

Mount Si High School Parent Handbook



Welcome to Mount Si High School. The MSHS PTSA developed this handbook to direct you to and provide information to help you support your student(s) through their high school years

Our job as parents is not over by any means during these years. Our children still need the attention and support of their parents as they negotiate the pathway to greater independence and self-sufficiency. Working together with the MSHS staff, administration, and other parents builds a community that fosters the success of our children. Our hope is that this handbook will assist you in making connections and obtaining the information you need to be an effective part of a positive high school experience. The four years of high school go by very quickly. Planning and guidance are crucial to your student's success. Ask questions, get involved, and buckle your seatbelts – you're heading off on an adventure with your student(s).

This MSHS Parent Handbook is a work in progress and we would appreciate your input as to what should be included in future issues. Please send any input and/or questions you have to the contact info on the last page of this handbook. You can reference this handbook on the Mount Si website, under the Info tab.

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Mount Si High School

8651 SE Meadowbrook Way
Snoqualmie, WA 98065

PHONE NUMBERS:

Main Office – (425) 831-8100 Main Office Fax – (425) 831-8222

Attendance Office – (425) 831-8200

Counseling Office – (425) 831-8150 Counseling Office Fax— (425) 831-8223

Mount Si Website - <http://www.mountsihighschool.com>

MAIN and ATTENDANCE OFFICES:

Randy W. Taylor, Principal	831-8100
Beth Castle, Assistant Principal (A-G), Activities Director	831-8100
Greg Hart, Associate Principal (H-P), Athletic Director	831-8100
Cindy Wilson, (Q-Z) Assistant Principal, CTE Director	831-8200
Christi Wright, Administrative Secretary	831-8205
Valerie Meyers, Athletic Secretary	831-8103
Deb Baker-Jagla, Financial Secretary	831-8105
Keri Wheeler, Financial Secretary	831-8212
Ginnett Durham, Attendance Secretary	831-8200
Bronwyn McDaniels, Attendance Secretary	831-8200

COUNSELING CENTER:

Joe Galagan, Counselor (A-F)	831-8113
Jessica Easthope, Counselor (G-M)	831-8112
Thomas Tilton, Counselor (N-R)	831-8114
Elaine Maimon, Counselor (S-Z)	831-8428
Amy Anderson, Career Specialist	831-8116
Carol Nelson, Counseling Center Secretary	831-8150
Lee Kirschner, Registrar	831-8104
Lyn Seydell, Registrar	831-8095

Philosophy of Mount Si High School

It is the mission of the Mount Si High School educational community to enable students to identify and realize their potential; to celebrate individual differences; to develop skills and motivation for lifelong learning; and to be knowledgeable, responsible and productive citizens. It is the relationship of parents, students, teachers, and community—in a partnership of teaching and learning—that provides a high quality educational experience for each student. Mount Si High School strives to cultivate and provide all students with a stimulating, challenging, and nurturing school environment.

Helpful Tips for Parents

Our high school students are old enough to make many of their own decisions, but they often still need their parents to provide guidance and to set limits. Students also need their parents' support and encouragement throughout their high school years. The following tips can be helpful in guiding and advising your sons and daughters as they go through high school.

- At the beginning of each semester, sit down with your student and set realistic academic goals.
- Encourage your son or daughter to be involved in extracurricular activities. Show your support by attending performances and games.
- Make sure that your student understands that (s)he is expected to be in school, on time, every day.
- Attend back-to-school night, open house and any parent conferences.
- Check the MSHS website for progress report and report card dates.
- Realize that it's your student's responsibility to do homework, prepare for tests, to follow the school's rules, and to attend classes each day.
- Work together with the school. Teachers, counselors and the principal are here to help your student get the best education possible. If you have a question or concern, don't hesitate to call the school.
- Make sure your student isn't spending too much time on the phone or computer or watching TV. Also make sure that a job won't interfere with schoolwork.
- Talk to your student about what's happening in school. More importantly, be a good listener.
- Look for opportunities to praise good grades, extra efforts and special achievements.
- If you suspect that your child is drinking or using drugs, talk to your son or daughter immediately. If you need help or advice, talk to your student's counselor or your family doctor, or an appropriate community service organization.
- Encourage your son or daughter to take care of things on his/her own. This way, your student will begin to learn independence and gain confidence. If your student is unable to resolve an issue, or if there is a serious problem, be available to help or to intervene.
- Help your student choose appropriate courses. If you have a question about a course, talk to your student's counselor.
- Help your student explore and evaluate a variety of career and educational options. The counselors can be very helpful in doing this. If you're concerned about your student's academic performance, talk to his/her counselor.

Make school a top priority for your student. Nothing is more important to your child's future than their education!

Getting Started at Mount Si High School

Spring

High School Registration for Future Freshmen

During the month of March families of 8th grade students receive registration information. A Mount Si representative will visit 8th graders at each District middle school to discuss the registration process for high school. Look for your child to bring home a Course Handbook from MSHS and registration forms. The packet of information will list due dates and who to contact if you have questions. Talk to other high school parents, students, and middle school staff to get advice on what classes best fit your student's abilities and academic goals in high school. The course handbook is full of valuable information. It can also be found on the Mount Si website under the Info tab. We suggest that you start a file or notebook at home for high school information. It not only will help you stay organized, but it can be helpful for collecting items for your student's Portfolio that is required for graduation.

Later in the spring, MSHS will host a "Transition to High School" presentation. A panel of high school students, staff, administrators, and parents will be available to answer questions posed by you and your students. Watch your middle school newsletters and websites for the date for this presentation. This panel will have valuable insight and suggestions for both you and your future MSHS Freshmen. Plan now to attend this presentation!!!

High school is different from middle school in two major ways: higher expectations and greater opportunities. It can be easy to take on too much academically or socially or both and become overloaded as a freshmen student. Keep in mind that this is a transition year for your child (and your family). Starting now, all grades are counted in the grade point average that will be used when evaluating your student for institutions of higher education. Your child will be exposed to tougher classes and a greater selection of extracurricular activities. Start out slowly with extracurricular activities and add more if time allows. Keep in mind that 1-3 hours per night may be necessary for homework in high school. Work with your student to determine the right balance of classes and activities that allows them to be successful in both the academic and extracurricular areas.

July - September

Sometime during the summer you will receive in the mail a packet with information about Wildcat Days & Freshmen Orientation, which are held before school begins. You will also find information on Mount Si Athletics. This is a valuable packet full of information, file it for future reference. **Wildcat Days & Freshmen Orientation** is an important part of the start of the school year. **Students will have an opportunity to pay fees, have their picture taken for student IDs and yearbooks, obtain lockers, obtain student planners, enter the parking lottery (if of driving age), sign up for Freshmen Lock-in, etc.** Parents are encouraged to attend the Freshmen Orientation, which will include a tour of the building and assistance locating classes and lockers. (The process takes approximately 1 hour.) Have your freshman take the time to locate all their classrooms and locker before the first day of school. Students not able to attend this important event will need to take care of these tasks on the first day of school (before school starts) or attend one of the other Wildcat Days sessions, but realize they will be geared for the class scheduled for that day.

In a separate mailing you will receive your child's class schedule. Look over the schedule carefully. It should have six classes for each semester. If you do not have a complete schedule of classes, or if you do not receive a schedule of classes in this packet, please call to set up an appointment with a counselor to obtain a complete schedule. Information on how to schedule an appointment will be contained in this packet of information.

September:

High School Begins

Adjusting to high school from middle school can be a bit nerve-racking. Some freshmen dive in both academically and socially, while others hold back until they feel more comfortable. Parents should not be alarmed if their previously sociable child becomes shy or their super studious student joins five clubs and appears to be less interested in his/her academic work at first. Regardless of their initial approach, it usually takes new students at least a semester to adjust fully. You can help your child by being calm and supporting them while they find a good school balance. If you think that your child is going astray or is experiencing academic difficulties, you can contact your student's guidance counselor and make an appointment to discuss your concerns. Remember you and your child can check the class grades online at any time.

First Day of school:

The first day of classes will be on the Wednesday following the Labor Day Holiday. The regular school day starts at 7:35 AM and ends at 2:18 PM Monday-Thursday. School is dismissed at 12:18 on Fridays. (Please refer to the district calendar mailed to all households regarding early release Fridays). School starts at 6:30 AM for students with a zero hour class. A 30-minute lunch period is provided, and students may purchase a hot lunch or bring their own. In addition, students can purchase rolls, juice, etc., before school.

School Supplies

All students will receive a student planner/calendar on Wildcat Day. Additional copies are available for purchase. Students should come to school with notebook paper, spiral notebooks, pens, pencils and a binder. Teachers will provide lists of additional supplies needed for specific courses on the first day of classes.

Bus Transportation

Bus routes will be printed in the local paper in August once they have been finalized. You can find specific information about bus routes, schedules, emergency routes, and activity bus routes on the Snoqualmie Valley District website (www.svsd410.org). On the Home page click on the Bus Routes button. Or use this link: <http://www.svsd410.org/departments/transportation/BusRoutes/BusRoutes.asp>

You can contact the transportation department directly at 425-831-8020.

Student Drop Off and Pick Up

Parents who drive their children to school need to drive into the parking lot, in the car parking section, to drop their kids off and pick them up after school. There will be a line of cars doing the same thing so plan a little time to get through the parking lot. DO NOT drive into the bus lane.

Freshmen Lock-In

The Lock-In is traditionally held September. It is sponsored by the ASB and allows incoming freshmen students to spend time meeting fellow freshmen as well as student and administrative leaders of the school. It's a fun night to dance, eat and develop school spirit.

Freshman ASB Elections –

The elections occur mid September. Announcements are made with the details of who to contact if a student is interested in running for an officer position. Freshmen class officers are responsible for managing the freshman class participation in upcoming Homecoming events and other events and fundraisers throughout the year.

Club Activity Day –

All clubs and activities will have information tables in the commons on Club Activity Day. This gives freshmen and new students an opportunity to check out and see if they are interested in joining any clubs. Watch morning announcements, newsletters and hallway posters/signs for more information.

Ways for Parents to Connect at Mount Si

Parents Make a Difference at Mount Si High School!

District teachers, staff, and parents work together as a team to enhance student learning both at school and at home. The support from parents and community is vital for this goal to be realized. There are many opportunities for parents and community members to volunteer at Mount Si. Parents are strongly encouraged to become involved in their student's schooling.

We have several excellent groups that meet regularly.

MSHS PTSA

The Mount Si High School PTSA is a cooperative team of parents, staff, and community members dedicated to enriching and strengthening the academic experience for all students. As a member of the MSHS PTSA, you will enjoy a rewarding opportunity to make a positive difference in your child's academic career and future, learn about important issues affecting your children, find ways to volunteer, and network with other parents and community members. There are many ways to volunteer without encroaching on your student's independence and self-sufficiency. Jump in, get involved, and make a difference. PTSA meetings are held on the first Monday of each month, except December, at 6:30 pm in the MSHS Library. Please feel free to contact us using our email address info@mshsptsa.com. Our website, www.mshsptsa.com is an excellent source of information. Check in with the website often to stay up-to-date.

PAG (Parent Advisory Group)

The Parent Advisory Group (PAG) meets directly after the monthly PTSA meetings. Stay informed at each month's PAG meeting as Principal, Randy Taylor, speaks directly with parents regarding the many activities occurring at the high school as well as upcoming events. You are encouraged to take advantage of this opportunity to hear accurate, timely information as well as have your questions about the high school answered personally and directly.

LIT (Learning Improvement Team)

The LIT deals with all issues related to learning improvement at Mount Si and oversee staff development and the learning improvement budget. Contact the school principal if you have questions regarding this committee.

WBC (Wildcat Booster Club)

The Wildcat Booster Club (WBC) includes parents, staff and community and acts as an umbrella group to support sports and clubs at Mount Si High School. The Wildcat Booster Club oversees the concessions at sports events and coordinates fundraising projects between teams and clubs. WBC Meetings are usually held the third Monday of every month unless it falls on a holiday or around vacation. The dates are on the school district calendar. WBC (Wildcat Booster Club). Meetings are at 7:00 and held in the Mount Si High School Library.

ASB

Parents are encouraged to participate in ASB related activities. A full schedule of events throughout the school year requires volunteers to supervise and participate in leadership development activities, including the Freshman Lock-In in September. To volunteer to chaperone ASB activities, please contact ASB Advisor, Charlie Kinnune at kinnunejrc@svsd410.org or 425-831-8166.

When volunteering at the school during school hours park in one of the visitor spots near the front of the school. Do not park in a numbered parking stall as these are assigned. If there is no visitor parking available in the front parking lot try the back parking lot.

Remember to always sign in at the front office before reporting to your volunteer location.

MSHS Athletics

You can read the Athletic Code and get information about schedules and forms for each sport on the Mount Si website under the Sports tab.

Fall

Football (V) (JV)
Volleyball
Cross Country (V) (JV)
Girls Soccer
Boys Golf
Boys Tennis
Cheerleading

Winter

Boys Basketball
Wrestling
Gymnastics
Girls Basketball
Cheerleading

Spring

Girls Tennis
Baseball
Softball
Girls Golf
Girls Track
Boys Soccer (V) (JV) (C)
Boys Track

There are no summer sports scheduled
Contact the coaches for summer camp information

MSHS Clubs

Students will get information about various clubs on Club Activity Day or online on the Mount Si website.

Amnesty International
Band
Cheerleaders
Chess/Cube Club
Choir
Culinary Arts Club
Debate
DECA
Drama
Eco Explorers
FFA

French Club
German Club
GSA
Honor Society
Japanese Club
Key Club
Knowledge Bowl
Natural Helpers
Newspaper
No Place for Hate
Photo Club
Ski Club

Spanish Club
Sports Medicine
Skills USA
Student Conservative Club
The Circle
Wildcat Production Club
Wildcat TV
Wilderness Pursuits
Yearbook

MSHS Transportation

You can find specific information about bus routes, schedules, emergency routes, and activity bus routes on the Snoqualmie Valley District website (www.svsd410.org). On the Home page click on the Bus Routes button. Your student's bus schedule can also be found by signing on to your Family Access account. You can contact the transportation department directly at 425-831-8020.

If there is a change in bus schedule due to adverse weather or other emergency situation, the best way to get up to date information is to check the Snoqualmie Valley School District website or call the 24-hour hotline 425 831-8494. You may also get information by listening to Puget Sound area radio and television stations and on the website www.schoolreport.org. Decisions are usually made by 5:00 a.m. Limited transportation is announced by areas. You will need to know what area of the school district you are located in. You can find that out by checking on the Snoqualmie Valley School District website.

There are Activity Bus Routes for students who participate in after school activities. Activity Buses leave the middle schools at 4:30 and go to Mount Si High School. Then Activity Buses leave Mount Si High School at 4:50. Each Activity Bus Route makes a series of designated stops where students can be picked up. You can find the routes and designated stops on the Snoqualmie Valley School District website.

Skyward Family and Student Access

Skyward Family and Student Access is a web-based tool that allows family members and students to access student information over the Internet via a secured web connection. Parents and students can access Student Information, Gradebook (only for middle and high school), Attendance, Class Schedules, Food Service, and Bus Schedule. Students receive their own password for Student Access. Student Access allows the student to see only their information. Parents/Guardians receive a password allowing them Family Access. Family Access allows them to use one account to see information for all the students in their family. You are strongly encouraged to keep your family and student information current and up-to-date.

Parents Family Access password and login information is distributed through the Counseling Office or during school activities such as Open House, Curriculum Night and Conferences. To protect and ensure the security of student and family information, parents will need to show photo ID to obtain their Family Access passwords. Students receive their password and login information through the Library.

Skyward Family and Student Access is accessed using the Mount Si website and clicking on Family Access or Online Grades. There is a Family Access Tutorial available on the Snoqualmie Valley District website.

MSHS SharePoint Sites

Each faculty member has a SharePoint site. The SharePoint site is a place where the teacher's have the option to display various kinds of information about themselves and their classes. The sites can be used to post assignments, announcements, schedules, calendars and other resources. Each teacher's site is unique depending on what and how much information they put on it.

The SharePoint sites are accessed under the Students or Parents tabs on the Mount Si website. When you click on the SharePoint's Sites link it will take you to the Faculty directory. Click on the teacher's name and it will take you to their site.

Curriculum Highlights

Mount Si High School offers a diverse curriculum which is designed to provide students the opportunity for a well-balanced, enriching educational experience. Course selection is a cooperative venture and should be considered in consultation with parents/guardians, teachers, the career specialist, and counselors. Correct course selection is essential to the success of the student's total program. It is important to take courses that prepare the student for his/her general plans: four year college, community college, technical college, military, or employment. A High School and Beyond Plan is initiated during the student's sophomore year and updated each subsequent year. Students should be realistic about their ability level and interest. Courses should be taken that are challenging, rewarding and motivating. Graduation requirements can be found in the Course Catalog or on the Mount Si website.

Career and Technical Education (CTE)

CTE classes can satisfy the one occupational education (occ ed) or the elective credits required for graduation. Some classes offer equivalency credit for math, science, fine arts, or other courses. Check with your counselor/career specialist and/or check the course catalog for a list of CTE classes and their cross crediting options.

NEVAC Classes

NEVAC, the NorthEast Vocational Area Cooperative, is a consortium of seven school districts in the region northeast of Seattle allows school districts to share Career and Technical Education (CTE) programs. Member districts include Bellevue, Issaquah, Lake Washington, Mercer Island, Northshore, Riverview, and Snoqualmie Valley. Students in these seven school districts can travel to other high schools in their own district or another

school district to take these CTE classes at no charge. Students provide their own transportation to the high school providing the class. Travel time is built into their class schedule.

Courses available to NEVAC students include the areas of Audio Engineering, Automotive, Biotechnology, Careers with Children, Carpentry, Cosmetology(fee class), Criminal justice, Culinary Arts, Drafting, Fire Service, Graphics, Health Sciences, Horticulture, Media Production, Sports Medicine, Radio/TV Broadcasting, Welding/Metal Fabrication, and Information Technology. Most NEVAC classes are year-long, two hour classes.

The NEVAC consortium provides a state-of-the-art Information Technology (IT) education through the High Tech Learning Centers in the member high schools. HTLC students have the opportunity to learn Programming, Networking, Animation, Web Authoring, and Multimedia at their high school. Each district has its own High Tech Learning Center. In addition, Distance Learning classes are available to students on line.

Tech Prep Program Offers Free College Credit

Many CTE classes offer FREE college credit through the statewide Tech Prep program. To earn college credit, a student must register for the class at www.collegecareersnetwork.org sometime during the school year and earn a grade of "B" or higher. Contact the career specialist for more information.

National Center for Construction Education and Research

The National Center for Construction Education and Research (NCCER) is an education foundation that develops curriculum for craft training programs with portable credentials. Students who complete the program will receive credentials and documentation of their training through NCCER's National Registry. Mount Si provides the National Craft Assessment and Certification Program core curriculum and Carpentry I program. Check with your counselor/career specialist and/or check the course catalog for more information.

College Prep – Advanced Placement Classes

Mount Si High School provides a strong curriculum for preparing students for advancement to college or university. Your student should discuss their hopes and dreams for their post high school education with their counselor, so they can make a four year plan that is tailored for their success.

Mount Si offers a selection of Advanced Placement (AP) courses for college bound students. Advanced Placement courses involve college-level work. The curriculum for these courses is determined at a national level and prepares students for AP exams that are given in the spring. Many colleges and universities honor Advanced Placement test scores by granting college credit when students enroll. Taking an Advanced Placement course is considered an indicator of the breadth and rigor of work a student can handle. When deciding to include AP courses in their schedule, students should carefully evaluate their academic work load and the balancing of school with extracurricular activities and employment opportunities. Check with your counselor/career specialist and/or check the course catalog for a list of Advanced Placement courses offered.

Culminating Project (eFolio)

A culminating project is required for graduation. To satisfy this state requirement, students give a presentation to a panel of adults during their senior year. The culminating project is based on the school's electronic portfolio system, known as eFolio. Students use eFolio to display their competencies in a wide variety of academic disciplines by collecting examples of their work which demonstrate understanding of subject matter and concepts. It is important for your student to collect examples of excellent work throughout their four years of high school. These examples become the artifacts used by the student to make a presentation demonstrating their mastery of skills in three areas of competency.

Running Start

Under the Running Start legislation, eleventh and twelfth grade students may apply to enroll in courses or programs in a community or technical college without charge. Both high school and college credits may be obtained. Evidence of successful completion of each course will be included in the student's high school records and transcripts. Transportation to and from the college, books, class fees, and the parking pass are the responsibility of the student.

Where you can get information about MSHS

Class websites Class websites are accessed using SharePoint. SharePoint can be found on the Mount Si website under the Info tab. Click on Teacher Classroom Sharepoint Web Sites.

Course Handbook It is given to all students in March. A copy can also be found on the Mount Si website, under the Info tab.

Making College Decisions This packet can be found in the counseling office.

Money Matters This packet addressing work study, scholarships, loans, and grants is found in the counseling office.

Monthly Newsletters The newsletters are emailed to anyone who signs up on the Mount Si website to receive them. If you wish to have a paper copy mailed to your home contact the school main office.

Mount Si Website <http://www.snoqualmie.k12.wa.us/schools/mshs>

Student Planner All students receive one during Wildcat Days. A copy can also be found on the Mount Si website, under the Info tab.

District Calendar A district calendar is mailed home each summer. Updated calendar information may be accessed on the Mount Si website under the Info tab.

To contact Staff at Mount Si High School Staff members are listed alphabetically, with their room number, schedules, email address and office phone number on the Mount Si website, under the Staff Directory tab.

Wildcat Days Letter This letter is mailed to your home during the summer and is posted on the Mount Si website.

Main Office

I Need Help With...

Off Campus Lunch Passes, Suspension & Final Grade Appeals
Purchasing ASB cards, Yearbooks, Student Fees/ Fines, Purchases
Lost and Found Items
Athletic Eligibility Forms and Final Clear
Student Insurance
ASB Activity Purchase Orders Signed
Assemblies/Dances, School Events, Scheduling
School Calendar, Facilities Scheduling, Dance Guest Passes
Athletics, Athletic Scheduling & Use of School Facilities
Fundraising applications/information and Event Scheduling
Buses and Transportation
Theft Reports
Guest Passes (required of all visitors)
Parking
Student Government
ASB Activities/ Elections
Activity and Fundraisers Approval

Who Do I Ask?

Mr. Taylor
Finance Window
Main Office
Mr. Hart
Mrs. Meyers
Ms. Baker-Jagla
Mrs. Castle
Mrs. Meyers
Mr. Hart
Mrs. Castle
Mrs. Meyers
Security
Any Administrator
Mrs. Castle
Mrs. Castle
Mr. Kinnune/Mrs. Castle
Mrs. Castle

Attendance Office

I Need Help With...

Attendance Records & Appeal Requests
 Pre-arranged Absences, Illness, Early Dismissal
 First Aid, Health Room
 Reduced Price Lunch Applications
 Lockers

Who Do I Ask?

Mrs. Durham/Mrs. McDaniels
 Mrs. Durham/Mrs. McDaniels
 Attendance Office
 Mrs. Park
 Attendance Office

Counseling Center

I Need Help With...

Grades, report cards, transcripts
 Graduation / diploma verification
 Student Records
 Student withdrawals
 New student registration
 Job Postings / Job Board
 Tutors
 Running Start
 Foreign Exchange students and programs
 Military Options/Recruiters
 NCAA Eligibility
 Advanced Placement Classes and Credits
 NEVAC / Tech Prep programs
 SAT/ACT Registration/Information

College Visits / Presentations
 Financial Assistance for fees
 School/scholarship letters of recommendation
 Questions about colleges

Scholarships

Who Do I Ask?

Registrar (Lyn Seydell) Ext #8095
 Registrar (Lee Kirschner) Ext #8104
 Registrar (Lee Kirschner) Ext #8104
 Registrar (Lyn Seydell) Ext #8095
 Registrar (Lee Kirschner) Ext #8104
 Career Specialist (Amy Anderson) Ext #8116
 Counseling Sec. (Carol Nelson) Ext #8168
 Counselors Ext #8150
 Thomas Tilton Ext#8114
 Career Specialist (Amy Anderson) Ext #8116
 Joe Galagan Ext #8113
 Joe Galagan Ext #8113
 Career Specialist (Amy Anderson) Ext #8116
 Counseling Sec. (Carol Nelson) Ext #8168
 Career Specialist (Amy Anderson) Ext #8116
 Counselors Ext #8150
 Career Specialist (Amy Anderson) Ext#8116
 Jessica Easthope Ext #8112
 Counselors Ext #8150
 Career Specialist (Amy Anderson) Ext #8116,
 Counselors Ext #8150
 Counseling Secretary (Carol Nelson) Graduation
 Counseling Sec. (Carol Nelson) Ext #8168

HOW TO CONTACT THE COUNSELING CENTER

TITLE	NAME	STUDENT ASSIGNMENT	PHONE NUMBER	EMAIL ADDRESS
Counselors:	Joe Galagan	Last Names A – F	831-8113	galaganj@svsd410.org
	Jessica Easthope	Last Names G - M	831-8112	easthopej@svsd410.org
	Thomas Tilton	Last Names N - R	831-8114	tiltont@svsd410.org
	Elaine Maimon	Last Names S - Z	831-8428	tiltont@svsd410.org
Career Specialist:	Amy Anderson		831-8116	andersonae@svsd410.org
Secretary:	Carol Nelson		831-8168	nelsoncj@svsd410.org
Registrars:	Lee Kirschner Lyn Seydell		831-8104 831-8095	kirschnerw@svsd410.org seydelll@svsd410.org

The Snoqualmie Valley School District website and the Mount Si High School website are the two online sources of information. There are three main documents containing helpful information, the Student Handbook, the Parent Handbook and the Course Handbook. All three of these handbooks can be found on the Mount Si website under the Info tab. Students receive their handbook in their Student Planner during Wildcat Days. Extra Student Planners can be purchased through the Main Office. The Parent Handbook, produced by the MSHS PTSA and the Course Handbook are distributed during Freshman Orientation in March. The Course Handbook is available for other students in the Counseling Office or on the Mount Si website in March. Additional helpful documents can be found on the Mount Si website under the Info tab. The following topical index will help direct you to the appropriate place for information.

Snoqualmie Valley School District Website <http://www.svsd410.org>
 Mount Si Website <http://www.mountsihighschool.com>

Topical Index for Information

Information needed:

Where to get the information:

4-Year Program - Plan Yours & Example	Course Handbook
Absences	Student Handbook, absences policy & procedures
Academic Advancement Policy	Course Handbook
ACT - SAT Comparative Features	Making College Decisions-Counseling Office
ACT Test information	Making College Decisions-Counseling Office
Advanced Placement Classes/Credits	Course Handbook & Counseling Office
Advanced Academic Studies Information	Course Handbook & Counseling Office
Alcohol Policy	Student Handbook (Controlled Substances)
Alma Mater Fight Song	Student Handbook, Info tab
Alumni Bio	MSHS website
ASB Associated Student Body	MSHS website & monthly newsletters
ASB Cards	Student Handbook
ASB Committee Chairs	Student Handbook
ASB Officers	Student Handbook
Assemblies	Student Handbook
Athletic Clearance/Physical Form	MSHS website - activities/physical consent form
Athletic Code	Student Handbook
Athletic Eligibility Clearance/tryouts & practices	Wildcat Day Letter - MSHS website
Athletic Eligibility Requirements	Wildcat Day Letter - MSHS website
Athletic Fees	Wildcat Day Letter - MSHS website
Attendance Appeal Requests	Attendance Office
Attendance Policy & Procedures	Student Handbook
Attendance Records	Attendance Office
Bell Schedules	Student Handbook
Boosters	MSHS website (Sports tab, Football , Booster Club)
Building Map	Counseling Center
Bus Routes	District Website
Buses & Transportation	District Website
Campus Boundaries	Student Handbook
Campus Security	Student Handbook
Cheerleaders	Student Handbook
Class Fees	Course Handbook
Class Officers/Board of Directors	Student Handbook

Class Registration Information and Procedures

Information needed:

Class schedule questions
Closed Campus
Clubs & Advisors
College - Getting into information
College - Helpful MSHS websites
College - Teacher Recommendation Info
College Cost Comparisons
College Credit Earned in High School
College Questions
College Information
College Tours - Questions to Ask
College Tours - Virtual Tours
College Visitation Programs for Seniors
College Visits
Colleges' Core Course Requirements for Entrance
Community Service (not a HS Grad. Req. but suggested for college appls.)
Computer Use
Controlled Substances
Counseling Appointments
Courses requiring fees
Credit and Grade Values
Dance Guest Passes
Dance Team
Dancing Guidelines
Detention
Discipline
District Calendar
Dress Code
Drivers Ed. Class
Driving Directions
Dropping Classes
Dropping Out of School
Drugs
Early Dismissals
efolio
Electronic Devices
Emergency - School Plan - Crisis Response
Emergency Health Information Form
Essay Writing Tips for College
Evacuation Plan
Event Scheduling
Expulsion
Extended Learning
Family Access (parents login and password)
Federal and State Programs
Fees
Fighting Policy
Final Grade Appeals
Finance Window Hours

Course Handbook

Where to get the information:

Counseling office Registrar and/or counselor
Student Handbook
Student Handbook
Making College Decisions-Counseling Office
Making College Decisions-Counseling Office
Making College Decisions-Counseling Office
Making College Decisions-Counseling Office
Course Handbook
Career Center & Counselors
MSHS website, seniors tab
Making College Decisions-Counseling Office
Making College Decisions-Counseling Office
Making College Decisions-Counseling Office
Career Center & Counselors
Course Handbook
Counseling office & www.snoqualmievalleycommunitynetwork.org
Student Handbook
Student Handbook
Counseling Center
Course Handbook
Course Handbook
Student Handbook (Traditions/Special Events)
Student Handbook
Student Handbook (Traditions/Special Events)
Student Handbook
Student Handbook
District Website
Student Handbook
Course Handbook
MSHS Website
Student Handbook
Course Handbook
Student Handbook (Controlled Substances)
Student Handbook/ Attend. Office
MSHS website/Academics tab
Student Handbook
Main Office
MSHS website
Making College Decisions-Counseling Office
Main Office
Main Office
Student Handbook (Detentions)
MSHS website
Counseling Center
Money Matters packet in Counseling office
Student Handbook
Student Handbook
Main Office
Wildcat Day Letter - MSHS website

Financial Aid for College FAQ's
Financial Assistance for school fees

Information needed:

Fine Arts Courses
Fines
First Aid
Foreign Exchange Students/programs
Free/Reduced Lunch
Freshman Lock-In
Fundraising Applications/Info
Grad Night
Grades
Graduation
Graduation Requirements
Graduation Requirements
Graduation Requirements
Graduation Tickets
Graduation/ diploma verification
Guest Passes (required for all visitors)
Guidelines for Work Experience Credit
Hall Rules
Harassment
Hazing
Health Courses
Health Room
Home Study
Homecoming & Spirit Week
Homework
Honor Classes
Humor Awareness
Illness
Inclement Weather
Injuries
In-School Suspension
Internet Safety Policy
Introduction to Financial Aid
Job Board
Job Postings for students
Language Arts Courses
Last Blast
Lettering in a Sport
Letters of Recommendation school & scholarship
Library
LIT Learning Improvement Team
Loans for College
Lockers
Long Term Suspension
Lost & Found
Lunch Menu
Lunch Passes
Lunch Rules
Make Up Work

Money Matters packet in Counseling office
Counseling Office

Where to get the information:

Course Handbook
Student Handbook
Attendance Office
Counseling Office
Wildcat Day Letter - MSHS website
Student Handbook (Traditions/Special Events)
Main Office
MSHS website
Registrar - Counseling Office
Counseling Sec. - Counseling Office
Student Handbook
Course Handbook
Making College Decisions-Counseling Office
Main Office
Registrar - Counseling Office
Main Office
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Student Handbook
Student Handbook
Student Handbook
Course Handbook
Attendance Office
Student Handbook (Attendance)
Student Handbook (Traditions/Special Events)
Talk to: 1. Teacher 2. counselor 3. administration
Course Handbook
Student Handbook
Attendance Office
Student Handbook & District Website
Student Handbook
Student Handbook (Detentions)
MSHS website
Money Matters packet in Counseling office
Career Center - Counseling Office
Career Center - Counseling Office
Course Handbook
Student Handbook (Traditions/Special Events)
Contact your coach for guidelines
Counselors
Student Handbook
MSHS website & monthly newsletters
Money Matters packet in Counseling office
Attendance Office
Student Handbook
Main Office
MSHS website
Main Office
Student Handbook
Student Handbook (Detentions)

Mathematics Courses
Meal Prices
Information needed:
Messages for your students
Military Options/Recruiters
Mission Statement
Mount Si Sports Clearance
MSHS calendar
MSHS Logos
NCAA Eligibility
NEVAC (North East Vocational Area Cooperative) Classes
New Student registration
Newsletter
Occupational Electives Courses
Online Grades
Outside Credits and Distant Learning Policy
P.T.S.A.
PAG Parent Advisory Group
Parent teacher conferences (held in November)
Parking
Parking Fee
Parking Permit Form
Philosophy of Mount Si HS
Physical Education Courses
Physical Education Limitations
Physical Forms
Plagiarism & Cheating
Planned Absences
Posters/Advertisements
Progress reports
Prom
Questions or concerns about grades
Recommended Sanctions for Rule Violations
Reduced Lunch Applications
Repeating Classes
Report Cards
Required Course Options and Course Desc.
Restrooms
Rule Violation - Recommended Sanctions
Running Start
SAT Information
SAT Test information
SAT/ACT Registration/Information
Scholarships
School Closure Information
School Events
School Improvement Plan
School Safety
Science Courses
Senior Awards Night
Senior Calendar
SharePoint Sites

Course Handbook
Student Handbook
Where to get the information:
Student Handbook
Career Center - Counseling Office
MSHS website
MSHS website
MSHS website
MSHS website
Counseling Office
Course Handbook
Counseling Sec. - Counseling Office
MSHS website
Course Handbook
MSHS website - Teacher SharePoint sites
Course Handbook
MSHS Website (Parent tab)
MSHS website & monthly newsletters
Newsletter sent home to parents
Student Handbook
Student Handbook
MSHS website
Student Handbook
Course Handbook
Student Handbook
MSHS website
Student Handbook
Student Handbook (Attendance)
Student Handbook
Counseling Center
Student Handbook (Traditions/Special Events)
Talk to: 1. Teacher 2. counselor 3. administration
Student Handbook
Attendance Office
Course Handbook
Student Handbook & Counseling Office
Course Handbook
Student Handbook
Student Handbook
Counselors
Counseling office
Making College Decisions-Counseling Office
Counseling Sec. - Counseling Office
Counseling Sec. - Counseling Office
District website
MSHS website
MSHS website
Wildcat Day Letter - MSHS website
Course Handbook
Student Handbook (Traditions/Special Events)
MSHS Website/Counseling Center
MSHS website

Social Studies Courses
 Special Services Courses
Information needed:
 Student Government
 Student ID Cards
 Student Insurance Forms
 Student Login and password
 Student Pictures
 Student Records
 Student Responsibilities
 Student Rights
 Student Withdrawals
 Suspensions
 Tardies
 Tech Prep
 Telephones
 Tests SAT, PSAT, AP
 The Financial Aid Process, FAFSA Phone #'s
 Theft reports
 Tobacco use or possession
 Tolo
 Traditions/ Special Events
 Traffic Safety Class
 Transcripts
 Tutoring
 Tutors
 Vandalism
 Vehicle Operation
 Vehicle Registration
 Visitors & Guests
 Voter Registration
 WASL Information
 WBC Wildcat Booster Club
 Weapons
 Weather Net
 Wildcat Days Letter
 Withdrawing from classes
 Withdrawing from MSHS
 Work Study
 World Languages Courses
 Yearbook cost & info

Course Handbook
 Course Handbook
Where to get the information:
 Student Handbook
 Student Handbook
 Main Office
 MSHS Library
 Wildcat Day Letter - MSHS website
 Registrar - Counseling Office
 Student Handbook
 Student Handbook
 Registrar - Counseling Office
 Student Handbook (Detentions)
 Student Handbook (Attendance)
 Making College Decisions-Counseling Office
 Student Handbook
 Counseling office & MSHS website
 Money Matters packet in Counseling office
 School Security Main Office
 Student Handbook (Controlled Substances)
 Student Handbook (Traditions/Special Events)
 Student Handbook
 Course Handbook
 Registrar - Counseling Office
 Student Handbook/Counseling Office
 Counseling Sec. - Counseling Office
 Student Handbook
 Student Handbook
 Student Handbook
 Student Handbook
 Counseling Center
 Counselors
 MSHS website (Sports, Football Tabs)
 Student Handbook
 MSHS website
 MSHS website
 Course Handbook
 Counseling Center/Registrar/Course Handbook
 Money Matters packet in Counseling office
 Course Handbook
 Wildcat Day Letter - MSHS website