

The
VISION
Of
Mary Walker High School
2007-2008

“Preparing all students for
postsecondary education.”

Mary Walker High School
 Student Handbook
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Mary Walker High School
Mission Statement
2007-2008



The mission of Mary Walker High School is to create accomplished learners who possess skills, confidence, knowledge, and character to meet the challenges of high school, college, and beyond.



Mary Walker High School

Belief Statements 2007-08

Based on the Nine Characteristics of High Performing Schools -
the staff of MWHS believes:

Clear and Shared Vision

- ❑ The vision is shared by everyone and all have active roles in its achievement

High Standards and Expectations

- ❑ Students must be active participants who take responsibility for their own learning
- ❑ Our school prepares students for post-secondary education, meaningful employment and productive citizenship
- ❑ Hard work is fundamental to student success
- ❑ All students can learn and we can educate all students

Effective School Leadership

- ❑ Leadership at the board, district, and building level is essential to achieve our vision
- ❑ Effective leaders are advocates for a culture of learning

Collaboration and Communication

- ❑ Everybody is involved and works together in improving student achievement
- ❑ Articulation district wide is essential
- ❑ Effective education requires collaboration time between students, staff, and community

Curriculum, Instruction and Assessment

- ❑ Curriculum and instruction is rigorous, challenging, and aligned with standards
- ❑ Providing a variety of courses creates a well-rounded learning experience
- ❑ Critical thinking is an essential part of the classroom learning experience

Frequent Monitoring of Teaching and Learning

- ❑ Data is utilized to continually assess and improve teaching and learning

Focused Professional Development

- ❑ Educators must display their passion for education, students, and subject matter
- ❑ Professional development is aligned with our school vision
- ❑ Opportunities must be provided for all staff to participate in Professional Learning Communities, vertical teams, and other professional activities

Supportive Learning Environment

- ❑ Self and mutual respect creates diverse and strong learning communities
- ❑ Our school must be physically and emotionally safe
- ❑ All people are important in our school – every student is worthy of our best effort

Parent/Community Involvement

- ❑ Establishing a strong link between home, community, and school maximizes student learning

Mary Walker High School 2007-2008 Year

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WELCOME

Mary Walker High School welcomes you to its halls of learning. We hope that you will always be conscious of its traditions and requirements. This school will be whatever you make it. Let us always have the spirit to do the things which make it outstanding. Be proud of your school and feel free to make suggestions for improving it.

ASSOCIATED STUDENT BODY (ASB)

The Associated Student Body (ASB) for MWHS is dedicated to providing cultural, athletic, recreational and social events and activities for all students. The ASB is a way for all students to be involved in building a positive climate and pride in their school. Below are listed the officers for ASB and crucial areas that ASB impacts:

❑ ***STUDENT LEADERS***

The ASB Student Council is an organization through which the students may express their opinions and assist in the administration of the school enterprises. The Council tries to promote leadership, initiative, and self control among its members.

Each spring a President, Vice President, Secretary, Treasurer, and Sergeant at Arms are elected to carry on the work of the following year. In addition, each class president serves as a representative for their class on the Council. It is the duty of the class President to bring to the Council's attention complaints and suggestions from their classmates and to take their class or organization the action of the Council.

ASB Officers for 2007-2008 Year:

President: Chelsea Rainbolt Vice President:

Secretary: Zach Gilbert

Treasurer: Jordan Hayward

Sgt. at Arms: Tara Keenan

❑ ***CLUBS, ACTIVITIES & INTRAMURALS***

Each club or activity will have a regularly scheduled time for meetings. Any additional meetings necessary must be held according to the principal's discretion during school hours or after school.

❑ ***STUDENT FINANCES***

All ASB organizations which collect money in the name of the school must deposit that money at the high school office. The organization concerned will then be given a receipt and the funds will be credited to the organization. A complete set of books for all accounts will be maintained by the ASB Treasurer and ASB Advisor.

All purchases will follow the requisition/purchase order format. Requisitions must be approved by the ASB and should be initiated several days before the order is needed to allow for processing time. The school or ASB will assume no responsibility for purchases without prior approval by the principal. Senior class funds remaining after graduation are transferred to the ASB general account and are no longer available for the senior class.

❑ ***MONEY RAISING PROJECTS (FUNDRAISERS)***

All money raising projects must be cleared through the class (approved in minutes of class meeting), class or club advisor, activity advisor, the ASB and the principal in order to prevent repetitions and overtaxing the community. BEFORE the fundraiser takes place, a “Request for Fundraiser” form must be completed and approved by the Principal and Superintendent. The advisor will oversee the completion of a “fundraiser packet” within two (2) weeks after the fundraiser is completed (given to office secretary). The ASB reserves the Homecoming Dance and the pop/juice machines as its main source of revenue.

❑ ***SCHOOL SPIRIT***

School spirit may be divided into three categories: 1) COURTESY - towards teachers, school employees, fellow students, and officials. 2) PRIDE - in everything our school endeavors to accomplish and has accomplished. PRIDE means helping to keep our facilities looking clean and beautiful. 3) SPORTSMANSHIP - the ability to win or lose gracefully. School spirit means loyalty to all functions of the school. A loyal student supports his/her school and does his/her utmost to keep his/her scholastic and activity standards at the highest possible level.

❑ ***ATHLETICS***

Each participant in interscholastic sports must abide by the athletic code. The athletic code addresses academic standards as well as rules for training and conduct, and must be read and signed by the athlete and his/her parents/guardian. The athlete must be covered by sufficient insurance with a family accident policy or with school insurance. A physical examination by a physician and the purchase of an ASB card are also required.

❑ ***CLASS ADVISORS***

<u>Senior Class Advisors:</u> Mr. Dodge	<u>Junior Class Advisors:</u> Mrs. Shelton
Mr. Kohlstedt	Ms. Hegel
Ms. Motley	Mrs. Robinson

<u>Sophomore Class Advisors:</u> Mrs. Laaker	<u>Freshmen Class Advisors:</u> Mr. Bettinson
Mr. Kiefer	Mr. Gines
Ms. Hansen	Mr. Edwards

❑ ***SCHOOL DANCES***

The following rules will be in effect for MWHS dances:

- 1) Dances are for students in grades 9-12 only. The hours are 8 PM – 11 PM (Homecoming 9PM-12AM).
- 2) Guests must be registered and approved in the office at least one day in advance and accompanied by a registered student on a one to one basis.
- 3) All organizations sponsoring a dance must provide four chaperones who are not members of the high school faculty and meet the approval of the principal in addition to the advisors.
- 4) All regulations pertaining to student conduct while in school are in effect. Anyone suspected of drinking or being under the influence of illegal drugs will not be admitted and will be reported to the supervisor, as well as the Springdale Police and/or Sheriff’s Department for further investigation. Offenders are subject to disciplinary action.
- 5) The Springdale Police and the Stevens County Sheriff’s Department are to be notified of the time and place of all dances.
- 6) If a student or guest, after being admitted, leaves the dance, he/she will not be readmitted.
- 7) Students whose behavior is not appropriate will be asked to leave the dance or will not be admitted.
- 8) Restrooms, windows and doors will be checked regularly.

GRADES & GRADING PERIODS

Mary Walker High School has a seven (7) period day. Included in the schedule is a short advisory period. Reports of student progress will still be issued every nine (9) weeks, with grades being entered on the student's transcript every eighteen weeks. Parents are asked to review the progress reports with their child(ren) and to consult with his/her teachers if necessary. Mid quarter progress reports are mailed home indicating outstanding achievement or deficiencies. The following numerical values are used in computing grade point averages:

A	=	4.0
A-	=	3.7
B+	=	3.3
B	=	3.0
B-	=	2.7
C+	=	2.3
C-	=	1.7
D+	=	1.3
D	=	1.0
F	=	0.0
I	=	0.0

CLASSROOM GRADE SCALE

93-100	=	A
90-92	=	A-
87-89	=	B+
83-86	=	B
80-82	=	B-
77-79	=	C+
73-76	=	C
70-72	=	C-
67-69	=	D+
63-66	=	D
60-62	=	D-
0-59	=	F

Incomplete – can be made up within a time limit specified by the instructor, but no longer than two (2) weeks following the end of a semester for which the grade is given.

GRADING POLICY

- ❑ Students with excused absences will have for each day absent – that amount of time to make up any missing assignments.
- ❑ A student's academic grade or credit in a particular subject may be adversely affected by reason of absences only to the extent and upon the basis that the student's attendance is related to the instructional objectives or goals of the particular subject. **Teachers will include attendance as part of the instructional objectives for the class.**

HONOR ROLL

A student who earns a minimum of 3.0 or higher grade point average for a particular semester will be listed on the Honor Roll provided he/she did not earn a D or failing grade in any class. A GPA of 3.5 or higher constitutes High Honor Roll and All A's (including A-'s) is recognized as Straight A Honor Roll.

TEACHER AIDE POSITION REQUIREMENTS

With principal approval, the following will be required for students to hold a teacher aide position:

1. Cover letter
2. Resume
3. Agree to 5 Learning Objectives within the context of their Cover Letter

RADIOS & RECORDERS

Student radios and CD players are not permitted during class time. They are to be secured in student lockers and can only be used before school, during lunch, and after school. The school is not liable for any stolen or broken Radio/CD players. Bring at your own risk.

TELEPHONES/CELL PHONES

The office phone is a business phone and should be used by students for emergencies only (i.e. illness). A pay phone is available just outside the front entrance of the high school for personal use. In emergency situations, students may use the phone in the high school office . . . but only with permission of a secretary or principal. No other phones are to be used by students. Students are not to be inside the high school office unless the high school secretary or the principal requests their presence. Students need to check in at the high school window before entering the office.

Cell phones may be brought to school if they are kept in your locker and turned off. Cell phones are to be kept secured and out of sight during the school day. Students may use their cell phones before school, during passing time, lunch, and after school only.

VISITORS

Only those who have school business to attend to will be admitted to the school. Guests and visitors must register at the high school office first. They will be given a "Visitor's Pass" which will be worn while at the school. Visitors are expected to leave promptly when their business is completed, returning their pass and signing out at the office. Students are discouraged from bringing guests and must clear ALL guests at least one day in advance with the principal.

No person may loiter in or near a school building or grounds. Loitering means not having any specific valid reason for being there. Failure to leave school when requested to do so by a school authority will result in notification of law enforcement authorities and possible arrest.

UNCLAIMED CLOTHING

It is District practice that every semester the unclaimed clothing that is left in lockers and baskets will be removed and donated to Goodwill.

STUDENT DISCIPLINE POLICY

It is our goal at Mary Walker High School to provide students with a safe and productive learning environment. We want students to receive the best education possible. We expect students to behave so the educational process will move forward without interruption.

Most students want to follow the rules and cooperate. At times, however, people do make mistakes and break the rules. We have developed *a system of consequences designed to help you learn from your mistakes.* The consequences for breaking a rule are based on the seriousness of the behavior and your past record. Our system of Progressive Discipline means that the consequence for *the first time you break a rule will be different than if you establish a pattern of breaking rules.* The school discipline plan applies to any student who is 1) On school property – to include school bus stops; 2) In attendance at school; 3) At any school-sponsored activity; or 4) At any other time or place having a direct and immediate effect on maintaining order and discipline or protecting the safety and welfare of the students or staff.

❑ ***Cheating or Plagiarism***

Plagiarism is the taking of language, ideas or thoughts from another person or source and representing them as original work. Students who use plagiarized papers or projects or are involved in any other form of cheating will be subject to reduction in grades and/or disciplinary action. Cheating means to engage in deceitful behavior in regards to a student's school work.

First Offense: Detention or ISS 1-3 days

Second Offense: OSS 1-10 days

❑ ***Drugs, Alcohol, & Tobacco***

If school authorities find a student in possession of illegal drugs or alcohol at school or school sponsored events, the drug/alcohol will be confiscated and turned over to law enforcement officials for investigation and disposal. Appropriate school disciplinary action will be taken by a school administrator regardless of law enforcement action.

If a school administrator receives information concerning illegal drug sales and use outside school, the information will be reported to law enforcement officials for investigation.

All personnel of this district are required to report any sighting of possession, sale, use, or evidence of recent use of any controlled substance or alcohol to the principal immediately and without delay. The principal will promptly notify the superintendent.

Sec. 2. RCW 70.155.080 and 1993 c 507 s 9 are each amended to read as follows:

A person under the age of 18 who purchases or attempts to purchase, possess or attempts to possess, or who obtains or attempts to obtain cigarettes or tobacco products commits a class 3 civil infraction under chapter 7.80 RCW and is subject to a fine as set out in chapter 7.80 RCW and participation in four hours of community service. The court may also require participation in a smoking cessation program. Tobacco use on school grounds will be reported to the local authorities.

❑ ***False Alarms***

Pursuant to the 1991 Uniform Fire Code Section 13.203, false alarms shall not be given, signaled, transmitted, caused or permitted to be given, signaled or transmitted in any manner. Under the law, false alarms are misdemeanors subject to a maximum fine of \$250. Such action or involvement by a student will result in discipline and/or suspension from school. Return to school may be contingent on a satisfactory conference with the Fire Marshall. Any student who sets a fire on school premises is subject to a charge of arson, which is imposed by legal authorities. The student will be suspended or expelled. Arson is a felony.

❑ ***Fighting & Assault***

Fighting is mutual physical contact involving anger or hostility. Assault is physical violence or threats of violence to other persons. School officials using formal disciplinary actions may handle many incidents involving threats or actual fighting while on campus. Assaults that are more serious on campus will require involvement of the police. If you are threatened or assaulted, walk or run away and tell an adult. If you hit back, you have agreed to “fight” and can expect disciplinary consequences for fighting. Tell an adult instead. You can be considered part of a fight if you encourage the fight and standby in a manner that supports the infraction.

First Offense: Short term suspension - up to 10 days.

Second Offense: Long term suspension - 11 or more days.

❑ ***Forgery/Falsifying Information***

The forging of parent(s) and/or guardian(s) or other student’s signature on any letter to the school or on any school document will result in discipline and/or suspension. Self-signed student notes will not be accepted in lieu of parent signature.

First Offense: ISS 1-3 days

Second Offense: OSS 1-10 days

❑ ***Harassment***

Any student who feels they have been subjected to Harassment, Intimidation, or Bullying should report to any adult staff member. All such reports will be investigated as per the Districts HIB Policy (available at the high school office).

Verbal, racial, sexual, or physical harassment will result in immediate consequences. Sexual harassment is illegal. Sexual harassment consists of unwelcome sexual advances, request for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature. If you think you have been subjected to harassment, tell a teacher, counselor or administrator. We provide a way for you to report harassment without worrying about retaliation.

First Offense: ISS 1-3 days

Second Offense: OSS 1-10 days

❑ ***Insubordination***

Students are required to obey the reasonable requests of all staff members. Willful disobedience will result in suspension or expulsion. Students are required to identify themselves to all staff members of the Mary Walker School District. Failure to do so shall be construed as insubordination and a threat to school security.

First Offense: ISS 1-3 days

Second Offense: OSS 1-10 days

❑ ***Play Fighting and Rough-housing***

Play fighting and rough-housing often leads to fights or injury and are not allowed at school. In order to maintain a safe school, we ask you to walk in the hallways and breezeways and to stay in supervised areas.

❑ ***Public Display of Affection (PDA)***

Kissing or other forms of romantic expression is not allowed on school campus at any time.

First Offense: Lunch detention

Second Offense: ISS 1-3 days

□ ***Technology***

Students may not bring any computer applications, including games, to school for any reason. Students also may not bring computer hardware of any type, including external drives, to school without permission. District workstations may not be altered. Any vandalism (destroying or changing files, illegal copying, etc.), intentional copyright violations or attempted access to unauthorized data will result in disciplinary action, which may include restitution, suspension, or expulsion. Students may not use email at school – this being done with teacher permission. Possession or distribution of passwords other than the student’s own is prohibited. Distribution of knowledge (such as passwords or techniques) that may assist another person in damaging the network, or inappropriately accessing material will be subject to discipline, suspension or expulsion. The inappropriate use of the Internet connection, district network, or an individual workstation is prohibited. Examples of inappropriate behavior include the accessing, downloading and distributing of inappropriate materials, materials that belong to another person, vandalism, or any other use incompatible with district or individual school policies. Any violation as related to the Internet, inappropriate emails, district/building network, school hardware or software may result in the removal from class, withholding of computer access and/or discipline, suspension, or expulsion.

□ ***Theft or Destruction of School Property***

Theft may result in suspension from a single class or from a full schedule of classes for a period up to ninety (90) school days. The student will be required to replace or pay for the stolen item(s). Appropriate law enforcement authorities may be contacted. Any student involved in theft while under school jurisdiction, including shoplifting during school related trips, will be denied participation in school activities for a period of up to ninety (90) school days.

□ ***Vandalism***

All students are expected to respect and care for all property of the school, including building facilities, desks, boards, books, restrooms, lockers, etc. Any student or students losing or found damaging or defacing school, student or staff property will be required to pay for the damage or loss. Willful destruction or defacement of school district property, student, or staff property at any time is cause for suspension or expulsion. Student grades and transcripts will be withheld until all costs from damages have been paid. When the student and parent(s) and/or guardian(s) are unable to pay for damages, a program of voluntary work for the pupil may be provided in lieu of monetary payment.

□ ***Weapons***

Students are not allowed to bring or possess any dangerous weapons at school, or simulated weapons. Washington State law allows for expulsion from school for any violation of this rule. State law requires expulsion from school for any student bringing a gun to school. Dangerous weapons include: knives, clubs, sling shots, spring blade knives, nun-chuks, throwing stars, air guns, any firearm, and replicas. Violators are guilty of a gross misdemeanor.

DRESS CODE

The business of school is education and proper dress is an important responsibility we must all accept. The aim is not conformity, but good taste. Wearing clean clothes neatly is a reflection on your character and on the school. Student dress and personal appearance should not disrupt or distract from the learning environment. *Students who violate the dress code will not be allowed to attend classes until their apparel conforms to school standards.* The following items are **not** allowed:

- 1) Skintight (**form revealing**), sagging, low-cut, suggestive see-through, or revealing clothing
- 2) Bare midriff tops (**no midriff should be seen standing or in the sitting posture**) or short skirts/shorts (**no more than 5" measured above mid-knee when kneeling**)

Note: Exception may be made for school athletic uniforms i.e. cheerleading

Clothing or hats with writing and/or graphics that are obscene, profane or suggestive, indecent slogans, pictures that show violence or drug related characters, or advertising alcohol, drugs, or tobacco, are prohibited. Hats are not allowed to be worn in the classroom during school hours or during cafeteria use. Hats are not allowed during school assemblies in the gym or auditorium. Hats may be worn in the hallways during school hours and outdoors.

- 3) Chains or other potentially dangerous items
- 4) Any gang-related clothing or symbols; i.e. bandanas, colors, etc.
- 5) Headgear (i.e. hats, caps, headbands, bandanas, hairnets, do-rags, etc.), and sunglasses are not to be worn in class.
- 6) Sleeveless muscle shirts, fishnet shirts, tank tops, spaghetti straps (**all sleeveless shirts must have 'four-finger' width at the shoulder**), bike shorts, sleepwear, or undergarments
- 7) No sleepwear (i.e. flannel pajama pants, slippers, etc.)
- 8) Any other attire or grooming that is perceived by the administration as being detrimental to the educational process, will not be allowed (colored hair, face glitter, etc.)

CAFETERIA RULES

The school cafeteria is maintained as a vital part of the health program of the school. The lunchroom management and your fellow students will appreciate your cooperation.

- 1) All food will be eaten in the cafeteria
- 2) Be courteous to all lunchroom personnel. Be courteous and quiet in line. Do not push, jostle, tease, or hassle others.
- 3) Students may wear hats while being served in line, but must remove them when sitting down at the tables.
- 4) Be neat. Use a napkin and silverware. Leave the table and floor clean for others.

BUS RULES

Any misconduct by a student, which in the opinion of the bus driver or bus supervisor is detrimental to the safe operation of the bus, shall be sufficient cause for the principal to suspend the transportation privilege. A complete listing of all bus rules, disciplinary procedures, and rights of appeal will be provided to all students who ride the bus.

CLASSROOM DISCIPLINE

Mary Walker High School students are expected to respect the educational environment of the classroom. These standards shall apply to all high school classrooms.

1. Student behavior will not interrupt the teaching process.
2. Student behavior will not interrupt the learning process.
3. Student behavior will not interfere with the rights of others.
4. Students will be expected to maintain academic effort and achievement in accordance with their abilities.

Each high school student will be responsible for his/her academic effort and behavior. Repeated or severe violations will result in the student being referred to the principal's office.

Progressive Discipline Steps Within Each Class

Each teacher will have posted in their room the discipline steps listed below:

Classroom Discipline Steps

- 1.) Teacher warning**
(seat change, loss of privilege, make-up time)
- 2.) Teacher – student conference**
(with similar consequences listed above)
- 3.) Parent contact**
(lunch detention)
- 4.) Parent-student-teacher (administrator) conference**
(lunch detention and/or after school detention)
- 5.) Office referral**
lunch detention and/or after school detention
I.S.S.
O.S.S. (Short or Long Term)
Expulsion

Major Infractions

Some behaviors are so serious or severe that they result in an immediate office referral and bypass the classroom progressive discipline ladder. Major infractions include:

- Defiant insubordination and/or extreme disrespect towards a staff member
- Drug/alcohol possession, use or sale
- Fighting/Assault/Gang-like behavior
- Sexual Harassment
- Theft
- Truancy (In-school consequence first)
- Vandalism
- Verbal Abuse / Threats
- Weapons

Depending on the infraction listed above, appropriate law enforcement authorities may be contacted and school authorities will assign discipline of suspension or expulsion.

ATTENDANCE POLICY & PROCEDURE

Good attendance is essential for the maximum educational benefit and mastery of the programs provided for students. Continuity of instruction and student participation are principles which underlie and give purpose to the requirement of compulsory school attendance. All parts of this policy are building policy except the minimum absence for credit.

A student's academic grade or credit in a particular subject may be adversely affected by reason of absences only to the extent and upon the basis that the student's attendance is related to the instructional objectives or goals of the particular subject. **Teachers will include attendance as part of the instructional objectives for the class.**

Students and their parents are responsible for complying with district policy and the compulsory attendance laws of Washington State. To that end, students are required to be in attendance and on time for their assigned classes when school is in session. In addition, students must check out with the office if they are leaving campus prior to the end of the school day. Students will not be granted permission to leave early without approval of parent/guardian note or by phone in an emergency situation. Failure to follow proper checkout procedures will result in disciplinary action as associated with truancy/unexcused absences.

Parents/guardians will be notified after the fourth absence by regular mail and by certified mail after the seventh absence during the semester. After the student has received his/her eleventh absence, parents/guardians and the student's teachers will be notified and a staffing will be called to consider whether the student will be passing their coursework. Students who have lost credit due to absences will remain in the class to continue their educational experience. By remaining in the class and continuing to do the assigned work, the student avoids receiving an F grade, which would have an adverse effect on overall grade point average ("NC" does not affect gpa). If the student's behavior becomes a problem, he/she will be removed from the class and receive an "F" grade

Coming to class more than 15 minutes late is considered an absence.

EXCUSED ABSENCE PROCEDURES

When a student has been absent from class, he/she is required to bring a note to the office from his/her parent/guardian verifying the absence. It is the student's responsibility to fulfill this requirement. Please see section "Admit Slips" for more information.

Excused absences are as follows:

- Personal illness (more than three consecutive days will require a doctors note)
- Medical appointments that cannot be made at any other time (doctor office note needed).
- Parents are strongly encouraged to schedule appointments outside of school hours when at all possible
- Court appearances (with court note)
- Religious observances (priorred in advance)
- A death in the immediate family
- An emergency family situation which requires the student to be absent for a reasonable period of time. (The definition of "emergency" and "reasonable period of time" will be determined by the principal in discussion with the student's parents).

TRUANCY & UNEXCUSED ABSENCES

Truancy/unexcused absence is a violation of law and district rules and will result in disciplinary action and possible court actions. Some examples of truancy are:

- *Leaving class without permission
- *Skipping class
- *Being absent without parental and school permission
- *Missing assigned detention

Along with disciplinary action that will be imposed as a result of truancy, students will not be allowed to make up any work missed for credit. (Students may complete assignments or any other work to maintain progress in a given class. This work will not be counted toward the quarter or semester grade.)

The following are not considered legitimate reasons to be absent from school. If the parent/guardian is aware of and approves the absence, these will be considered “unexcused with a note”.

Some of these unexcused absences are:

- Missed the bus
- Sleeping in (intentional or unintentional)
- Car trouble
- Work
- Shopping
- Tanning, haircuts
- Drivers license testing
- Babysitting
- Hunting and fishing
- Vacation (see pre-arranged absences)
- Senior Pictures
- Prom rental
- Skiing

Pre-Arranged Absences (Complete a PRIOR)

When possible, the student should pre-arrange absences by completing a pre-arranged absence form (i.e. prior). An oral or written request from the parent/guardian is required before a student will be allowed to complete a pre-arranged absence form. Students must be in attendance for all classes to be eligible for extra-curricular activities (practice and/or games) on that day unless they had completed a pre-arranged absence form for the absence, or under extenuating circumstances, have the approval of the principal/designee.

Parents and students are strongly encouraged to review the school calendar and when at all possible, schedule activities such as appointments, vacations, shopping, fishing, work, etc., on days that would not require missing school. When it is not possible to plan a family vacation during these times, a two week advance pre-arranged absence must be completed, and the student must have the work completed when he/she returns or with teacher approval may make it up when he/she returns.

BECCA BILL

Any student having a total of seven (7) unexcused absences in a month or ten (10) in a school year will have a truancy petition filed in the Superior Court of Washington, Stevens County (Juvenile Division) as per state law (RCW28A.225.090).

ADMIT SLIPS

Steps for students to follow when absent from school:

- 1) Having a parent/guardian write a note stating student name, date, days of absence, and reason for absence to the office within 48 hours of returning to school. If you are over 18 years of age, you will still need an excuse signed by your parent/guardian, unless approved by the administration and emancipated through the courts.
- 2) Present excuse to the office and obtain an admit slip BEFORE school starts. Teachers will not admit a previously absent student without an admit slip from the office.
- 3) Admit slips must be obtained prior to the start of class on the day you return to school. No admit slips will be given to a student with an unexcused absence or no note.
- 4) Have admit slip signed by all your teachers and turn it in to the office or leave it with your last period teacher.
- 5) If the absence is due to work, travel, or some other reason, your parent/guardian should notify the school in writing prior to the absence to obtain a pre-arranged excuse.

TARDIES

Tardy records are kept by the teacher for each class. The definition of tardy is any time a student is not in his/her seat, ready to begin class when the bell rings. Students must check at the office to receive a tardy slip. A note from another teacher or office will constitute an excused tardy. Students being tardy in excess of fifteen (15) minutes will be counted absent for that period. Excessive tardiness will be handled under the discipline policy.

DISMISSAL FROM CLASS

Students are not dismissed from class by a bell. The teacher dismisses the class. All paper will be in order. Students will leave class in an orderly manner. Students will assist during the last period of the day by placing chairs on tables, etc.

There are always a few cases when students should be out of class.

BEFORE AND AFTER SCHOOL

Students should not be on the school grounds or in the school building before 8:00 a.m. unless at the request of and under the supervision of a teacher.

Students should leave the school grounds at 3:15 P.M. unless involved in identified activities that are supervised by teachers or other personnel authorized by the superintendent.

WITHDRAWALS

Any student finding it necessary to withdraw from school for any reason must present a written note from parent/guardian requesting such withdrawal. Upon proper validation by the office of such a request, the student will follow regular checkout procedures. This includes checking in all books and equipment and clearance by all teachers and/or coaches under whom the student has participated in classes and activities.

RELEASE OF STUDENT DIRECTORY INFORMATION

According to the *Family Educational Rights and Privacy Act (FERPA)*, the following directory information may be released by the district unless a student's parent requests in writing that such information not be released.

- 1) The student's name, address, and telephone number.
- 2) Date and place of birth.
- 3) Major field of study.
- 4) Participation in officially recognized activities and sports.
- 5) Weight and height of athletic teams.
- 6) Dates of attendance.
- 7) Degrees and awards received.
- 8) The most recent previous educational agency or institution attended by the student.
- 9) Photographs and other similar information.

PARENT AND STUDENT RIGHTS

Each student has the right to an education in a safe, orderly and healthful environment. A copy of the Student's Rights and Responsibilities Policy is available upon request from the principal's office.

STUDENT PRIVACY

To succeed, schools must respect students' needs for and rights to privacy. At the same time, school authorities must protect the health and safety of all students and promote the effective operation of the schools. The following guidelines shall be observed to assure the privacy of individuals and the safety and welfare of all students.

- 1) A student shall be free from searches by school officials of his/her clothing and other personal property unless there is a reasonable cause to believe that something is concealed that may be in violation of school rules. School officials may request a student to remove all items from pockets or other personal effects.
- 2) Student lockers and desks remain the property of Mary Walker School District and are made available for the students' use. These lockers will be subject to inspection on administratively announced occasions for the purpose of school safety and cleanliness. Individual student lockers and desks may be searched any time there is reason to believe that they should be searched in the best interest of the school district and the student body. Whenever possible in such situations, the student will be allowed to be present.

Locks are available at the high school office for PE and shop lockers. You may check one out at the office. If locks are lost or not returned at the end of the year, a \$5.00 replacement fee will be charged.

MARRIED STUDENTS, PREGNANT STUDENTS, & 18 YEAR OLDS

No student shall be denied the right to attend school solely because of marital status. No student shall be denied the right to attend school solely because of pregnancy. However, any pregnant student must have a doctor's examination and recommendation regarding any limitations due to her condition.

All school policies, rules, and regulations at Mary Walker High School will be followed by all students, including those who are 18 years of age or older.

Emancipated 18 year old students may, with the written permission of the principal, write their own notes.

OUTSIDE SPEAKERS

A sound education requires the students to face issues and have access to information and divergent points of view. Notwithstanding this, the school is not obligated to provide a forum for the expression of opinion by non-students.

Therefore, non-students may make a formal or informal presentation on school grounds only by invitation of school authorities. No advocacy of treason or violation of the law will be permitted.

Where an invited speaker expresses opinions which are considered controversial by a large portion of the community, school authorities shall provide for the presentation of opposing views.

LEAVING SCHOOL

Students must have a note from their parent/guardian, cleared through the office in order to leave school early. Students who are sick must report to the office. They will not be allowed to go home until parental permission is received. Failure to follow the proper procedure will be considered an unexcused absence/truancy.

We operate a closed campus. Students must stay on the school grounds from the time they arrive, even if their first period has not started, until they are dismissed or until they leave on the bus.

Students are to leave the school grounds after school is dismissed unless they are participating in a school activity.

Students who have dental or doctor appointments during the school day must complete a "prior" and bring a signed note from their doctor or dentist, etc., upon their return.

Any student leaving campus for any reason must sign out at the high school office.

SAFETY AND SECURITY - A PRIORITY AT MWHS

We truly operate under a ZERO TOLERANCE policy to threats or perceived threats to the safety and security of MWHS staff, students, and our educational environment. Please remember that each of you represents a critical and integral part of our safety plan, and it's **YOU** who help to guarantee the safety, even the life, of a classmate, teacher, or friend. . . . Please review and practice the following behaviors:

1) If you see or hear of anyone talking about doing harm to themselves or others, **notify an adult you can trust**. Take this seriously and don't make a judgment. *All threats of harm to others, either written or verbal will be taken seriously and may result in emergency expulsion until the exact nature of the threat can be determined!*

2) If you see a weapon or hear of a possible weapon at school or in the community, **report the situation immediately to an adult you trust**.

3) Never handle a weapon. This can be extremely dangerous and is considered possession. Holding illegal substances is also considered possession. Both situations will be subject to district policy and procedures.

4) If you see or hear of anyone with illegal substances on campus or in the community, **notify an adult you trust**.

5) Never joke about any of these situations. Such behavior is always inappropriate. Spoken comments or written statements will be taken very seriously and may result in emergency expulsion from school.

6) **Starting or spreading rumors, mistruths, or information that is not fact can be a substantial disruption to the MWHS educational process and may lead to emergency expulsion**. If you hear or see anything that concerns you, report the details immediately to an administrator and **choose to be a part of the solution and not the problem**.

7) Viewing and/or downloading computer information that is pornographic, a threat or perceived to be a threat to the safety, security and/or disruption to the educational process at MWHS may result in emergency expulsion. **Please report computer violations immediately and if you find yourself viewing an inappropriate internet site, please notify your teacher, library or tech person immediately and DO NOT erase the site information**.

8) Harassment in ANY form will not be permitted at MWHS. The act of harassment is identified by the person who feels harassed, NOT by the person doing the harassing. We need to be sensitive to the feelings of others and be cautious when joking with others. Always avoid sarcasm towards others!

9) Respect your life and the lives of others. There is no way to justify keeping information secret that could lead to preventing injury or the loss of life. How could you explain? What would you say?

**Thank YOU for taking responsibility for our school and community
and helping provide for our safety.**

USE OF MOTOR VEHICLES

In order to bring a motor vehicle on school campus students must:

- 1) Be legally entitled to drive.
- 2) Obey all traffic regulations.
- 3) Park in prescribed areas.
- 4) Absolutely no driving during school hours without permission from the principal.
- 5) No sitting in cars or eating of lunches in cars during the school day.
- 6) No driving cars or motor bikes to and from the athletic field.
- 7) Motor vehicles to be worked on during shop classes are to be parked in the shop area in the morning. You must have approval of the shop teacher.
- 8) Vehicles are to be driven on the roads and parking lot only, not in the grass, track, fields, on or across the sidewalks.

ACCIDENTS

Every accident in the school buildings, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the person in charge who will file an accident report form with the school office. If an accident appears at all serious, parents will be notified. For this reason, it is important that school records include other phone numbers where parents can be reached. "Consent for Treatment" and Student Health History forms are available at the high school. All students need to have a completed form on file so medical treatment can proceed even if the parent cannot be reached.

STUDENT INSURANCE

The school provides no insurance for students. Student insurance is available at a nominal cost and is optional. When a student insured under the school plan is injured, parents may obtain a claim form at the office and follow instructions to submit for a claim. The school merely acts as a medium in supplying the insurance and assumes no liability, either for the injury or the subsequent negotiations with the company.

MEDICATION

The Board of Directors of Mary Walker School District has adopted a policy covering the dispensing of medication by school employees. A copy of this policy is available upon request through the office. All medications must be cleared through the office upon written instructions and permission by a physician and parent/guardian.

LIBRARY USE

Students are encouraged to use the library for reference books, magazines, and reserved books. All materials removed from the library must be checked out through the librarian or librarian aide. The library is not to be used as a social setting during regular scheduled periods.

MARY WALKER HIGH SCHOOL CHAPTER OF THE NATIONAL HONOR SOCIETY SELECTION CRITERIA

I. To be eligible for consideration as a member of the Mary Walker High School Chapter of the National Honor Society, the student must have an accumulated grade point average (GPA) of 3.20 and meet the scholarship requirement. The student must have been in attendance at Mary Walker High School for a minimum of one semester and be a sophomore, junior or senior.

Students must earn 20 of the 40 points possible to meet the scholarship requirement.

The scholarship requirement is calculated based on the grades earned in the core classes of English, Math, Science, and Social Studies. The semester grades will be averaged for a total grade for the year. The grade received in each of these classes is multiplied by the number following it:

English 1	3	Agricultural Science	3
English 2	3	Physical Science	3
English 3	3	Plant Science	3
AP English	4	Biology	3
All other English classes	1		
Math 1	3	Washington State History	3
Math 2	3	US History	3
Applied Math 1	2	Social Studies Elective	3
Applied Math 2	2		
Bonus classes			
Math 3	1	AP Biology	1
Math 4	1	AP U.S. History	1
AP Math	1		
Chemistry	1		
Advanced Biology	1		
Physics	1		

The scores are added together and used to assign a point value. The table below shows the total scores and point values assigned for each.

Sophomore	Junior	Senior	Point Value
48	84	120	40
47	82	118	39
46	80	116	38
45	78	113	37
44	77	111	36
43	75	108	35
42	73	105	34
41	71	102	33
40	70	99	32
39	68	97	31
38	66	95	30
37	64	92	29
36	63	90	28
35	61	88	27
34	59	86	26
33	57	83	25
32	56	81	24
31	54	79	23
30	52	76	22
29	50	74	21
28	49	72	20

II. Those students who meet the scholarship criteria will be evaluated by the process outlined below:

Step 1: Students who have met the GPA and scholarship standard will be notified by letter. The student will be given a two week time period to complete a Student Activity Information Form. This form will be used by the Faculty Council when they score the candidates.

Step 2: Students shall be chosen by a point system with the points given in the following manner:

Scholarship	40 points
Leadership	20 points
Service	20 points
Character	20 points

A candidate must have an average of 80 points to attain membership.

Candidates that fail to reach 80 points will be immediately reconsidered by the Faculty Council. A second vote will follow the reconsideration process. If 80% or more of the faculty council votes in favor of a particular student's re-nomination, the student becomes a member of the Honor Society.

III. The nomination process will occur during the first quarter of the school year.

IV. If no candidates are eligible, it is not necessary to select new members each year.

V. Members must maintain their grade point, as well as a high standard of leadership, character, and service, or they will be put on probation for one semester. Following the semester of probation, they will either be reinstated or dropped. Once a member is dropped, he or she cannot be a member again.

MWHS STUDENT GRADUATION REQUIREMENTS

<u>Credits</u>	<u>Courses for Graduation:</u>
4	English
0.5	Health
2	Occupational Courses (shop & agricultural, home & family life, business & computers, etc.)
2	Mathematics
2	Physical Education (includes weight training)
2	Science (must take one credit of lab science)
0.5	Consumer Economics
1	Computers
1	Senior Government
1	US History
0.5	Washington State History (may be taken in 8 th grade)
0.5	Social Studies elective (psychology, sociology, economics, world problems, etc.)
1	Fine/Performing Arts (drama, band, choir, art, crafts, etc.)
	Elective Courses - Varies to meet credit requirements below
	Advisory (.25 credit per year – must pass each semester to graduate)

*Students are required to have a *High School and Beyond Plan, Culminating Project*, and earn a *Certificate of Academic Achievement* (i.e. pass their 10th grade WASL).

- * Freshman = 29 credits class of (2011)
- * Sophomore = 29 credits class of (2010)
- * Junior = 27.5 credits class of (2009)
- * Senior = 26 credits class of (2008)

Certain courses are expected to be scheduled by students at specific grade levels.

<u>Ninth Grade:</u>	<u>Tenth Grade:</u>	<u>Eleventh Grade:</u>	<u>Twelfth Grade:</u>
Advisory	Advisory	Advisory	Advisory
English	English	English	English
Physical/Ag Science	Biology/Plant Science	US History	Consumer Economics
Health/Comp.Apps.	Mathematics		Senior Government
Physical Education			
Mathematics			
Leadership/Foundations I			