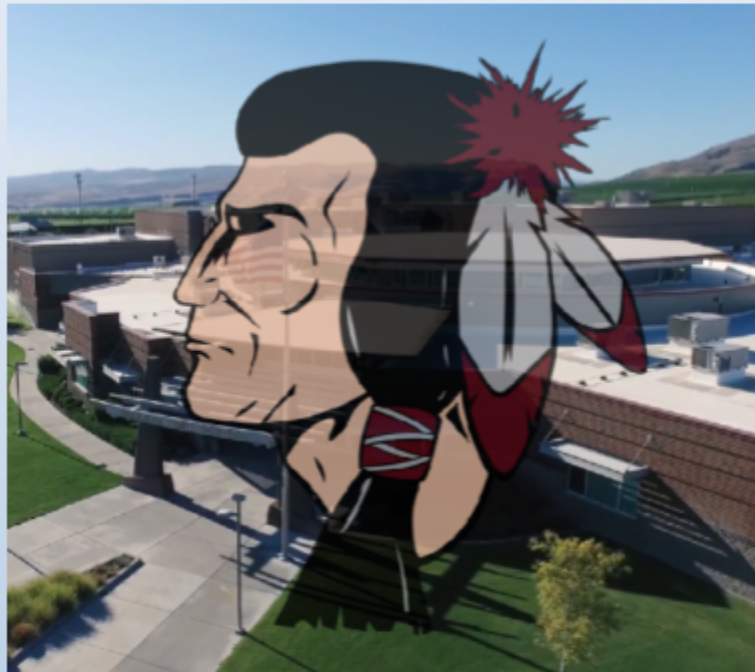


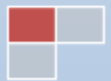
2019-2020

# *Wahluke High School*

STUDENT & PARENT HANDBOOK



**WE ARE WAHLUKE**



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## **Wahluke High School Mission Statement**

Wahluke High School believes in providing rigorous academics relevant to the modern world through fostering positive relationships with those we serve.

## **About this Handbook**

Wahluke High School has provided this comprehensive guide about our school, academic programs, support services and behavioral expectations so that you can make the most of your child's educational experience. It is our desire that you and your child enjoy participating in all of the educational opportunities at WHS. We look forward to providing your student with many excellent opportunities to learn and prepare for their future.

If you have questions, we encourage you to talk with your child's teachers, counselor or principal. The most current information including school board policies, the student calendar, menus, bus transportation, and much more may be found on the District website or by calling (509) 932-4565. This handbook is not inclusive of all rules and regulations.

## **WHS Contact Information**

Main Office..... 509-932-4477  
WHS  
Number.....509-932-4241 Fax

### **Mailing Address:**

505 N. Boundary Rd.  
Mattawa, WA 99349

## **People You Should Know at WHS**

Principal .....Cody Marlow  
Assistant Principal.....Molly Lawson  
Assistant Principal.....David Garza  
Athletic Director.....Jackson Haak  
Career & Technical Education Director.....Betty Palmer  
Social Emotional Counselor.....Diane Anthony  
Counselor.....Fabian Partida  
Counselor.....Brenda Negrete  
Community Coalition Coordinator.....Gigi Callaway  
Student Assistance Professional .....Librado Barajas  
Secretary.....Adrian Erazo  
CTE/Counseling Secretary.....Mariana Contreras  
ASB Secretary.....Kerri Hoffman  
Attendance Secretary / Student Support.....Cintia Rojo  
Safety Coordinator.....Shelby Jensen  
Student Resource Officer.....Mark Panneck  
School Nurse.....Carrie Harris  
District Technology Director.....Keith Ross  
Maintenance Director.....Matt Hyndman  
Food Service Director.....Lisa Hyndman

## WHS Teachers by Department

### Business Education

Isa Holsclaw.....Introduction to Business/Economics/Personal Finance/Algebra 1  
Glendy Ibarra.....Accounting/Digi Tools/Marketing/Visual  
Communications

### Career and Technical Education

Daniel Barajas.....Construction Foundation  
John Ellsworth.....Engineering/Applied Math/Robotics  
Dave Thomas.....Ag. Business Mgmt./Small Engine Repair/Animal Science/Floriculture  
Madeline Tanis.....Ag. Business Mgmt./Small Engine Repair/Animal Science/Floriculture

### English Language Arts

Chelsea Brannock.....EL English/EL Support  
Jon Breda.....English 9/English 11  
James Desler.....English 11/English 12  
Alice Jaakoka.....College English/English 10/English 11  
Jared Jolstead.....English 9/English 12  
Kathy Oord.....EL Achieve/English 12

### Family and Consumer Science

Cielo Foristiere.....Food Production/Child Development/Ind. Living/Textiles

### Foreign Language

Wendy Garcia.....Spanish 1/Spanish  
2

### Health and Fitness

Jeff Ahmann.....Conditioning  
Francisco Ramirez.....Health  
Teresa Nevarez.....Physical Education

### Mathematics

Daisy Pfeifer.....Intensified Algebra/Algebra 2  
Shaun Finn.....Algebra 1/Geometry  
Mayra Rodriguez.....Algebra 1/Geometry/Algebra 2  
Amber Smith.....Geometry/Pre-Calculus/Calculus  
Shaina Mirza.....Algebra 1/Geometry

### Performing and Fine Arts

Laura Williams.....Band/Jazz  
Band/Choir/Drama  
James Manecke.....Arts and Crafts  
John Ellsworth.....Photography/Yearbook

### Science

Monika Catey.....Integrated Science 1/Integrated Science 3  
Jeff Durmond.....Integrated Science 2/Integrated Science 3  
Pam Moreno.....Integrated Science 1/Principles of Biomed  
Steve Verhey.....Integrated Science 2/Physics/Chemistry

### Social Studies

Joel Dugan.....World History/American Government/Psychology  
Erin Haliburton.....World History/U.S. History/CWP  
Matt Watrous.....U.S. History/American Government

Justin Hjelm.....AVID 10/College History/World History

### **Special Education**

Betty Aznaran.....Life Skills  
Jacky Turner.....Life Skills  
Erick Padilla.....Resource Room, English Language Arts, Mathematics  
Jaime Jones.....Resource Room, English Language Arts, Mathematics  
Edwina Cortez.....Resource Room, English Language Arts, Mathematics

### **WHS Staff Email**

WHS staff are available by electronic mail. A complete listing of staff email is available at the Wahluke High School website at <https://www.wsd73.wednet.edu>.

## **Affirmative Action Policy Statement**

### **DISCRIMINATION**

Wahluke School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) has been designated to handle questions and complaints of alleged discrimination: Civil Rights Compliance Coordinator, Liz Leitz, lleitz@wahluke.net, 505 N Boundary Ave, Wahluke, WA 99349, (509)932-4645, Title IX Coordinator, Jackson Haak, jhaak@wahluke.net, 505 N Boundary Ave, Wahluke, WA 99349, (509)932-4477, Section 504/ADA Coordinator, Shari Steele, ssteele@wahluke.net, 505 N Boundary Ave, Wahluke, WA 99349, (509)932-4645.

**You can report discrimination and discriminatory harassment** to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view it online here: <https://www.wsd73.wednet.edu/domain/29>

### **SEXUAL HARASSMENT**

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

**Sexual harassment is unwelcome behavior or communication that is sexual in nature when:**

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
- The conduct substantially interferes with a student's educational performance or creates an intimidating or hostile educational or employment environment.

**Examples of Sexual Harassment:**

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, emails, or pictures
- Making sexual jokes, rumors, or suggestive remarks

- Physical violence, including rape and sexual assault

**You can report sexual harassment** to any school staff member or to the district's Title IX Officer. You also have the right to file a complaint (see below). For a copy of your district's sexual harassment policy and procedure, contact your school or district office, or view it online here: <https://www.wsd73.wednet.edu/domain/29>

### **COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT**

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to revolve your concerns.

#### **Complaint to the School District**

##### ***Step 1. Write Your Complaint***

In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the district should take to resolve the problem. Send your written complaint—by mail, fax, email, or hand delivery—to the district superintendent or civil rights compliance coordinator.

##### ***Step 2: School District Investigates Your Complaint***

Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the district will notify you in writing to explain why staff need a time extension and the new date for their written response.

##### ***Step 3: School District Responds to Your Complaint***

In its written response, the district will include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

#### **Appeal to the School District**

If you disagree with the school district's decision, you may appeal to the school district's board of directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you received the school district's response to your complaint. The school board will schedule a hearing within 20 calendar days after they received your appeal unless you agree on a different timeline. The school board will send you a written decision within 30 calendar days after the district received your notice of appeal. The school board's decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI).

#### **Complaint to OSPI**

If you do not agree with the school district's appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the district's complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly.

You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI:

**Email:** [Equity@k12.wa.us](mailto:Equity@k12.wa.us) | **Fax:** 360-664-2967

**Mail or hand deliver:** PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

For more information, visit [www.k12.wa.us/Equity/Complaints.aspx](http://www.k12.wa.us/Equity/Complaints.aspx), or contact OSPI's Equity and Civil Rights Office at 360-725-6162/TTY: 360-664-3631 or by e-mail at [equity@k12.wa.us](mailto:equity@k12.wa.us).

### **Other Discrimination Complaint Options**

*Office for Civil Rights, U.S. Department of Education*

206-607-1600 | TDD: 1-800-877-8339 | [OCR.Seattle@ed.gov](mailto:OCR.Seattle@ed.gov) | [www.ed.gov/ocr](http://www.ed.gov/ocr)

*Washington State Human Rights Commission*

1-800-233-3247 | TTY: 1-800-300-7525 | [www.hum.wa.gov](http://www.hum.wa.gov)

## **Wahluke High School Academic Counseling Center**

COUNSELORS: Fabian Partida, Brenda Negrete, and Diane Anthony

WHS Counseling Office Hours

HOURS: 7:15-3:00 pm

PHONE: (509) 932-4477

FAX: (509) 932-4241

The Wahluke High School Counseling Center offers services to supplement and support the classroom teacher's efforts. Teachers, counseling team, students and parents are partners in the total education process. Types of services offered include individual counseling, academic advising, educational and career information, consultation, prevention and intervention, scheduling and registration, orientation, referrals, placement and follow-up, college information, financial aid information and scholarship search and completion assistance among other services. Students and parents are encouraged to visit this office as often as necessary to obtain information and make informed decisions.

### **Counseling Office Expectations**

In order to serve the student population more efficiently and have less loss of class time, the following procedures/rules will be followed:

- For non-emergency situations, students may visit our counseling office before school, during lunch, by appointment or after school. For appointments students should email their counselor and they will call students down at the appropriate time.
- Students may go to the counseling office between classes provided they check into the upcoming class and get the teacher's permission before going.
- Students failing to follow the above procedures will not be excused for tardies or absences caused by that failure.



## **Registration Deadlines and Class Changes**

- Pre-registered students who do not show up the first day of class will be withdrawn and will reschedule classes when they return. Students and their parents must determine the course selections to be pursued during the upcoming year.
- Changes will not be allowed in the fall unless there has been a computer error or the student has signed up for a course that is not being offered.
- Course changes will be permitted only by approved parent requests, teacher request due to improper placement, or through administrative determination.
- Regardless of the source of the request, no class change can be enacted without the signatures of all the following: teacher, counselor, and administrator/designee.
- The administrator or his/her designee will make all final determinations in cases of dispute.

## **Withdrawing from School**

A student withdrawing from attendance at Wahluke High School must present a written and signed statement from his/her parent or guardian indicating the reason for the withdrawal. A parent conference with the principal, counselor and student may be requested prior to withdrawal. The office will issue an official withdrawal form for the student to take to each teacher and complete a check-out from class to class and return the form to the office for final check out and clearance. Withdrawing and transferring students must return all books and pay any outstanding fees and fines before school records will be sent to their new school.

# **Student Support and Academic Opportunities**

**Warrior Time:** What Warrior Time Is - A time to get academic support or enrichment. Students who need additional academic support may attend our intervention program that runs during the school day on Tuesday and Thursday during Homeroom time. Some students may be required to attend by their teacher to make up missing work, take or retake assessments, or receive extra support and interventions in course work.

## **College in the High School**

### **Central & Eastern Washington University**

Through the college in the high school program, high school students can complete college courses — and earn college credit — in their own classrooms with their own teachers. Students and teachers use college curriculum, activities, texts, tests, and grading scales. Students earn a final grade over time; a grade does not depend on one exam. Students receive recognition for their college work at most public institutions and many private ones.

### **Tech Prep**

Community college credit may be earned for successful completion of CTE courses taken at WHS. There may be a minimal fee for tuition or book costs. Students must earn a minimum grade of a B and complete all curriculum competencies in order to earn the community college's credits. Articulated classes may vary from year-to-year depending on class competencies. This is available for Juniors and Seniors.

### **Advisory**

The purpose of advisory is to increase graduation rates at WHS by ensuring that every student has an opportunity to build relational trust with an adult at Wahluke High School. Advisory serves as a place to gather information, discuss options, and pursue post high school paths.

### **Running Start**

Juniors and Seniors from Wahluke may participate in the Running Start college program; most Wahluke High School students attend Columbia Basin Community College. To participate in the program students must meet the perspective college's Running Start entrance requirements. WHS students who wish to apply to the Running Start program are recommended to also meet the following high school criteria to ensure success in a college academic environment:

- Have met all of their 9<sup>th</sup> and 10<sup>th</sup> grade credit requirements
- Have teacher recommendations to enter the program
- No major disciplinary or attendance concerns from previous school year

Please speak with our high school academic counselors or contact the respective Running Start Programs at the participating colleges and universities.

### **Columbia Basin Technical Skills Center**

Juniors and Seniors from Wahluke may participate in the Columbia Basin Technical Skills Center (CBTECH) program which provides free academic and hands-on training to Wahluke High School Students.

**Programs include:** Advanced Manufacturing, Automated Manufacturing and Design, Automotive Technology, Construction Trades, Cosmetology, Criminal Justice, Culinary Arts, Digital Multimedia Design, Entrepreneurship/Marketing, Professional Medical Careers, Video Game Programming

Students who wish to access courses at CBTECH must complete a Parent/Guardian consent form and meet the following Wahluke High School requirements in order to participate in the program:

- No major disciplinary or attendance issues from previous school year

Please speak with our high school academic counselors to obtain the required admissions paperwork for the CBTECH program.

## **Graduation Requirements**

All credits for graduation must be earned while the student is enrolled in grades 9 through 12 with some exceptions (Algebra and Washington State History can be earned in the middle school). A credit is earned by the satisfactory completion of class work and attendance for one class during a school year. All courses earn .5 credits per trimester.

### **2020-2022**

English	4 Years
Mathematics**	3 Years
Science	3 Years
Social Studies	3 Years
World History (10 <sup>th</sup> grade)	
U.S. History (11 <sup>th</sup> grade)	
CWP/Amer Gov (12 <sup>th</sup> grade)	
Health/Physical Education	2 Credits
Health/Family Health (.5 credit)	

Elective PE Classes (1.5 credits)	
Fine Arts*	2 Credits
Occupational Education	1.5 Credits
Digitools (.5 credits)	
Personal Finance (.5 credits)	
Other (.5 credits)	
World Language**	2 Credits
Electives	5.5 Credits
Minimum Total Credits for Graduation	26 Credits

### **2023 & beyond**

English	4 Years
Mathematics**	3 Years
Science	3 Years
Social Studies	3 Years
World History (10 <sup>th</sup> grade)	
U.S. History (11 <sup>th</sup> grade)	
CWP/Amer Gov (12 <sup>th</sup> grade)	
Health/Physical Education	2 Credits
Health/Family Health (.5 credit)	
Elective PE Classes (1.5 credits)	
Fine Arts*	2 Credits
Occupational Education	1.5 Credits
Digitools (.5 credits)	
Personal Finance (.5 credits)	
Other (.5 credits)	
World Language**	2 Credits
Electives	3.5 Credits
Minimum Total Credits for Graduation	24 Credits

\* Personalized Pathway 1 credit Requirement: PPR's are related courses that lead to a specific post high school career or educational outcome chosen by the student based on the student's interests and High School and Beyond Plan that may include Career and Technical Education and are intended to provide a focus for the student's learning.

\*\* University bound students need an extra year of advanced math, advanced science and 2 years (credits) of a World Language. If the student is planning on playing sports at the university level, NCAA Clearinghouse Requirements must also be met for core courses, GPA, and SAT scores.

All Washington public school students need to fulfill statewide graduation requirements. The requirements are as follows: students in the class of 2019 and beyond are required to create a High School and Beyond Plan that outlines how they will use high school to earn their diploma and prepare for their steps immediately after high school. Students must meet state assessment requirements and satisfy credit requirements based on their High School and Beyond Plan.

### **PE Waivers**

All high schools of the state shall emphasize the work of physical education and carry into effect all physical education requirements established by rule of the superintendent of public instruction. Wahluke High School, in accordance with RCW 28A.230.050, provides for the option of waiving up to 1.5 physical education credits PROVIDED that individual students may be excused from participating in physical education otherwise required under this section on account of physical disability, employment,

or religious belief, or because of participation in directed athletics or military science and tactics or for other good cause at the discretion of the principal. Such excused students shall be required to demonstrate proficiency/competency in the knowledge portion of the fitness requirement, in accordance with written district policy and state requirements under WAC 180-51-067.

### **All Washington Public School Students (High School & Beyond Plan)**

Wahluke High School students need to complete a minimum of 20 community service hours, although students are encouraged to earn more. Students can earn a Bronze, Silver or Gold Service Certificate.

Students need to fulfill the following State mandated graduation requirements:

- High School and Beyond Plan that outlines how they will earn their diploma and prepare for work or education immediately after high school (Navigation 101- Portfolio).
- Students must meet state assessment requirements in Math, English Language Arts and Science for the class of 2021 and beyond.

### **State Assessment Graduation Requirements**

#### **Smarter Balanced Tests**

Since the 2014-15 school year, subjects included in the Washington State Learning Standards were assessed using the Smarter Balanced Assessment system. Starting with the Class of 2019, meeting standard on the Smarter Balanced ELA and Math tests will be required for high school graduation. Beginning with the class of 2021, students will also need to pass the Washington Comprehensive Assessment of Science test (WCAS) to meet assessment graduation requirements. Students on an IEP may alternatively meet these requirements by passing the Washington Access to Instruction and Measurement assessment for math, ELA and science.

#### **Certificate of Academic Achievement (CAA):**

Students graduating from public high schools in Washington may earn the Certificate of Academic Achievement in addition to a diploma by:

- Passing the state exit exams
- Use their math, reading and/or writing scores on the SAT reasoning test, ACT or ACT Plus Writing tests, specified Advanced Placement (AP) or International Baccalaureate (IB) examinations, or Smarter Balanced assessments (starting in 2015) to show they have key skills expected of high school graduates.
- Dual Credit Courses A student who completes a dual credit course in English language arts or mathematics in which the student earns college credit may use passage of the course as an objective alternative assessment. OSPI is currently in the process of establishing the method and criteria for applying this new assessment graduation alternative created by the passage of [Engrossed Substitute House Bill \(ESHB\) 2224](#).
- LAA/LDC  
For school year 2018–19, there will be two options for approved Locally Administered Assessments (LAA) tied to Locally Determined Courses (LDC):
  - Passage of an English language arts (ELA) or mathematics Bridge to College course
  - Collections of Evidence - Local (COE Local) Assessment
  - GPA Comparison. This option is available to students in their 12th-grade year who have an overall grade-point average of 3.2. Students must attempt an exit exam at least once before attempting this CAA option.

#### **Graduation Requirement Waivers**

The principal may grant a waiver for a required class if an exceptional reason exists. In such cases, a request from the student and parents must be presented to a faculty review committee and must include a

clear academic or hardship reason for granting such a request. A waiver may not be granted to reduce or eliminate a failing grade in a completed class. By Washington State Law, U.S. History, Washington State History, and Current World Problems cannot be waived.

### **Expedited Assessment Appeals Waiver**

Engrossed Substitute House Bill (ESHB) 2224, signed into law July 7, 2017, affects high school assessments and graduation requirements. One component of the new law is an expedited appeal process for waiving specific assessment graduation requirements for eligible students in the classes of 2014 to 2018. An Expedited Assessment Appeals (EAA) Waiver can be approved only if an eligible student has demonstrated that he/she has the necessary skills and knowledge to meet the high school graduation standard and to successfully achieve his or her college or career goals, as outlined in the bill. The waiver does not grant the student a Certificate of Academic Achievement (CAA) or Certificate of Individual Achievement (CIA).

### **Credit Earned Toward Graduation**

#### **Regular Credits**

Each one-year class a student completes at Wahluke with a grade of “D” or better will earn 1.5 credits towards high school graduation. Credit will be assigned to the following learning situations:

- Classes transferred from an accredited, state approved high school program.
- Classes taken in an approved community or junior college “Running Start” program.
- Credit earned while attending the Columbia Basin Technical Skills Center as a student from Wahluke High School.
- Credit earned while attending Upward Bound’s summer program.
- Administration Discretion.

Each class passed during a trimester earns .5 credits toward graduation with the exception of Advisory. A full-time student can earn 3 credits per trimester.

### **High School Graduation**

An academic list will be created of all eligible seniors for graduation **PRIOR to APRIL 30<sup>th</sup>**. These same seniors will need to submit a graduation application that supports the following graduation requirements of the district **BY MAY 1<sup>st</sup>** to the high school office:

- Completed High School and Beyond Plan
- Evidence of appropriate credits completed and recorded in academic content
- All fees and fines paid
- Community service of 20 hours minimum

Students who do not meet the above conditions will NOT be considered eligible to be included in the graduation ceremony.

Students, who are not included in the graduation ceremony, have the right to appeal the process. The student or parent will need to make a written request for an appeal to the high school principal. If the student or parent is not satisfied with the decision of the principal, an appeal may be made to the superintendent.

The final graduation list will be completed within three (3) business days–prior to the graduation ceremony. Any student who has not met all of the graduation requirements at this time will NOT be allowed to participate in the ceremony.

## Grading at Wahluke High School

All assignments and assessments will be graded using the following scale:

Grade	GPA	Percentage
A	3.8 - 4.0	93 – 100
A-	3.7 - 3.79	90 – 92.99
B+	3.3 - 3.69	87 – 89.99
B	3.0 - 3.29	83 – 86.99
B-	2.7 - 2.99	80 – 82.99
C+	2.3 - 2.69	77 – 79.99
C	2.0 - 2.29	73 – 76.99
C-	1.7 - 1.99	70 – 72.99
D+	1.3 - 1.69	67 – 69.99
D	1.0 - 1.29	60 – 66.99
F	0.00 - 0.99	<59
I	Incomplete	
P/F	Pass/Fail	

## Attendance Policies: Procedures and Interventions

Attendance is a major key to student success in school. When students are in class daily, they gain knowledge from the instruction and build upon their own knowledge and ability. Students gain the opportunity to enhance their learning through supervised practice, social skills gained from interaction with other students and expertise from the instructor. The high school office understands there are illnesses and emergencies that sometimes will occur. These occurrences may cause the student to miss school. However, please prearrange all other absences with the school office and plan on having the student collect work from his/her teacher so that he/she will miss as little classroom instruction as possible. Excessive absences may lead a student to lose credit in the course(s) he/she has failed to attend. Another important consideration is that state law requires students between the ages of 6 and 18 to attend school every day (RCW 28A.225.010).

### Wahluke School District Withdraw Procedures

Students who do not show up for ten (10) consecutive school days must be withdrawn. If the parents inform the building they will be gone for an extended period (more than 10 days), the student must be dropped from the roster on the first day of the absence. These students will be required to re-enroll when they return to the district.

### Truancy/BECCA Bill

**Washington State law holds students' ages seven (7) through seventeen years (17) of age and their parent(s) or guardian's accountable for the student's attendance. The State considers students who average more than two absences a month as chronically absent students.** Therefore, state law dictates that when a student accumulates two (2) unexcused absences, a conference with the parent / guardian will be requested (RCW 28A.020). When a student accumulates five (5) unexcused absences in a month, the school must enter into a written truancy agreement with the family, where the parent, student, and the school agree on the necessary steps to resolve the student's attendance problem. When a student accumulates seven (7) unexcused absences in a month or ten (10) unexcused absences in a year, a petition will be filed with the Grant County Juvenile Court (RCW 28A.030). Both student and parent may be held to the petition order. As part of this process both the student and parent will be expected to participate in a community truancy board. We ask the help and support of

parents / guardians in seeing that our students learn the importance of regular attendance so that the consequences of a court petition may be avoided.

### **Definition of Absences and Tardiness**

Sometimes there are extenuating circumstances that cause a student to miss school. State law (WAC 392-401-020) defines excused and unexcused absences as follows:

- 1. Excused daily absences.** The following are valid excuses for absences from school:
  - a. Illness, health condition or medical appointment (including, but not limited to, medical, counseling, dental, optometry, pregnancy, and in-patient or outpatient treatment for chemical dependency or mental health) for the student or person for whom the student is legally responsible;
  - b. Family emergency including, but not limited to, a death or illness in the family;
  - c. Religious or cultural purposes including the observance of a religious or cultural holiday or participation in a religious or cultural instruction;
  - d. Court, judicial proceeding, court-ordered activity, or jury service;
  - e. Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
  - f. State-recognized search and rescue activities consistent with RCW 28A.225.055;
  - g. Absence directly related to the student's homeless or foster care / dependency status;
  - h. Absences related to the deployment activities of a parent or legal guardian who is an active duty member consistent with RCW 28A.705.010;
  - i. Absences due to the suspensions, expulsions or emergency expulsions imposed pursuant to chapter 392-400 WAC if the student is not receiving educational services and is not enrolled in qualifying "course of study" activities as defined in WAC 392-121-107;
  - j. Absences due to student safety concerns, including absences related to threats, assaults, or bullying;
  - k. Absences due to a student's migrant status; and
  - l. An approved activity that is consistent with district policy and is mutually agreed upon by the principal or designee and a parent, guardian, or emancipate youth.

A school principal or designee has the authority to determine if an absence meets the above criteria for an excused absence.

- 2. Excused Tardy.** Valid excuses for tardiness are identical to those for absences. Students are considered tardy when arriving to class after the start time but within the first 10 minutes of the class period. Students are considered absent after failing to attend the first 10 minutes of the class period.
- 3. Unexcused absences and tardies.** Any tardy or absence is unexcused unless it meets one of the criteria for excusal. **All students with an unexcused absence are deemed truant.**

### **School Procedures for Excusing Absences and Tardiness**

Every absence, excused or unexcused, is a learning opportunity lost and can have significant impacts on a student's success in school and life. It is the responsibility of the student and his/her parents or guardians to provide a phone call and/or written note that describes the reason for the absence. The note should (1) be dated and signed by the parent/guardian, (2) state the number of days absent, and (3) the cause of the absence.

Students have two school days to bring in an excuse for an absence. The cause of the absence must be valid as defined by the state (see above). The attendance staff in the main office will excuse absences or tardiness resulting from approved school-related activities after receiving notification from pertinent school staff. Any absence that has not been cleared in two school days will be considered a truancy and carry the appropriate consequence according to district and school policy. It is recommended that the parent/guardian notify the Attendance Office prior to any/all impending absence(s) or tardiness.

Students are required to clear an absence and pick up an Admit Slip in the office when they return to school. Slips must be picked up **before** school begins. Students must present the Admit Slip to each teacher in each of their classes. If a student does not have an Admit Slip when they arrive to class, they will be sent back to the

Attendance Office to get one, resulting in a tardy. The Admit Slip will be specifically marked to reflect an excused or unexcused absence and will inform the teacher if the student will be allowed to makeup work missed due to the absence.

### **Completing Classwork Missed During an Absence**

When a student is absent, excused or unexcused, they missed an important educational experience. There is often work that must be completed to recover the missed content. Students will be held responsible for meeting with their teachers before/after an absence to determine the appropriate course work they need to complete with the following conditions:

1. Students with an unexcused absence receive no guarantee that the teacher will accept the late work or factor it into the student's course grade.
2. Students who have excused their absence must be permitted to submit any work missed during their absence.
3. The extended time given to complete the make-up work will be equivalent to the duration of the absence.
4. Attendance is critical in performance-based classes such as Construction, Health and Fitness, Band, etc. because the class activities are challenging to make-up and students with repeated absences can quickly lose credit.

### **Truancy**

The school attendance policies and practices are focused on maintaining student safety and supporting student academic success. Students are considered truant when they fail to meet state and school attendance expectations or fail to excuse their absences and tardiness. All students found to be truant are provided levels of support (see below) to help establish regular attendance.

The following are examples of attendance-related behaviors that undermine the school's efforts and merit disciplinary action:

1. Leaving the classroom or school campus without proper authorization; including failure to follow the school's checkout procedures.
2. Leaving the school campus at lunch when the campus is closed without following the school's checkout procedures.
3. Having received permission; departing to an on/off campus destination (YV-Tech, district building, etc.) and then failing to arrive at the destination.
4. Arriving to school but not reporting to class. For example, staying in the restroom or other area on campus instead of promptly reporting to class.

### **Missing class for a field trip**

Students are required to obtain and complete a pre-arranged absence form for any field trip or activity that would remove them from daily coursework. Students will not be allowed to attend field trips if they have not completed and submitted to the office the pre-arranged absence form within 48 hours prior to the scheduled trip. Included on the pre-arranged absence form are specific criteria allowing teachers the opportunity to comment on a student's academic progress and plan for coursework to be made up during the absence. If a teacher does not sign the pre-arranged absence form due to attendance, grades, testing or other action taking place in their course that would significantly impact the student's progress, the student will not be allowed to attend the field trip. The school principal or designee has the final authority in determining a student's eligibility for attending field trips or other activities.

### **Tardies**

At our school, instructional time is viewed as a precious resource. Consequently, we view chronic tardiness as a barrier to student success. Beginning the school day promptly is important and demonstrates a commitment to success. Students are considered tardy when arriving to class after the the tardy bell. Students who are late to multiple classes on a regular basis will receive interventions that include a meeting with parents and progressive



discipline measures. Some of those measures will include an office assigned detention after the student has received their 6th tardy form from their classroom teachers.

### **Other Attendance Expectations**

1. Students whose schedule includes an off-campus component are required to adhere to the same attendance expectations as all other students.
  - a. These include students with Running Start, CBTECH, or Work-based learning.
  - b. These expectations include those for checking in and out of campus and excusing absences
2. Students whose schedule includes an off-campus component should only be on campus to attend class or engage in academically productive behaviors.
3. When a student has been called out of one class and is held over and is late for his/her next class due to conferring with the nurse, counselor, administrator, or any other adult in authority, it is the student's responsibility to clear the tardy or absence with the office and communicate to all teachers involved.
4. The distinction of Perfect Attendance is given to those students who have been present and on time to every class, every day. School related absences are not factored into this distinction.

### **Closed Campus**

WHS is a closed campus. Students will not be allowed to leave campus at any time during the school day except for reasons that would excuse an absence as defined by state law (see above) and where proper checkout procedures are adhered to. In addition, WHS has areas that are considered out of bounds during the school day. These areas include all parking lot areas, vehicles, and hallways where classes are in session during lunchtime. The only exception to closed campus is Open Campus Lunch, please see below for more details.

### **Open Campus Lunch**

Juniors and Seniors can leave during their designated lunchtime if they have the Open Campus Lunch form filled out with a parent signature. Students will lose their Open Campus Lunch privilege if they have any school disciplinary incidents and or have any inappropriate behavior while off-campus.

### **Checking In and Checking Out of School**

To maintain the safety and security of all students the WHS campus is a **closed** campus. The WHS staff cannot give students permission to exit campus. Adherence to the following guidelines preserves campus safety and security:

#### **1. Check In Procedures:**

- a. School starts promptly at 8:00 AM. Students should be in their scheduled class at that time.
- b. All students arriving to school after 8:00 AM must check in at the main office.

#### **2. Check Out Procedures:**

- a. All students must checkout through the main office.
- b. The parent/guardian must come into the main office and sign the student out.
- c. Other designated adults may sign the student out where parent/guardian permission has been granted; including those individuals listed as contacts on the student's registration form.
- d. Students of age 16 and older may sign themselves out when **pre-arranged** by the parent or guardian.
- e. Students of age 16 and older found to be truant (see definition above) will be required to be signed out by the parent or guardian.
- f. Students must attend class until (1) the parent is in the main office or (2) the pre-arranged time.
- g. Students returning to school during the same school day will receive a Dismissal Form to be used as a part of the absence excusal process.
- h. Attempts to check out a student after 2:00 pm, during school lunch, during school assemblies, or during a student's physical education classes are not guaranteed to be successful.

#### **3. Academic Requirements for Release from Class:**

- a. A student with a failing grade from two or more courses may not be granted release from class and excused to attend WHS athletic, club activities, or other school activities that occur during the school day.
- b. It is recommended that parents/guardians review the academic performance of their student's courses when considering making appointments or planning other absences.

### **Levels of Attendance Support**

When a student's attendance habits are hindering his/her academic growth then it is the responsibility of WHS staff to provide support to the student. WHS offers a wide-range of supports divided into three groups (i.e. tiers).

#### **1. TIER 1: Student with infrequent tardiness or absenteeism**

- a. **Phone-caller system:** Whenever a student is tardy and/or absent an automated phone call is made to the home.
- b. **Lunch Detention:** Whenever a student has an unexcused tardy and/or absence the student may be assigned a short lunch-time intervention.
- c. **Teacher-Parent Contact:** Whenever a pattern of tardiness and/or absenteeism is suspected parent contact is attempted by the teacher.
- d. **After-School Detention:** Whenever a student is found to be truant the student may be assigned after-school detention by a school staff member.

#### **2. TIER 2: Student with regular tardiness or absenteeism (e.g., once per week)**

- a. **Teacher-Parent Contact:** Whenever a pattern of tardiness and/or absenteeism becomes evident parent contact is attempted by the teacher.
- b. **Student Support Specialist:** Whenever a student is experiencing regular tardiness and/or absences a student is assigned to the Student Support Specialist for a period of approximately two weeks to gather information for interventions.
- c. **Teacher Referral to Student Support Team (SST):** Whenever a student is experiencing regular tardiness and/or absenteeism teachers may refer the student to the SST for the purpose of determining adequate interventions. Interventions may include a parent conference with teachers, entrance into an attendance contract and/or plan of improvement, or modified schedule. In addition, a risk-assessment (WARNS) will be conducted by the school counselor.
- d. **Service Time:** When a student's attendance is causing them to suffer in the areas of building relationships, connecting to the school, or envisioning their future the student may be assigned to compete academic, school, and/or community service hours.
- e. **After-School Detention:** Whenever a student does not meet his/her attendance contract or intervention, the student may be assigned after-school detention by a school staff member.
- f. **Loss of Access to School Activities:** This intervention is for students whose attendance patterns do not respond to after-school detention. Loss of activities may include athletics, field-trips, or other activities that are considered a privilege to attend.

#### **3. TIER 3: Students with habitual absenteeism (e.g., more than once per week)**

- a. **Loss of Credit:** Whenever a student is experiencing habitual absenteeism (in excess of 10 absences) in any one class, then the student may lose course credits for that class.
- b. **Community Truancy Board:** Whenever a student is experiencing habitual absenteeism the law requires that the school engage the truant student, their parent/guardian, and the community in a meeting focused on entering into an attendance plan of improvement.
- c. **BECCA Truancy Process:** State law dictates that when a student accumulates (5) unexcused absences in a month or ten (10) unexcused absences in a year, a petition will be filed with the Grant County Juvenile Court (RCW 28A.030). Both student and parent may be held to petition order. This will likely involve appearing in court and may involve paying a fine (i.e., consequence for parents) and/or serving time in juvenile detention (i.e., consequence for student).

WHS makes every effort throughout the intervention process to (1) provide incentives to truant students to meet their attendance goals and (2) involve and seek the support of WHS staff and the student's family.

# Hallway and Campus Conduct

## **General Campus Expectations**

General respect for others extends to the hallway and all other parts of the campus. Students are expected to treat one another with courtesy and respect while passing through the building and while on school property. Profanity in the hallways, classrooms, and general campus is not acceptable behavior.

The display of romantic affection is a personal and private matter and should be refrained from being made public. Students will be given a disciplinary referral for engaging in inappropriate affection towards one another (kissing, touching, etc.). Subsequent offenses will follow regular discipline procedures.

## **General Rules**

Generally, no more than one student at a time will be allowed to leave a teacher's classroom. Exceptions might include students using the library; students sent to the counselor, office, another classroom, etc. Overuse or abuse of any exception will result in loss of privileges. Nothing in these rules is beyond common sense and generally accepted educational procedures. Students must show up for class on time and stay in the classroom.

In any student-initiated situation, the student must ask his/her teacher appropriately – and be granted permission by that teacher – to leave the classroom.

Students found in the halls without an appropriate hall pass, loitering, visiting in a place other than their allowed destination, or being loud or unruly will be returned promptly to their classroom and/or the office notified of the students' violations so that appropriate disciplinary action can be taken.

## **Accidents**

Students injured during class or at any extra-curricular activities are to report the accident immediately to the faculty member supervising the student(s). Claims for student insurance may not be paid unless the accident is reported at the time of the injury. Faculty members will complete the necessary accident forms and return them to the school office. If you are injured in an area not directly under supervision, report the accident immediately to the high school office.

## **Hall Passes**

All students must have a yellow classroom vest any time they are in the hallways during class time. Students that do not have a classroom hall pass will be sent back to their appropriate classroom. Only one (1) student is allowed to be out of the classroom at a time.

## **Bathroom Use Rules**

No more than one student out of the classroom at any time for this reason. Consideration will be given to students with a medical condition and a doctor's note on file in the office.

## **Identity Badges**

All staff and students are required to have a school approved identity badge on his/her person during school hours. Any student who does not have their identity badge will be required to obtain a replacement. The first identity badge and one (1) replacement badge are free of charge. After the first replacement, all identity badges will cost \$5.00, charged to the student's account.

## **Cell Phones, Headphones, and other Electronic Devices**

It is the strong recommendation of the WHS administration that students and parents carefully weigh the choice of whether or not to bring personal cell phones, music players, cameras, and other electronic devices to school. They can be disruptive to the learning environment, often create discipline problems, and are all too frequently damaged, lost, or stolen. If these items are in use or out during instructional time (including passing times) they can be taken by a school employee, taken to the office, and will be required to be picked up by a parent/guardian.

Offenses can result in disciplinary action. WHS is not responsible for lost or stolen cellular telephones or electronic devices and will not investigate the theft of any of these items. If students do bring cell phones and / or other electronic devices to school, they are subject to the following policy guidelines should they become a distraction to the instructional environment.

#### **Use of Electronic Devices at School:**

1. Cell phones and other electronic devices must be turned off and kept out of sight during class time. Parents are reminded that in cases of emergency, the main office is the appropriate point of contact to ensure that your child is reached quickly and assisted in an appropriate way.
2. Cell phones must not disrupt classroom lessons with ringtones, beeping, or vibrating.
3. Cell phones and other electronic devices may not be used in any manner that disrupts classroom lessons or other educational activities, such as assemblies.
4. Cell phones, cameras, or other devices should not be used to photograph or film others without their consent.

#### **Care for Electronic Devices:**

1. Students who bring cell phones or other electronic devices to school are solely responsible for the safety and security of those devices.
2. The school accepts no responsibility for cell phones or other electronic devices that are lost, damaged, or stolen at school or while traveling to and from school.

#### **Process for Violation of This Policy:**

Students who violate the rules for the use of cell phones and other electronic devices, set forth above, will face corrective action as described below:

1. First violation – cell phone/electronic device confiscated by teacher and turned in to administration/office to be picked up at the end of the school day.
2. Second violation – confiscation, item given to administrator/office to be picked up after one week or later by parent/guardian.
3. Third violation - confiscation, item given to administrator/office to be picked up at the end of the school year or by parent/guardian..
4. Students shall not send, share, view or possess pictures, text messages, emails or other material of a sexually explicit nature in electronic or any other form on a cell phone or other electronic device, while the student is on school grounds at school sponsored events, or on school buses or vehicles provided by the district. In addition, an administrator may confiscate or with reasonable cause search the device, which shall only be returned to the student's parent/guardian. Content or images that violate criminal laws will be forwarded to law enforcement.
5. **By bringing a cell phone and other electronic devices to school or school sponsored events, the student and parents consent to the search of the device when school officials have a reasonable suspicion that such a search will reveal a violation of school rules.**

#### **Student Automobiles**

The use of motor vehicles for travel to and from school is considered an assumption of responsibility by parents and students. To insure the safety of people and property, students operating a vehicle at school must follow the following rules:

- Each student driver must carry a legal driver's license. Students must show evidence that there is liability and property damage insurance coverage on the vehicle. Students will assume full responsibility for any comprehensive or collision claims that may occur while on school property.
- Students must register their driver license, proof of insurance and vehicle registration in the school office. Parking permits must be visible in the window whenever parking on campus. Failure to display a parking permit can result in a fine and/or disciplinary action.
- Vehicles must be driven in a safe manner. Maximum speed for vehicles on school property is 10 mph.
- Students may park appropriately only in designated "student" parking areas.
- Drivers must obey posted signs and directional markings.

- Cars should be locked when in the school lot. The school will not be responsible for any lost or stolen property.
- Sitting in cars during the school day or at lunch is not permitted. Students **may not loiter** in the student parking areas.
- Unsafe driving or repeated violations of driving or parking rules will cause student drivers to lose parking privileges at school and may subject students to discipline or suspension.
- Students may not drive during the school day without consent of their parent and principal. They may not transport another student during the school day unless consent has been granted by both students' parents.
- Students cannot drive their car to go to lunch.
- In terms of student conduct rules, "Possession" of alcoholic beverages, illegal chemical substances or opiates, firearms or a dangerous weapon shall also extend to a student's vehicle.
- **Wahluke School District reserves the right to search any student vehicle parked on school grounds for the purpose of safety issues. By driving your vehicle to school, you consent to a search of that vehicle at any time.**

### **Backpacks and Other Large Bags**

Backpacks or other large bags must be stored in the student's locker throughout the school day. At no time during the school day should a student have their backpack on their person. Lockers are provided so that students can retrieve notebooks and other resources for their scheduled classes.

### **Student Lockers**

Lockers are assigned by the office. Students may be required to share lockers – two people to a locker. You can only share a locker with the person assigned to the locker. Students are responsible for keeping lockers closed and locked at all times. **WARNING!** Petty theft is a constant problem with personal belongings kept in unlocked or unsecured lockers. Keep your locker closed and locked. Do not leave money in your locker for any reason. The school will not be responsible for any lost or stolen property.

Students are responsible for the damage to their lockers (Scotch tape and stickers are considered damage.) Tampering with the locking mechanism will result in the loss of locker use privilege and/or a fine for repair.

Please make sure your locker is working correctly. **Backpacks will not be allowed in any classrooms.**

### **Valuables at School**

It is very important that students do not bring valuables to school because the school cannot guarantee security for personal items brought to the building. The school will not replace personal items lost or stolen at school. Please leave valuables at home.

### **Skateboards and Rollerblading**

Skateboards and rollerblades are not to be ridden on school grounds at any time. Skateboards/rollerblades **will be confiscated** and returned to parents and the student will be removed from school grounds. If students are using skateboards/rollerblades for transportation to school they must be checked in at the main office.

### **Textbooks**

Textbooks are temporarily issued to students to use as their personal property. Students are responsible for the safekeeping of these books for the entire year. Students are responsible and assessed for the replacement of any book that is lost or stolen. Fines will be issued for not returning the exact text that was issued to the student by the teacher. Students should report all lost books to the teacher immediately so another book can be assigned if available. A fine will be assessed for books that are damaged. Transcripts will be withheld until all fines are paid in full. Students may not participate in commencement activities until all fines and fees are paid.

A general guide of fines is as follows:

- Lost, stolen or destroyed book – the cost of the book (a destroyed book is one that cannot be rebound).

- Damaged books – Books with broken covers and spines will be assessed the rebinding charge of \$12.00. Pencil marks, torn pages, and other incidental damage will be charged a fine ranging from \$.50 up to the cost of rebinding the book.
- Paperback books – replacement cost of the books.

### **Dance Regulations**

The following regulations are for all dances sponsored by Wahluke High School:

1. **Wahluke dances:** Wahluke dances are for Wahluke students and their high school guests only
2. **Outside guests:** Guests are bound by the same rules as other students in attendance at the dance. A student may invite one (1) guest, who must be under the age of 21 to attend the dance and follow the process for obtaining a guest pass. Guests must arrive with their sponsor and photo identification.
3. **Guest Passes:** Students, who wish to obtain a pass for a **high school-aged guest or adult guest UNDER THE AGE OF 21**, must pick up the form at the office and complete. You must turn in the guest pass form 5 days PRIOR to the event for clearance and approval.
4. **Arrival time:** No student or guest will be permitted to enter the dance more than forty-five (45) minutes after the posted starting time of the dance without prior special arrangements with the high school administration.
5. **Admission:** All dances have an admission charge. Students who do not have a valid ASB card may be required to pay more than students who do have a valid ASB card. Prices will be publicized.
6. **School rules:** All dances are extensions of the normal school day. All rules of behavior and conduct listed in this handbook are in effect at school dances.

Regulations specific to all extra-curricular events including athletic contests, dances, concerts, and plays:

1. **Students who leave the building once the activity has started will not be allowed to return.**
2. Acceptable clothing will be worn at all activities.
3. Students not entering an activity will not be allowed to loiter on the school grounds during the time of the activity.

### **Wahluke High School Student Uniforms Required**

We take pride in the appearance of our students. Your dress reflects the quality of the school, your conduct, and your school work. We expect students to maintain the type of appearance that is not distracting to teachers or students, or a detriment to the educational process of the school. This is your school and it is up to you as individuals and as a student body to cultivate personal cleanliness, modesty in appearance, mannerly behavior, and good, moral character. Respect yourselves for the way you look, act, and learn; then others will respect you.

Realizing that dress and appearance affect some attitudes, students should dress in a manner conducive to good conduct and appearance in order to help create a good educational atmosphere in the school. Clothing shall be clean and in good repair. The health, cleanliness, and safety of students shall be of paramount importance.

**THE FOLLOWING UNIFORM IS REQUIRED TO BE WORN FROM THE TIME YOU ENTER THE BUILDING IN THE MORNING UNTIL THE TIME YOU LEAVE AFTER SCHOOL. YOU MUST ALSO WEAR THE CORRECT CLOTHING REGARDLESS IF YOU ARE WEARING OUTERWEAR OR NOT.**

- **Pants:** Pants must be grey, maroon, black or white in color or blue jeans. No bleached marks or holes, designs or writing may be worn. Pants may not be more than one size too big or too small. Pants must be able to stay in place at the top of the hips if the belt is removed. Underwear is not to be exposed under any circumstances. Pants must not be ripped through (showing skin) and no yoga pants, sweat pants or overly revealing pants are to be worn. Shorts may be worn, but follow the same guidelines as pants and must be no shorter than 2 inches above the knees.

- **Skirts** – Same color and material as pants and must be no shorter than 2” above the knee. It may be longer. Official school activities outfits such as Cheer or Drill Team are exempt.
- **Shirts** – **ALL STUDENTS MUST WEAR T-SHIRTS OR POLOS DURING SCHOOL DAYS EXCEPT ON APPROVED EXCEPTION DAYS** – All polos or t-shirts must be of a **solid color** consisting of maroon, black, white, or gray in color. Students are to wear the appropriate color of polo or t-shirt regardless of the outer wear such as jackets, sweaters, or sweatshirts that are worn in order to keep warm. This requirement is true for those young women who are pregnant. Large sizes are available to accommodate this condition. These may be no more than one size too small or too large. Polos must be buttoned within 2 buttons from the top. On School Spirit days, students may wear clothing referred to as “spirit” wear defined as clothing affiliated with school clubs or organizations that promote school pride and are pre-approved through the building principal. Spirit Friday will be allowed by building principals as a reward for students complying with the uniform policy throughout the week.
- **Outerwear** – Students may wear outerwear (coats) to and from school. Coats do not need to be in uniform color. However, the intent is for the outerwear to be hung up or put in lockers upon arrival to school. If students would like to wear jackets, sweatshirts or sweaters during the school day, they must be of uniform colors in **SOLID** (i.e. no non-Warrior logos) maroon, black, white, grey or “spirit” outerwear, as long as their t-shirt or polo shirt is still worn underneath. Hooded sweatshirts are allowed but hoods must remain down.
- **School ID** – All students are required to have their ID badge on their person while on school grounds. Every student will be issued an ID badge at the beginning of the year. Students can purchase another ID for a fee in the ASB office if their ID is lost or becomes defaced. This card will be used for the lunch program, to checkout library books, gain admission to dances and other activities, computer and internet access and provides identification to school personnel. This card will also function as an ASB card if the ASB fee is paid. An ASB card is required for all students who participate in ASB activities and school athletics. Failure to show ID or identify oneself when asked by any staff member can result in school disciplinary action.
- **Footwear** – **Flip flops and/or other shoes that pose a threat to the physical safety of students are not permitted.** Students must wear closed toed shoes in shop classes. Other courses such as Physical Education may have additional requirements for footwear.

**Any gang affiliated or unsafe clothing, hairstyles, tattoos, or adornments that denote gang affiliation in any way will not be tolerated at our school. This provision includes students wearing RED or BLUE clothing of any form to indicate their affiliation.**

**No visible rosaries are allowed, and no hats, masks, headbands/bandanas, hoods, or beanies are to be worn indoors.**

The principal and/or designee has the right to stop any pattern, for example groups wearing identical earrings, chains, bracelets, etc. or anything that may be mistaken for gang affiliation.

### **Game/performance day**

Attire for sports teams, including cheer, dance and robotics teams, as well as performance groups such as choir: Coaches/choir directors may determine the game day/performance day attire for their team/performance group. This may be team apparel or it may be a dress shirt and tie, sport coats, “travel” gear such as shells, warm-up pants and tops, etc. **Students must only wear the coach designated “gear of the day,” or the regular school uniform on game/performance days.**

### **Sports Teams Competition Day Clothing**

Student athletes may wear team apparel on that day ( i.e. football polo's/jerseys, volleyball travel suits, Basketball "Dress-up and ties/travel suits, Track and Field Shells, etc.). **All Players Must Be Dressed Alike In Order For It To Be A Team Day.**

### **Student Dress/Discipline**

If the student's dress or grooming violates the above code and/or is referred to the office by a classroom teacher for a dress code violation, the administrator or his/her designee will request the student make the appropriate corrections. If the student refuses, the administrator or his/her designee will notify the parent and request that the student make the necessary correction. If both the parent and student refuse to make the correction, the administrator or his/her designee shall take the appropriate corrective action, including suspension, removal, or exclusion from school and/or extracurricular activities for a period of time determined by the administrator.

## **Other Building Expectations**

### **Health Services**

Should a student become ill during the school day, they will be asked to check in with the office secretaries. If necessary, the school nurse will be called and or the student's parents will be contacted.

### **Immunization Forms**

All students must have an up to date "original" immunization form in their health file. Under present state law, students without correct and updated forms on file will not be allowed to continue attending school. If parents have any questions about this policy and law, please contact the school office.

### **WAHLUKE HIGH SCHOOL SUPPLIES**

Some classes may require additional supplies for students to complete special projects. Courses such as Art, Science, Health, etc., may require students to buy special materials to complete special projects. There may be other items and materials that teacher's request and are the student's responsibility.

Supplies requested **may** include things such as:

1. Binders
2. Dividers
3. Highlighters
4. Pencil sharpeners
5. Mechanical pens
6. Graph paper
7. Rulers
8. Compasses
9. Staplers
10. Erasers
11. Scotch tape
12. Glue
13. Tri-fold presentation boards
14. Composition notebooks
15. 4 x 6 expansion files
16. 4 x 6 index cards

### **Fines**

Fines are assessed at the end of each Semester. Students who have outstanding fines will not receive any final report cards for the school year or be allowed to participate in the graduation ceremonies or receive their schedule and/or locker for the following year until all fines are paid. Unpaid fines are recorded in the student's permanent



record and accumulate from year to year. Accumulated fines must be paid before the student's diploma/transcript will be released at graduation.

### **Lost and Found**

The lost and found is located in the office. At the end of the year, unclaimed items will be donated to a charitable organization, such as the Salvation Army.

### **Late Work & Retesting**

All students are expected to complete all assignments and homework. Students should refer to the individual class syllabus for guidelines to complete missing work and/or homework.

### **Requests to Change Class Schedule/Teacher**

Students must follow the course schedules given to them by school officials. A request to transfer a student from one class to another or from one teacher to another may be made by a student and parent, teacher, or administrator. The justification for making a change to a student's schedule must be substantial. Schedule change requests are considered for reasons such as class-overload, individual student needs, or special program placement, i.e. Special Services, ESL, or supplemental enrichment courses. Parent/student requests for transfer must be expressed in writing by obtaining a transfer request form from the WHS Counseling Office, completing the form, and returning it to the Counseling Office. Requests for transfer stemming from issues or conflicts between students and teachers will be submitted by the WHS Counseling Office to the teacher's supervising administrator for processing. It is imperative that students follow their original schedules until notified by the Counseling Office of the approved change and presented with an updated schedule. Without proper notification and permission for a new schedule, a student's grade and attendance may be seriously affected.

### **Student Activity Program**

The extracurricular student activities program at Wahluke High School is provided as an additional dimension to the program of basic education offered by the school. Extracurricular activities such as athletics and clubs are a privilege, not a right. Students are encouraged to participate in extracurricular activities which are of interest to them. Students are reminded that they are to focus first on their courses, then their extracurricular activities. Extra-curricular participation will provide the student with opportunities for growth and leadership with their peers and are a valuable part of the learning experience.

In the area of athletics, The Wahluke Warriors participate in the South Central Athletic Conference with: Cle Elum, Goldendale, Highland, Naches, and Zillah. Other teams in the league include: Connell, Kiona-Benton, Riverview, Royal and LaSalle.

In addition to athletics, there are clubs such as the Future Farmers of America (FFA), Family & Community Learning Academy (FCLA), Movimiento Estudiantil Chicano de Aztlán (MECHA), National Honor Society (NHS) and more. A complete list is available at the WHS ASB secretarial office.

### **Activity Cards**

All student activities, such as athletics, assemblies, dances, clubs, etc., are financed by student generated funds. One of the most important sources of revenue for these programs is the student activity card (ASB card). Students participating in all athletic and activity programs are required to hold a valid activity card for the academic year to be eligible for participation. The cost of the card is **\$35.00**. Students with a valid activity card are provided with free admission to all athletic events at home events and reduced admission at away events.

### **Athletic Admission Fees**

Admission fees are charged at the following events: volleyball, football (except for JV games), boys' and girls' basketball, and wrestling. Admission fees are recommended by the South Central Athletic Conference to which Wahluke belongs. Gate prices are as follows:

Adults	\$5.00
Students without ASB Card	\$5.00
Student with ASB Card (Grades 9-12)	\$4.00 (Away Games) Free (Home Games)

### **Athletic Events**

At all high school athletic events, all K-8 students must be accompanied by a responsible adult. Students may wear non-dress code clothing with the exception of gang related attire to school sponsored events. All school rules apply at all Wahluke High School athletic events.

### **Transcripts**

A student’s transcript is the official school record of his/her academic progress at Wahluke High School. The transcript records classes taken by the student, the grades and credits earned, along with the dates when classes were taken and the student’s GPA. All classes attempted, whether passed or failed, are recorded on the transcript. The only grades recorded on the transcript are those issued for the semester. Students and parents may request a copy of the official transcript from the high school counseling office. The principal or counselor is available to explain the transcript.

### **Visitors and Volunteers**

Parents are encouraged to visit the school and volunteer in classes, the library or the office. For protection of our students, all people visiting campus on official business must register at the main office and must wear a visitor badge. Student visitors are not permitted.

## **Wahluke High School Student Conduct**

### **Philosophy**

The basis for student conduct at Wahluke High School is respect for the safety and welfare of others and the proper care of the building and equipment. Courtesy towards others is a must. Misconduct may result in after-school detention, lunch-time detention, in-school suspension, out-of-school suspension or expulsion.

### **Purpose of Rules**

It is the purpose of the discipline rules of Wahluke High School to provide a guideline for maintaining a safe and productive environment for students to attend classes and extracurricular activities. It is the school’s belief that these rules prescribe behavior that is “reasonable” within a public school and reflects the standards of the community. One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness and efficiency. It is the key to good conduct and proper consideration for other people.

### **Student Behavior Code**

At Wahluke High School **courtesy** and **common sense** are the principles that guide our actions. We believe that for learning to occur in the classroom, good order must be maintained. By emphasizing respect for ourselves and others through responsible behavior we can maintain a positive school environment.

At WHS students are responsible for their actions and they are held accountable for following all rules and regulations established by the Wahluke School Board and the WHS administration and staff. A student who is found to be in violation of any of these rules is subject to discipline, suspension, or expulsion from WHS as provided for in the Common School Laws of the State of Washington Chapter 180.40 WAC.

The sanctions imposed for rule violations generally will be of a progressive nature. The severity of the disciplinary action may be influenced by the frequency of violations, the seriousness or severity of the violation, and other factors contained in WAC 180.40, or which have a substantial disruptive effect of the educational process. PROVIDED, that in those cases where violations of school district rules result in serious damage to persons or property, and/or have a substantial disruptive effect on the educational process, the student involved

may be subject to long-term suspension or expulsion, even though lesser force of corrective action or punishment may modify his or her conduct.

The following Student Conduct Code and Appeals Process have been adopted by the Board of Directors to protect the rights of all members of our school community in fulfilling their responsibilities. The school district reserves the right to refer to the appropriate non-school agency any act or conduct of its pupils which may constitute a crime under federal, state, county, or local law. When a student is suspended, the student will not be allowed to participate in, or attend, any extra-curricular activities, either practice, competition, or spectating during the suspended time, including "In-House" suspension. Effective implementation of these guidelines requires the exercise of good faith on the part of students, parents, and school personnel.

The Wahluke School District will not tolerate gang related behaviors. Consequences will be immediate suspension/expulsion.

## **WAHLUKE HIGH SCHOOL HAS A TOBACCO-FREE CAMPUS AS PER WASHINGTON ADMINISTRATIVE CODE RCW 28A .210. 310.**

### **State Law and Discipline**

All the discipline policies of the Wahluke School District are in compliance with the rules prescribed by Washington Administrative Code (WAC 180-40). It is not the intent of any of the rules of this high school to infringe on the substantive or material rights of any student or his/her parents.

For rule infractions of a non-flagrant nature, WHS students will follow a progressive "STEP" system of discipline. It is the school's intention that this system of discipline will reinforce the necessary self-control, which students must exercise in order to participate in the educational experience. NOTE: Some incidents, such as those marked in the list above, are of a flagrant nature. These misbehaviors may be so disruptive as to warrant immediate move to a higher level of the STEP system.

- LEVEL 1 – Documented student/teacher conference, parent notification. Students may be assigned lunch or after-school detention. (Teacher's responsibility)
- LEVEL 2 – Student/principal and/or administrative team conference, parental notification, one to five hours of detention or school service work may be assigned. Students may be assigned lunch or after-school detention.
- LEVEL 3 – Suspension in or out-of-school for three to ten days (WAC 180-400-245). Loss of the following privileges: use of hall passes or off campus pass, to attend field trips or assemblies, and to participate in athletic events on days suspended.
- LEVEL 4 – Suspension out-of-school for a minimum of eleven and a maximum of sixty school days (WAC 392-400-260), or emergency expulsion if warranted.
- LEVEL 5 – Expulsion recommended. Minimum punishment will be long-term out-of-school suspension (WAC 180-400-275).

Students who reach Level 3 through Level 5 on the school discipline plan will return the following year on Level 2.

### **Exceptional Misconduct**

Students should become familiar with the exceptional misconduct policy. A single violation of any provision in this policy can result in an immediate long-term suspension or expulsion from Wahluke High School and the Wahluke School District. Misconduct pursuant to WAC 180-400-225 and 250 which has occurred on a basis of such a serious nature to have a disruptive effect on the operation of school(s) will warrant long-term suspension or expulsion with resort to other forms of corrective action or punishment.

Exceptional misconduct will be determined by the school administrator or his/her designee and shall be in keeping with the chronological age, mental maturity and state and federal laws pertaining to the student involved.

Exceptional misconduct includes, but is not limited to:

- **ARSON:** The intentional setting of a fire or explosion.
- **ASSAULT/BATTERY:** Physical threats or violence to persons. (A physical attack upon the body of another person may be made with any instrument including, but not limited to, weapons, body parts, food products, or bodily secretions.)
- **BURGLARY:** The act of entering or remaining unlawfully in a building with the intent to commit a crime.
- **EXPLOSIVES, PYROTECHNICS, and FIREWORKS:** Manufacture, purchase, sale, transfer, offer for sale, use, discharge, possession, transport or storage of any pyrotechnics, fireworks, explosives, improvised devices, or components that are intended to be assembled into an explosive.
- **EXTORTION OR COERCION:** Obtaining or attempting to obtain money, property or services by threats or forcing someone to do something against his/her will by force or
- **FIREARMS/AMMUNITION/DANGEROUS WEAPONS:** Firearms, ammunition and dangerous weapons are not permitted. Students carrying or possessing a firearm or dangerous weapon shall be expelled for a period of not less than one (1) year. Appropriate law enforcement agencies will be contacted if there are violations of the firearms/dangerous weapons statute.
- **GAMBLING:** Risking something of monetary value for the chance to win a prize.
- **THEFT:** Stealing from a person or institution.
- **MALICIOUS MISCHIEF:** Property damage.
- **ROBBERY:** Stealing by force or threat of force.
- **SALE, DELIVERY, USE, OR POSSESSION OF ALCOHOLIC BEVERAGES or ILLEGAL DRUGS.**
- **TRESPASS:** Being present in an unauthorized place or refusing to leave when ordered to do so.
- **THREATS TO BOMB or INJURE PROPERTY:** Falsely reporting a fire or bombing.
- **GANG INTIMIDATION:** Threatening of another person with bodily injury because the person refuses to join or has attempted to withdraw from a gang.

#### **Dangerous Weapons/Explosives**

The possession of, including manufacturing, delivery, disposing of, or furtively carrying with the intent to conceal, any firearm or other dangerous weapon, is prohibited on school property, real or personal, that is owned, rented or controlled by the district or any school sponsored activity on or off campus.

#### **Plagiarism/Cheating**

Plagiarism is a form of cheating and occurs when a student uses the work of others and presents that work as their own. Copying another student's homework or taking information off the Internet without giving credit to the author are forms of plagiarism. Whenever a student is guilty of cheating or plagiarism the teacher shall collect the student's paper, mark a zero for the work, **and notify the parent and office immediately as to the action taken.** The teacher will arrange for a parent/teacher conference. Further incidents of plagiarism/cheating will be dealt with as a Level III offense.

#### **Vandalism and Property Damage**

Our school building and equipment cost the taxpayers to construct, purchase and maintain. Students who destroy or vandalize school property will be required to pay for losses or damages. If students willfully destroy school property, suspension may be assigned and law enforcement agencies may be contacted.

#### **Weapons**

Students will not be allowed to possess any device that is a weapon, including but not limited to gun, rifle, knives, explosives, or any common object or article that resembles a weapon fabricated to assault a person will be considered a weapon as defined in RCW 9.41.010, RCW 9.41.280, RCW 28A.600.420, RCW 9.41.250, RCW 9.41.270.

**Firearms Possession – Students in possession or use of a firearm on school grounds or at school functions will result with the following:**

**Parent and Police notification and a state-mandatory minimum one-year expulsion (RCW 28A.600.420), subject to appeal, will be applied to students who bring firearms on school property.**

### **Substance Abuse Policy**

Students have the right to attend school in an environment free of alcohol and drugs. Students are not to possess, sell or use drugs, alcohol, unauthorized medication, or drug paraphernalia. They shall not be under the influence of alcohol or drugs on school premises, at school-sponsored activities, or in school vehicles.

The consequences for possession or being under the influence of alcohol or drugs, or abusive chemicals, unauthorized medication, or possession of drug-related paraphernalia may result in disciplinary action pursuant to district policy. Where violations of the law are involved, law enforcement agencies will be notified.

### **Substance Abuse Guidelines:**

**The following procedures will be followed when a student is in possession of, has admitted being under the influence of drugs or alcohol, or has tested positive for drugs or alcohol:**

1. The parent or legal guardian will be called.
2. Law enforcement will be notified.
3. The student and parent/guardian will be informed that the Wahluke School District policy requires five (5) days suspension (out of school) or a choice of a three day (3) out of school suspension with a chemical dependency assessment performed by a state-certified chemical dependency treatment agency. Student and parent will agree to follow the recommendation of the assessment which will include a minimum of 10 weeks of follow up counseling with the district interventionist specialist.
4. The student and his or her family are responsible for the financial costs related to the treatment.
5. Second Offense – ten day short-term suspension from school.
6. Third and Future Offence(s) – twenty day long-term suspension from school.

All students participating in extracurricular activities and/or athletics will also be governed by appropriate disciplinary procedures applicable to those activities. (Suspension under this policy will include suspension from participation in or attendance at all school programs, events and activities).

### **Tobacco:**

**Possession or use of tobacco on school property, at school events or in school vehicles is prohibited. RCW 28A.210.310 Wahluke Board Policy #4215**

Tobacco products and delivery devices includes, but are not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, electronic smoking/vapor devices, “vapor pens,” non-prescribed inhalers, nicotine delivery devices or chemicals that are not FDA-approved to help people quit using tobacco, devices that produce the same flavor or physical effect of nicotine substances and any other smoking equipment, device, material or innovation.

- First Offense: Up to three (3) days in-school suspension.
- Second Offense: Suspension from school for five (5) days. If a student complies with a parent/student-initiated assessment (see #3 above), the penalty may be reduced to three (3) days school suspension.
- Third and Future Offense(s): Suspension from school for ten (10) days.

### **Hazing/Intimidation/Harassment/Bullying**

All students will deal with all people in a manner that conveys respect for individuals regardless of race, color, marital status, national origin, creed, religion, sex, sexual preference, age, or disability. Acts of harassment, intimidation, hazing, bullying, hostility, or defamation, whether verbal, written, physical, or by gesture will not be

tolerated. Any demeaning form of on-campus or off-campus hazing or harassment which is related to school issues/activities and is used to initiate or humiliate another student constitutes grounds for disciplinary action including suspension or expulsion (Level 3 thru 5 Offenses). RCW 28A.300.285

### **Sexual Harassment**

The Wahluke School District is committed to a positive and productive education and working environment free from discrimination, including sexual harassment. The District prohibits sexual harassment of students, employees and others involved in school district activities.

Sexual harassment occurs when:

1. Submitting to the harasser's demands is a stated or implied condition of obtaining an education or work opportunity or other benefits.
2. Submission to or rejection of sexual demands is a factor in an academic, work or other school related decision affecting the individual.
3. Unwelcome sexual or gender-directed conduct or communication interferes with an individual's performance or creates an intimidating, hostile or offensive environment.
4. Sexual harassment can occur with adult to student, student to adult, student to student, adult to adult, male to female, female to male, male to male, or female to female actions. Sexual harassment is under Level 3 and 4 Offenses in Infractions/Consequences.

### **Infractions/Consequences**

Any student who willfully performs any act which interferes with or is detrimental to the orderly operation of the school, a school sponsored activity, or any other aspect of the educational process within the school district shall be subject to discipline, suspension or expulsion. Such acts shall include, but not be limited to those enumerated in our 2018-19 Student Discipline Policies and Procedures parent handbook located on our school website at <https://www.wsd73.wednet.edu>, or posted school rules/regulations published in any disciplinary procedure update approved by the school administration.

It is the obligation of all students to comply with the lawful directives of Wahluke School District administrators, teachers and staff. A failure of any student to promptly and fully comply with a lawful directive may result in student disciplinary action, including suspension or expulsion.

## **Wahluke School District Athletic/Activities Code 2019-2020**

### **Philosophy of Activities Programs**

The activities program in the Wahluke School District is intended to provide students at all levels an opportunity to improve and achieve excellence through participation in voluntary school activities, including athletics, while maintaining a strong emphasis on academic achievement and developing productive, positive citizens.

### **Goals**

It should be understood that participation in athletics is voluntary, and hence it is a privilege, not a right. The principles concerning competition and participation should foster a development of the following:

- physical fitness
- skills and abilities
- mental alertness
- discipline
- leadership
- upstanding character
- commitment to team
- high self esteem
- good sportsmanship
- desire to excel
- courage to perform & do what is right

- appreciation for success in all types of sports and activities

Ultimately, we are striving to instill in participants the value of competition, sportsmanship, teamwork, and discipline to help them achieve lifelong success in our competitive world. The purpose of this code is to establish and maintain high standards of conduct for Wahluke School District activities participants. The activities code is intended to guide and help students and parents understand the conduct that is expected of activities participants in our school district and also to understand the seriousness with which infractions of the code are viewed. It is hoped that the code will avoid the need for disciplinary action. Because activities participants are representatives of our school, their conduct on school property, in public places, or elsewhere shall comply with the highest standards of personal integrity. Any conduct which is not consistent with the conduct expected of our activities participants as specified in this code may result in suspension of the privilege to participate.

Activities participants involved in competitive activities are expected to exhibit a competitive spirit while at the same time showing good sportsmanship in competition. The participant has a responsibility to demonstrate loyalty to the school and to his or her teammates and coaches, while at the same time showing respect for opponents, officials, and fans. If the participant verbally or physically behaves in a manner that brings disgrace or disrespect to the school district or his or her teammates, he or she may face disciplinary action.

**This code is in force once the participant has signed it and returned it to the coach/supervisor or the Activities Director. The code continues to be in force until the final event of the academic year for which the student has signed it.**

### **General Code of Conduct**

Activities participants are to abide by the rules and regulations stated in the school's student handbook. An incident deemed severe or extreme by the school district staff or frequent or repeated disciplinary action because of poor conduct is sufficient cause for corrective action and/or dismissal from the team. Disciplinary sanctions may carry over from one school year to the next, or from one season to the next. In the event that a participant is suspended or dismissed from a team due to a violation of this code, s/he will have due process by following the appeals process according to school board policy.

### **Rules of Conduct**

1. Participants shall not commit any theft of goods, equipment, or property belonging to the school or others.
2. Participants shall not commit any vandalism or illegal destruction of property.
3. Participants shall not engage in any serious unethical conduct.
4. Participants shall obey all laws of the community, state, or country, or otherwise shall not engage in illegal activities.
5. Participants shall not be involved in bullying, intimidation, harassment, or hazing of any type.
6. Profanity of any kind will not be tolerated.

### **Penalties for Violating the Rules of Conduct**

The coach and activities director, with help from the principal if need be, will determine an appropriate penalty which is commensurate with the seriousness of the infraction, giving due consideration to the nature of the offense and the student's past record. The penalty may include reprimand, suspension from activities participation, or termination of activities privileges altogether.

### **Eligibility Rules**

In order to participate in extracurricular activities in the Wahluke School District, a student must comply with the following eligibility rules. Current WIAA rules and regulations will be in effect at all times. Familiarize yourself with the WIAA rules by looking through their handbook in the Activities Director's office or by visiting their website.

### **Academic Eligibility**

Students must pass the majority of their classes at trimester or they will face a suspension from athletics/activities. If they fail two or more classes at trimester they will be ineligible to compete in contests for a minimum of 3 weeks for middle school students and 5 weeks for high school students. In the fall trimester, the period for ineligibility for high school students will last through the last Saturday in September. After the 3 or 5-week period, the student must submit a grade check form to his or her coach to show that he/she is passing the minimum number of classes. If the student is passing the required minimum, he/she will be allowed to return to competition. If the student is not passing the required minimum, he/she will not be allowed to compete until he/she is passing the required minimum number of classes.

In addition to the WIAA standards for academic eligibility, the Wahluke School District has established an eligibility policy for our participants as well. Grades will be checked on a weekly basis. Every week teachers will post their grades and the Activities Director will run a report of all students with failing grades. All students who are failing two or more classes on the weekly grade check or at the quarter grade check will be placed on the F List. The F List will take effect on the next Monday after grades were checked. Once a student is on the F List they can be cleared with a note from their teacher stating they now have a passing grade. This note must be turned in to either their coach or the Activities Director or they will not be cleared from the F List. They will also be cleared from the F List if the next grade check shows them passing all of their classes. For example, if a student is placed on the F List for Week 1 they become ineligible at the beginning of Week 2. If they clear from the F List with a note from their teacher or they are passing all classes at the next grade check they will become immediately eligible. *Any student who has multiple F's may not practice until he/she has a minimum of two F's. The student still cannot participate in competitions or performances until grades are passing. Coaches and the Activities Director have authority to remove students from the roster if they are continually on the F List.*

### **Detention & Suspension**

The activities program believes that participants should not be getting detentions or suspensions of any kind. However, in the event that a participant does receive detention or suspension, the following guidelines will apply.

Students who receive an after-school detention and miss practice time due to the detention will be dealt with accordingly by their coach. Students who are in after-school detention on home game days will also be dealt with by their coach. Students who miss the bus on away game days due to a detention will not be allowed to play that day.

Students who are on in-school suspension will be dealt with on an individual basis by their coach, the athletic director, and the principal. Students on out-of-school suspension are not allowed to be at school or at any school event during their suspension. This includes practices, games, or any other team functions.

### **Ineligible Players' Status with the Team for Competitions**

Participants who are ineligible from competition/participation due to grades or behavior issues are not allowed to travel with the team to away games. Additionally, they are not allowed to sit on the team bench for either home or away games.

### **Total Semesters of Eligibility**

After entering or being eligible to enter the seventh-grade students shall have six (6) years of interscholastic eligibility. If the seventh or eighth grade is repeated, and such repetition is based upon documented academic reasons, the repeated year shall not count against the student's six (6) interscholastic competitive years. After entering or being eligible to enter the ninth grade, a student shall have four (4) consecutive years of interscholastic eligibility.

### **Enrollment and Regular Attendance**

A student must be enrolled and in regular attendance within the first fifteen school days in a semester at the start of the current semester in order to participate in interscholastic contests during the current semester. A student



must be in attendance 15 weeks during an 18-week semester. A ratio of 1 unexcused absence to 6 attendances constitutes irregular attendance. (WIAA Handbook, Section 18.8.0)

### **Age Limits**

High School – Students shall be under 20 years of age on September 1 for the fall season, December 1 for the winter season, and March 1 for the spring season.

Middle School – Students shall not have reached their 15th birthday prior to June 1 of the previous school year. (WIAA Handbook, Section 18.4.0)

### **Paperwork Necessary for Participation**

All extracurricular activities participants must have the appropriate paperwork turned in to the district's Final Forms electronic portal at <https://wahlake-wa.finalforms.com/> prior to the first practice.

**Physical Examination (Athletes only)** – Physical exams are good for a period of **two (2)** years.

**WSD Activities/Athletics Clearance Form** – This is the form where students and parents agree to follow the WSD Athletics Handbook. Additionally, parents must provide contact information, emergency contact information and medical insurance information.

**Sudden Cardiac Arrest and Concussion Information Sheet** - Due to a state law, all athletes and their parents must read and sign the “Sudden Cardiac Arrest and Concussion Information Sheet”. This form talks about the signs and symptoms of Sudden Cardiac Arrest as well as the signs and symptoms of Concussions. Although we try to avoid concussions through teaching proper techniques and through safety equipment, there is no way to prevent concussions and unfortunately, they happen. It is expected that athletes and/or parents report possible concussions to the coaches or the Activities Director. If a coach or the Activities Director suspects an athlete has sustained a concussion the student in question will not be allowed to participate in practices or contests until they have been cleared by a licensed health-care provider trained in the evaluation and management of concussions.

**ASB Card** – The ASB card must be purchased from the school office prior to the first competition. It allows participants to get into home events for free and away events at a reduced rate.

**Participants will not be allowed to participate without a current physical exam on file. They must also have the WSD Activities/Athletics Clearance Form and the Concussion Information Sheet completed and handed in to their coach or Mr. Marlow in order to be able to practice.**

### **Attendance**

Activities participants must be in attendance at school on the day of a contest to be eligible to participate. Participants can still participate if they have an excused absence for less than half of the day but the absence must be approved by the Activities Director or his designee prior to the absence. Generally, this rule applies mainly to doctor's appointments and family emergencies. The participant must have an explanation of the absence in writing. This rule also applies to a non-school day for attendance on the previous school day- for example, a student must be in school on Friday to participate in a contest on Saturday.

Any unexcused absence or excused absence that was not pre-approved shall result in the participant not being allowed to participate in that day's competition/performance. The Activities Director and Principal have the authority to make exceptions to the pre-approval rule when unique situations arise. On days when participants are practicing, if a student has an unexcused absence for any portion of the day, he or she will not be allowed to practice that day. In the event that there is confusion as to whether the absence is excused or unexcused, the participant will be allowed to participate that day. If it is found that the absence was in fact unexcused, the participant will not be allowed to participate in the next day's practice or competition/performance.

## **Travel**

Participants are expected to travel with the team or group in school-provided transportation. However, participants may ride with parents/guardians or the parents'/guardians' designee(s) provided a written request is made and it is acceptable to the supervisor of the activity. "Alternate Form of Travel" request forms are available from the Activities Director and the supervisor of the activity. When the participant does take an alternate form of travel, the parent/guardian or designee must make personal contact with the supervisor so that the supervisor may release the participant into that person's care and responsibility.

As at all times, when the group is traveling, participants are expected to behave in accordance with the school rules, Activity Code guidelines, and the rules of the specific activity and the rules of the bus. If a bus driver requests compliance from a participant on the bus, the participant must abide by the driver's request. Problems stemming from poor behavior on bus trips may result in discipline from the coach and/or the school, depending upon the seriousness of the infraction. Bus drivers have the same authority for disciplining participants while on bus trips as do coaches.

## **Transferring from One Sport to Another**

When an athlete voluntarily chooses to quit a team, he or she may go out for another team during that same season, provided that it is still prior to the first competition. The athlete needs to tell the coaches of each sport that this is his or her intention. It is up to the coaches to determine if this is acceptable to both of them.

Any athlete who was dismissed from a team may turn out for another team with the approval of the coach of each team and the Activities Director. Any athlete who was cut during tryouts for a team may automatically go out for another team. Again, for both of these instances, after one half of the season is over, an athlete should not be allowed to transfer. When an athlete does switch sports, he or she must start over the minimum required practice days. Practices for one sport cannot carry over to the other sport.

## **Lettering Requirements (High School)**

Lettering requirements for each sport will be determined by the head coach of that sport. With regards to the specific sport lettering requirements, head coaches will determine who letters and why, *with input from the athletic director if necessary*. Participants should make sure to find out the specific lettering requirements for their activity at the beginning of the season. Any student who does not finish the season in good standing due to academic or disciplinary reasons or quits the team will not receive a letter or any other awards he or she may have been entitled to. Also, if an athlete was suspended for a second or third offense of the drug and alcohol policy, he or she will not letter for any sport for which he or she is suspended. *The athletic director may determine if the issues listed above warrant that a participant not receive a letter or award.*

## **Tattoos**

Wahluke School District reserves the right to have participants cover up tattoos that may be deemed inappropriate or that could be considered as a potential threat to the safety of the school. The administration or designees thereof will be the ones who determine if a tattoo should be covered. In most instances, a bandage that covers the tattoo completely will suffice. The covering must be on for the duration of the event.

## **Internet Use Issues**

Participants need to be careful as to how they use the internet. They should refrain from disparaging remarks about individuals and teams from their own and other schools. While sites like Washington Preps, Facebook and other social media sites have their merits, participants need to act responsibly when using them. Pictures and comments on these and other sites that indicate violations of the Activities Code may be used to prove such violations.

## **Drug/Alcohol/Tobacco Policy**

The Wahluke School District Activities programs recognize that alcohol, tobacco, and other drug use, including anabolic steroids, is not conducive to a healthy lifestyle, athletic competition, or other school activities. Unlawful

possession and illicit use of alcohol, tobacco, or other drugs will not be tolerated. Students who choose to participate in extracurricular activities in the Wahluke School District will abstain from using controlled substances, such as alcohol, tobacco, or illegal or illicit drugs, including illegally using and/or distributing prescription drugs. Abstaining includes not attending parties and other informal gatherings where there is underage consumption of alcohol, tobacco, and other drugs. If a student athlete finds themselves at a party or informal gathering where alcohol/drugs/tobacco are present they must immediately remove themselves from the situation or they will be in violation of our policies. The Wahluke School District also recognizes that a student who is 18 years of age can legally possess and/or use tobacco products off campus. They are still not allowed to use/possess tobacco products on-campus.

In addition, participants shall not possess, manufacture, transfer, deliver, conceal, sell or distribute alcohol or other drugs, nor be under the influence of such substances. This includes benign materials that are designed, packaged, and intended to represent illegal or prescription drugs. Possession is defined as actual or constructive. Constructive possession can occur when there is no actual physical possession, but the person has dominion and control over the substance, i.e., in a locker or bag belonging to the person.

In all cases regarding the possession, either actual or constructive, sales, manufacture, distribution, or transfer of alcohol or drugs to another individual, the evidence will be secured and turned over to law enforcement authorities. The school district will cooperate with law enforcement and juvenile court authorities in the prosecution of established cases. Parents will be notified of such instances in a timely fashion. This policy also covers prescription medications that are distributed illegally. **In addition, over the counter medications may not be distributed among participants. For example, students may not give aspirin, Tylenol, ibuprofen, or other over the counter medications to one other. This would constitute a violation of this policy.** Students are not allowed to use prescription and over the counter medications that are for legitimate purposes without prior arrangements between the school district and the participant's parent/guardian or their physician. Also, the legal distribution of over the counter medications by school district employees to participants for their consumption will not be allowed without prior arrangements between the school district and the parent/guardian or their physician. **A first offense of this portion of the rule by an activities participant will result in a conference with the coach or supervisor and the Activities Director to discuss the severity of these actions. A second offense will be treated as a first offense in the Drug/Alcohol/Tobacco policy penalties. (See "Penalties for Violation of Drug/Alcohol/Tobacco Policy" below.)**

### **Penalties for Violation of Drug/Alcohol/Tobacco Policy**

#### **First Violation of the Drug/Alcohol Policy**

A participant shall be immediately ineligible for interscholastic activities participation in the current program for the remainder of the season if they violate the alcohol/drug policy. Ineligibility shall continue until the next season in which the participant wishes to participate unless the student accesses the assistance program outlined in B (below).

- A. In order to be eligible to participate in the next season, the participant must meet the school eligibility board consisting of coaches and administrators selected by the principal, to request approval to participate. The school eligibility board will recommend to the principal appropriate action to be taken in the participant's case. The school principal shall have the final authority as to the participant's participation in the interscholastic activities program.
- B. A participant who seeks and receives help for a problem with use of legend drugs (RCW 69.41.010 identified substances) or controlled substances and controlled substance analogs (RCW 69.50.101 identified substances) shall be given the opportunity for assistance through the school and/or community agencies. The participant must schedule to meet with the school district's drug and alcohol counselor/intervention specialist. The participant must meet with the intervention specialist for a minimum of 10 meetings. In no instance shall participation in a school and/or community approved assistance program excuse a participant from subsequent compliance with this regulation. However, successful utilization of such an opportunity or compliance with

the athletic code by the student-athlete may allow him/her to have eligibility reinstated in the activities program, pending recommendation by the school eligibility authority. This reinstatement may only occur after the participant has sat out at least 50% of the season and has begun meeting with the intervention specialist. If the participant does not set up and then continue meeting with the specialist, she/he will be suspended until she/he begins meeting the specialist again. If the violation occurs late enough in the season that the participant cannot complete the 50% season suspension, s/he must finish the suspension in the next season for which the student turns out.

In order to encourage participants to be forthright and truthful in the event they made a mistake, if a participant self-reports his or her first violation of the Drug/Alcohol/Tobacco policy, the suspension period for that violation will be shortened to 25% of the season. The principal, activities director, or designee will determine if a participant did in fact “self-report” the infraction. All other requirements of a first-time offender listed above will be in effect for a participant who self-reports.

**Second Violation of the Drug/Alcohol Policy** – A participant who again violates any provision of RCW 69.41.020 through RCW 69.41.050 or of RCW 69.50 shall be ineligible for interscholastic participation for a period of one (1) calendar year from the date of the second violation. For a second offense, a participant must have a formal chemical dependency assessment performed by a state-certified chemical dependency treatment agency in order to be allowed to participate in an interscholastic activities program again in the future. The participant and parent/guardian will agree to follow the recommendations of the assessment, which will include a minimum of 10 days of follow-up counseling with the district’s intervention specialist. **The participant and his or her family will bear the financial responsibility of the chemical dependency assessment and any treatment if it is so indicated. (See Below for a list of Youth Assessment Treatment Providers.)**

**Third Violation of the Drug/Alcohol Policy** – A participant who violates for a third time RCW 69.41.020 through 69.41.050 or of RCW 69.50 shall be permanently ineligible for interscholastic participation.

**First Violation of the Tobacco Policy** – A participant shall be immediately ineligible for interscholastic activities for 20% of the current program season if they violate the tobacco policy for the first time. This penalty will carry over into the next sport season they participate in if less than 20% of the previous season remained at the time of the infraction.

**Second Violation of the Tobacco Policy** – A participant shall be immediately ineligible for interscholastic activities for 50% of the current program season if they violate the tobacco policy for a second time. This penalty will carry over into the next sport season they participate in if less than 50% of the previous season remained at the time of the infraction.

**Third Violation of the Tobacco Policy** – A participant shall be immediately ineligible for interscholastic activities for one calendar year if they violate the tobacco policy for a third time.

**Fourth Violation of the Tobacco Policy** – A participant who violates the tobacco policy for a fourth time shall be permanently ineligible for interscholastic participation.

**\*For all offenses on school property or at a school function, the student handbook discipline code will also be in effect. This will include suspension from school, and a formal assessment will be required to be reinstated. See the student handbook for details.**

**\*\* Extreme Circumstances For any offense of the code deemed to be “extreme in nature”, the Activities Director, Principal, Superintendent and/or School Board may choose to supersede the above-mentioned penalties and invoke the “Rules of Conduct” section of this code and administer a more severe punishment.**

#### **Youth Assessment Treatment Providers**

The following is a partial list of area Youth Assessment Treatment Providers and their phone numbers:  
PARC in ML, 509-765-5402

Merit Resource Services, 509-837-7700  
Sundown M Ranch, 509-457-0990

**This code was revised in the fall of 2018 by the Wahluke School District Activities Director and High School Administration.**

## **Student Internet Use Agreement**

Students must have student and parent signature agreement on file before using the Internet (see Board Policy 2022P)

We are very pleased to bring Internet access to Wahluke School District and believe the Internet offers vast, diverse and unique resources to both students and teachers. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation and communication.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students and teachers have access to:

1. Electronic mail communication with people all over the world. Information and news from NASA as well as the opportunity to correspond with the scientists at NASA and other research institutions.
2. Public domain and shareware of all types. Discussion groups on a plethora of topics ranging from Chinese culture to the environment to music to politics. Access to University Library Catalogs, the Library of Congress and ERIC.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Wahluke School District has taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. Wahluke School District, firmly believes that the valuable information and interaction available on this worldwide network far outweigh WHS the possibility that users may obtain material that is not consistent with the educational goals of the District.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. In general, this requires efficient, ethical and legal utilization of the network resources. The following guidelines are provided so you are aware of your responsibilities. If a Wahluke School District user violates any of these provisions, his or her account will be terminated and future access could be denied. The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

### **Internet – Terms and Conditions**

- 1) **Acceptable Use** – The purpose of Washington State K-20 Network, is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research and consistent with the educational objectives of the Wahluke School District. Use of other organizations' network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material or material protected by trade secret. Use for commercial activities is generally not acceptable. Use for product advertisement or political lobbying is prohibited.
- 2) **Privileges** – The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. (Each student who receives an account will be part of a discussion with a Wahluke School District faculty member pertaining to the proper use of the network). The system administrators will deem what is inappropriate use and their decision is final. Also, the system administrators may close an account at any time as required. The administration, faculty and staff of Wahluke School District may request the system administrator to deny, revoke or suspend specific user accounts.
- 3) **Network Etiquette** – you are expected to abide by the generally accepted rules of network etiquette.

These include (but are not limited to) the following:

- Be polite. Do not get abusive in your messages to others.
  - Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
  - Illegal activities are strictly forbidden.
  - Do not reveal your personal address or phone numbers of students or colleagues.
  - Note that electronic mail (E-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to, or in support of, illegal activities may be reported to the authorities.
  - Do not use the network in such a way that you would disrupt the use of the network by other users.
  - All communications and information accessible via the network should not be assumed to be private property.
- 4) Downloading of software of any kind is prohibited on Wahluke School District computers. Not all software is compatible with every computer and operating system. If software is needed for a class put in the request to a staff member for the software. If you are found to be downloading software you will lose your computer privileges for the remainder of the year.
  - 5) Wahluke School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. Wahluke School District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, or service interruptions by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. Wahluke School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
  - 6) Security – Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a system administrator or your District Internet Coordinator. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual. Attempts to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.
  - 7) Vandalism – Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, any of the above listed agencies or other networks connected to the NSFNET Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.
  - 8) Servers – Use of the servers is a privilege. Downloading or using servers inappropriately will result in the loss of user privileges. This includes creating folders outside of your file folder.

# WHS Class Bell Schedules

## Regular Day Schedule (Tuesday thru Friday)

1	8:00-9:00
2	9:05-10:02
3	10:07-11:04
4A	11:09-12:06
1ST LUNCH	11:09-11:39
4B	11:44-12:41
2ND LUNCH	12:11-12:41
5	12:46-1:43
6	1:48-2:45

## Late Start Schedule (Monday)

WARRIOR TIME	9:00 - 9:28
1	9:33-10:15
2	10:20-11:02
3	11:07-11:49
4A	11:54-12:36
1ST LUNCH	11:54-12:24
4B	12:29-1:11
2ND LUNCH	12:41-1:11
5	1:16-1:58
6	2:03-2:45