict resolution tools, coaching, facilitation, and training about family, community engagement, and systems advocacy. • Website: www.oeo.wa.gov

- Email: oeoinfo@gov.wa.gov
- Phone: 866.297.2597

U.S. Department of Education, Office for Civil Rights (OCR)

The U.S. Department of Education, Office for Civil Rights (OCR) enforces federal nondiscrimination laws in public schools, including those that prohibit discrimination based on sex, race, color, national origin, disability, and age. OCR also has a discrimination complaint process.

- Website: <https://www2.ed.gov/about/offices/list/ocr/index.html>
- Email: orc@ed.gov
- Phone: 800.421.3481

HARASSMENT, INTIMIDATION, AND BULLYING

Harassment, Intimidation, and Bullying (HIB): Knowingly and/or maliciously threatens, by words or conduct, or that creates reasonable fear that the threat will be carried out, to cause bodily injury immediately or in the future to the person threatened or to any other person; causes physical damage to the property of another person other than the actor; subjects the person threatened or any other person to physical confinement or restraint; or maliciously commits an act which is intended to substantially harm the person

threatened or another with respect to his or her physical health or safety. See RCW [9A.46.020](#). See MSD Board [Policy 3207](#) and [Procedures 3207](#) (Types 3 & 4).

Cyberbullying: "The use of technology to deliberately harass, threaten or intimate others through electronic harassment, outing, exclusion, spamming and trickery through chat rooms or online activity in GoogleClassroom and Zoom, or other social media platforms such as Facebook, Twitter, Instagram, etc."

HIB can take many forms including, but not limited to:

- Slurs, rumors, jokes, demeaning comments;
- Drawings, cartoons, memes, and images/photographs with marked up comments;
- Pranks physical attacks, threats, and hazing (see definition below).
- "Intentional acts" refers to an individual's choice to engage in the act rather than the ultimate impact of the actions.

First Offense	Second Offense	Subsequent Offenses
HIB Investigation. District HIB Compliance Officer Referral. Classroom exclusion up to three (3) days; ISS; STS. Parent contact/ conference. Participant restorative justice conference. Law enforcement referral. Level 1 (school- based) Threat Assessment. Safety Plan. School-based No Contact contract.	HIB Investigation. District HIB Compliance Officer Referral. Classroom exclusion up to three (3) days; ISS; STS.; ER. Parent contact/conference. Participant restorative justice conference. Law enforcement referral. Level 2 (district- based) Threat Assessment. Revise Safety Plan. School based No Contact contract.	HIB Investigation. District HIB Compliance Officer Referral. Based on a pattern of behavior: ER; STS, LTS. Parent contact/conference. Law enforcement referral. Level 3 (district based) Threat Assessment. Revise Safety Plan. No contact/no trespass order. Examine educational setting placement.

DISCRIMINATORY HARASSMENT, INTIMIDATION, AND BULLYING

Discriminatory Harassment, Intimidation, and Bullying (D-HIB) means any intentionally written communication or image, including those that are electronically transmitted, or a verbal or physical conduct that is intended to be harmful, humiliating, or physically threatening, and show hostility toward a person or persons based on their real or perceived race, color, religion, ancestry, national origin, sex, gender, sexual orientation, including gender expression or identity, mental or physical disability, use of a trained dog guide or service animal, military status, or other distinguishing characteristics. See WAC [392-190-005](#). See MSD Board [Policy 3210](#) and [Procedures 3210](#) (Type 4).

Possible forms of D-HIB are listed under the above “Harassment, Intimidation, and Bullying” definition.

First Offense	Second Offense	Subsequent Offenses
HIB Investigation. District Civil Rights Coordinator Referral. Classroom exclusion up to three (3) days; ISS; STS. Parent contact/conference. Participant restorative justice conference. Law enforcement referral. Level 1 (school-based) Threat Assessment. Safety Plan. School-based nocontact order. OSPI-OCR Report.	HIB Investigation. District Civil Rights Coordinator Referral. Classroom exclusion up to three (3) days; ER; ISS; STS. Parent contact/conference. Participant restorative justice conference. Law enforcement referral. Level 2 (district-based) Threat Assessment. Safety Plan. School-based no contact order. OSPI-OCR Report.	HIB Investigation. District Civil Rights Coordinator Referral. Based on a pattern of behavior: ER; STS; LTS. Parent contact/conference. Law enforcement referral. Level 3 (district based) Threat Assessment. Safety Plan. No contact/no trespass order. OSPI-OCR Report. Examine educational setting placement.

SEXUAL HARASSMENT

Sexual Harassment is defined as any unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature between two or more individuals if that conduct or communication has the purpose or effect of substantially interfering with an individual's educational or work performance, or of creating an intimidating, hostile, or offensive educational or work environment. Sexual harassment can also occur when a student is led to believe they must submit to unwelcome sexual conduct or communication to gain something in return, such as a grade or a place on a sports team. Sexual harassment may include conduct or communication that involves student-to-adult, student-to-student, or adult-to-student. (Type 4).

Examples of sexual harassment can include pressuring a person for sexual actions or favors; unwelcome touching of a sexual nature; graphic or written statements of a sexual nature; distributing sexually explicit texts, e-mails, or pictures; making sexual jokes, rumors, or suggestive remarks; and physical violence, including rape and sexual assault. (This list is not exhaustive.)

See MSD Board [Policy 3205](#) and [Procedures 3205](#).

First Offense	Second Offense	Subsequent Offenses
HIB Investigation. District Title IX Coordinator Referral. Classroom exclusion up to three (3) days; ISS; STS. Parent contact/conference. Participant restorative justice conference. Law enforcement referral. Level 1 (school-based) Threat Assessment. Safety Plan. School-based nocontact order. OSPI-OCR Report.	HIB Investigation. District Title IX Coordinator Referral. Classroom exclusion up to three (3) days; ER; ISS; STS. Parent contact/conference. Participant restorative justice conference. Law enforcement referral Level 1 or 2 (school- or district-based) Threat Assessment. Safety Plan. School-based no contact order. OSPI-OCR Report.	HIB Investigation. District Title IX Coordinator Referral. Based on a pattern of behavior: ER; STS; LTS. Parent contact/conference. Law enforcement referral. Level 2 or 3 (district based) Threat Assessment. Safety Plan. No contact/no trespass order. OSPI-OCR Report. Examine educational setting placement.

HAZING

Mead School District uses the National Federation of State High School Associations (NFHS) definition of hazing. "Hazing" is an activity defined as any method that humiliates, degrades, abuses or creates substantial risk of harm to a person – often to be initiated into or based on affiliation with a student organization. **The victims' willingness to participate does not eliminate the activity from being classified as hazing.** (Type 3).

Hazing includes, but is not limited to:

- Acts that tend to injure, degrade, or disgrace members.
- Acts that single out members in a negative, mocking, or humiliating manner;
- Forcing to break the law, consume drugs, alcohols, or tobacco produce, or any foods or liquids that subjects the student to an unreasonable risk of harm or adversely affects the mental or physical health or safety of the student.
- Having members represent themselves in a vulgar or sexual way;
- Depriving members of sleep or basic needs;
- Applying peer pressure to force members to do something that they are not comfortable doing;
- Power differentials where there is a perceived expectation to "do as told" out of fear of rejection.

NOTE: Any initiation or inappropriate team/group event where a coach or advisor is not present and involved may subject members to school discipline regardless of the time or location of the event. Additionally, any team/group event that is kept secret from coaching, advising, or school staff may be regarded as an unsanctioned event and subject the team/student to school discipline.

First Offense	Subsequent Offenses
<p>What will happen: HIB and/or Title IX investigation. District HIB Compliance Officer Referral.</p> <p>Range of outcomes: Removal from team/group for a designated time or remainder of season. ISS; STS. Parent contact/ conference. Law enforcement referral, as necessary. Level 1 (school- based) Threat Assessment. Safety Plan. School-based no contact order. Other consequences deemed appropriate through investigation.</p>	<p>What will happen: HIB and/or Title IX investigation. District HIB Compliance Officer Referral. Review of pattern of behavior.</p> <p>Range of outcomes: Permanent removal from Athletic/ASB team or group. School discipline: ISS; STS. Parent contact/ conference. Law enforcement referral, as necessary. Level 1 or 2 (school- or district-based) Threat Assessment. Safety Plan. School-based no contact order(s). Other consequences deemed appropriate through investigation.</p>

INAPPROPRIATE LANGUAGE | PROFANITY, VULGARITY, AND INDECENCY

Using non-threatening but profane, vulgar, and/or inappropriate language toward a staff member, volunteer, or other student(s); using profane, vulgar, or indecent language in a way that disrupts the educational process or professional work environment. RCW 28A.600.460 and 28A.635.010. (Types 1 & 2).

First Offense	Second Offense	Subsequent Offenses
Classroom exclusion up to two (2) days; ISS. Parent contact/conference. Revisit student expectations and responsibilities.	Classroom exclusion up to two (2) days; ISS. Parent contact/conference. Revisit student expectations and responsibilities.	Based on a pattern of behavior: Classroom exclusion up to two (2) days; ISS; STS. Parent contact/conference.

Reflection opportunity. Restorative justice conference.	Reflection opportunity. Restorative justice conference. Behavior Plan. Possible change of classroom setting.	Revisit student expectations and responsibilities. Reflection opportunity. Restorative justice conference. Change of classroom setting. Behavior Plan.
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INAPPROPRIATE PHYSICAL CONTACT		
Definition 1: Behavior involving disruptive, disrespectful, unsafe and/or inappropriate, but non-threatening, physical contact such as “horseplay.” Such behavior could reasonably lead to injury and/or damage to school/personal property. (Types 1 & 2).		
First Offense	Second Offense	Subsequent Offenses
Classroom exclusion up to two (2) days; ISS. Parent contact/conference. Revisit student expectations and responsibilities. Other consequences deemed appropriate through investigation.	Classroom exclusion up to two (2) days; ISS. Parent contact/conference. Level 1 (school- based) Threat Assessment. Safety Plan. School-based no contact order. Law enforcement referral, as necessary. Other consequences deemed appropriate through investigation.	Based on a pattern of behavior: ISS; STS. Parent contact/conference. Law enforcement referral. Level 1 or 2 (school or district-based) Threat Assessment. Safety Plan. Other consequences deemed appropriate through investigation.

PHYSICAL AGGRESSION	
Behaviors involving a student engaging in physical contact where a minor injury may occur (e.g., hitting, kicking, slapping, hair pulling, scratching, etc. (Type 2).	
First Offense	Subsequent Offenses
Classroom exclusion up to two (2) days; ISS. Parent Conference. Level 1 (school based) Threat Assessment. Behavior or Safety Plan.	Based on investigation and a pattern of behavior: Classroom exclusion up to two (2) days; ER; ISS; STS; LTS. Law enforcement referral. Level 1 or 2 (school- or district-based) Threat Assessment. Revise Safety Plan. Other consequences deemed appropriate through investigation.

ROBBERY	
unlawfully take the personal property of another against their will with the use of or threatened use of force, violence, or fear of injury. See RCWs 9A.56.190, 9A.56.200, and 9A.56.210.(Type 5).	
First Offense	Subsequent Offenses
Classroom exclusion up to two (2) days; ER; ISS; STS; LTS; Expulsion. Parent contact/conference. Law enforcement referral.. Level 1 (school- based) Threat Assessment. Safety Plan.	Based on investigation and a pattern of behavior: STS; LTS; Expulsion. Law enforcement referral. Level 1 or 2 (school- or district-based) Threat Assessment. Revise Safety Plan. Other consequences deemed appropriate through investigation. No contact and/or no trespass order. Change of educational setting.

SAFETY & HEALTH VIOLATION		
Any behavior that adversely impacts, or has the potential to adversely impact, the safety and/or health of other students, staff, volunteers, or visitors. (Types 3, 4, 5).		
First Offense	Second Offense	Subsequent Offenses
Classroom exclusion up to two (2) days; ER; Detention; ISS; STS; LTS. Parent contact/conference. Law enforcement referral, as necessary. Level 1 (school based) Threat Assessment. Safety Plan.	Classroom exclusion up to two (2) days; ER; Detention; ISS; STS; LTS. Parent contact/conference. Law enforcement referral. Level 1 or 2 (school- or district-based) Threat Assessment. Safety Plan. Other consequences deemed appropriate through investigation.	Based on investigation and a pattern of behavior: ER; ISS; STS; LTS. Law enforcement referral. Level 1 or 2 (school or district-based) Threat Assessment. Revise Safety Plan. Other consequences deemed appropriate through investigation.

SEXUAL INDECENCY OR INAPPROPRIATENESS		
Disruptive, disrespectful, or inappropriate behavior of a sexual nature, including sexual intercourse on campus. (Types 1 & 2). Some situations may rise to the level of Sexual Assault (defined and outlined on p. 34).		
First Offense	Second Offense	Subsequent Offenses
Detention; Classroom exclusion up to two (2) days; ISS; STS. Parent contact/ conference. Revisit student expectations and responsibilities. Law enforcement referral, as necessary. Other consequences deemed appropriate through investigation.	Detention; Classroom exclusion up to two (2) days; ISS; STS. Parent contact/ conference. Level 1 (school- based) Threat Assessment. Safety Plan. School-based no contact order. Law enforcement referral, as necessary. Other consequences deemed appropriate through investigation.	Based on investigation and a pattern of behavior: ISS; STS. Parent contact/conference. Law enforcement referral. Level 1 or 2 (school- or district-based) Threat Assessment. Safety Plan (Revisit/Revise). Other consequences deemed appropriate through investigation.

TARDINESS (CHRONIC)	
Failure to be in assigned classroom at the start of the school day or class periods, ready to learn. Each teacher defines expectations for “on-time” in their syllabus. See also pp. 15 & 16. (Type 1)	
First - Third Offenses	Subsequent Offenses
Student and teacher will conference to discuss the barriers to arriving to class on time. Parent contact by teacher on third tardy. The 3rd tardy in a week will result in administrator conference. All tardies will be reported to coaches/ advisors.	Four or more tardies in a week: Office referral. Progressive discipline. Possible WARNS assessment. Possible loss of parking pass for a defined period. All tardies will be reported to coaches/advisors.

THEFT	
Knowingly and willfully taking or possessing unauthorized control over the personal property of another student or staff member, and/or district property. See RCWs 9A.56.020 and 9A.56.030. (Type 3)	
First Offense	Subsequent Offenses
ER; Classroom exclusion up to three (3) days; ISS; STS. Law enforcement referral. Restitution. Level 1 (school-based) Threat Assessment. Safety Plan. School-based no contact order. Other consequences deemed appropriate through investigation.	Based on investigation and a pattern of behavior: School discipline: ISS; STS. Parent contact/conference. Law enforcement referral. School-based no contact order. Restitution. Level 1 or 2 (school- or district-based) Threat Assessment. Safety Plan (Revisit/Revise). Other consequences deemed appropriate through investigation.

TRESPASS	
In unauthorized areas of the school including roofs, mechanical rooms, and theatre catwalks; or being on other school campuses during the school day without prior permission or in a sanctioned, school-sponsored activity. (Types 2 & 3)	
First Offense	Subsequent Offenses
Detention; ISS; STS. Parent contact/conference. Law enforcement referral. No trespass order. Level 1 (school-based) Threat Assessment. Behavior or Safety Plan. Restitution, as necessary.	Based on investigation and a pattern of behavior: ISS; STS. Parent contact/conference. Law enforcement referral/arrest. No trespass order. Level 1 or 2 (school- or district-based) Threat Assessment. Behavior or Safety Plan. Restitution, as necessary.

TRUANCY/SKIPPING		
Any absence that is not excused within two (2) days; any unexcused absence over 20% of a class period; leaving class or school without prior authorization, or being in an unsupervised area without permission. See full list of "Unexcused Absences" on p. 16. (Types 1 & 2)		
First Offense	Second Offense	Subsequent Offenses
Detention. Loss of Activity/Athletic practice or competition participation. Revisit student expectations and responsibilities. Parent notification.	Detention; ISS. Loss of Activity/Athletic practice or competition participation. Parent notification. Loss of Parking Pass for 10 days.	Detention; ISS; Loss of Activity/Athletic practice or competition participation. Parent notification. Loss of Parking Pass for up to 30 days and loss of privilege to purchase an MHS parking pass remainder of enrollment.

VANDALISM DESTRUCTION OF PROPERTY	
Intentional, or participation in, the damaging or defacing of school property or the property of others. See RCW 28A.635.060. (Type 2)	
First Offense	Subsequent Offenses

Detention; ER; Classroom exclusion
up to two (2) days; ISS; STS.
Restitution. Law Enforcement referral.
Level 1 (school based) Threat
Assessment. Safety Plan.

ER; Classroom exclusion up to two (2) days; ISS; STS; LTS; Expulsion. Restitution. Law Enforcement referral. Level 1 (school- based) Threat Assessment. Safety Plan. Withholding of diploma, depending on damages and restitution.

Bringing to school weapons (or facsimiles of weapons) or explosives (including fireworks) on campus, or to any district- or school sponsored activity/event. Weapons include any objects that could be used or are used as a weapon. See RCWs 28A.600.420 and 9.41.280; WAC 392-400-820; MSD Board Policy 3240, Procedures 3240, Policy 3241, and Procedures 3241. (Type 6).

First Offense

Subsequent Offenses

ER; Classroom exclusions up to two (2) days; ISS; STS; LTS; Expulsion. Law enforcement referral. Level 1 (school-based) Threat Assessment. Safety Plan.

Based on investigation and pattern of behavior the following outcomes may apply: ER; ISS; STS; LTS; Expulsion. Law enforcement referral. Level 2 (district-based) Threat Assessment. Revise Safety Plan. No Trespass Order. Change of educational placement. Other consequences deemed appropriate through investigation.

Panthers
Protect
Panthers



DON'T STAY SILENT...

SEE IT. HEAR IT. REPORT IT!

Panther Nation wants you safe, positively connected, and thriving into adulthood. Report inappropriate, targeted, concerning, and unsafe behavior.

EMERGENCY

CALL 911

REPORT IT

TO MHS STAFF

ANONYMOUS TIP

CLICK [HERE](#) OR
USE THE QR CODE



BE. *belong*. BECOME.