



Walla Walla High School

800 Abbott Road
Walla Walla, Wa 99362
(509) 527-3020
<http://wwhs.wwps.org>

Acknowledgement of Receipt

With the signature below, I acknowledge that I have received and reviewed the contents of Walla Walla High School's 2008-2009 Student Handbook. I have read it carefully and will keep it for future reference. This document has given me notice of the following:

- Harassment and Bullying
- General Information
- Student Rights and Responsibilities
- Student Attendance Policies
- General School Policies
- Discipline Policy
- Homework Guiding Principles
- Grading
- ASB
- Athletics
- Electronic information networks (internet)
- Portable electronic equipment

Student Name (please print)

X

Student Signature

Date

**HOME OF THE
BLUE DEVILS**



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800 Abbott Road
Walla Walla, WA 99362
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www.wwhs.wwps.org

WHAT YOU CAN DO TO HELP KEEP SCHOOL A SAFE PLACE

Help keep our school safe. Report threats of violence, suicide and illegal activity that could harm students in our school to a teacher, counselor, administrator or any WWHS staff member. Your call is private, confidential, and anonymous. Examples of harmful or threatening behavior might include:

- Violence
- Theft
- Drug or alcohol use
- Talk of suicide
- Sexual harassment
- Weapons

You may report in person or by phone to any school district employee:

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GENERAL INFORMATION

ACCIDENTS OR INJURIES

Please report accidents immediately to the teacher in charge. If not in a supervised area, report it immediately to the nearest teacher or administrator. If the accident requires immediate attention, contact the main office.

BUS INFORMATION

Any student living TWO miles or more from WWHS is eligible for bus transportation to and from school. Bus information is available from the Transportation Office, 527-3019. Buses load and unload in the academic parking lot. Students wishing to ride a school bus as a guest must bring a note from a parent/guardian to the attendance office. They will be issued a one-day guest pass to be shown to the bus driver.

Valley Transit is scheduled to arrive and depart from the WWHS campus at approximately each half hour, on the half hour. An offer for free Valley Transit bus passes are expected to be available for some students who reside between one and two miles of WWHS. The free Valley Transit passes are available only during the beginning of the school year for a limited time. Please inquire at the main office for more information. Replacement passes may be purchased at the Valley Transit Office on Rose Street.

CAFETERIA

WWHS offers a breakfast program each morning. WWHS offers a variety of lunch programs. Information about lunch programs is available from your counselor. Students may eat lunch in the Commons eating area only. **Students are to pick up their trash and put it in one of the many receptacles on the campus.**

CHANGE OF ADDRESS

Please report a change of address or a new phone number to the attendance office. 527-3020

CLOSURE OF SCHOOL FOR EMERGENCIES

If it is necessary to close schools, delay opening, or to have an early dismissal because of emergency weather conditions or other unusual circumstances, parents will be notified by automated phone message and the local radio stations will broadcast the information. In the case of early dismissal, students within walking distance will be excused to walk home. Buses will meet their rural schedule as soon as possible. Two buses will be available for those students riding the city shuttle buses. College Place and Dixie districts will be contacted so they can make the necessary arrangements to pick up their students.

If, for medical reasons, it is impossible for students to walk home, they should contact the office.

If weather conditions are such that it is necessary for buses to run late in the morning, this information will be reported to the radio stations.

If in doubt as to whether school will be in session or not, please listen to one of the local radio stations. Information is provided to the radio stations no later than 6 a.m.

LOCKERS

Students may request a locker at the beginning of the school year on a first come, first served basis. Two students will be assigned to each locker. Students must purchase a school issued lock. Lockers with unauthorized locks will have the lock cut off. Lockers that do not operate properly should be reported to the office immediately VALUABLES (RADIOS, MONEY, ETC.) ARE NOT TO BE STORED OR LEFT IN LOCKERS. Please keep your locker combination confidential! It is understood that in the event of an emergency, the school administrators have the right to open any locker.

PERSONAL PROPERTY

Walla Walla High emphatically discourages bringing I-pods, mp3 players, cell phones, large sums of money or anything of monetary or sentimental value to school. **Walla Walla High School is not responsible for the loss or theft of personal property and cannot investigate all reports of theft.**

LOST & FOUND

Items need to be turned in and recovered at the front desk in the main office.

MESSAGES/PERSONAL DELIVERIES FOR STUDENTS

Messages will be taken from parents/guardians only. No personal deliveries will be accepted or should be made during school hours (i.e. gifts, flowers, etc.)

SCHOOL NURSE - CLINIC

The school nurse is on duty every day at the high school. Should a student become ill or injured during school hours, s/he **MUST GO TO CLASS AND THEN OBTAIN A HALL PASS** from the classroom teacher to go to the clinic. The Nurse keeps record of all students seen.

ALL students who need to leave school due to illness or injury **MUST** check out with the school nurse prior to leaving campus.

The Walla Walla School District is regulated by State Rulings (RCW 28A.210.260) regarding giving medication at school. These rulings do not allow students to take prescription or over-the-counter medication (cough drops, pain relievers, cold medicine, for example) in the school setting unless certain procedures are followed:

- 1) A current written authorization from the parent and health professional (*the health professional must be prescribing within the scope of their prescriptive authority*) must be completed and on file in the clinic.
- 2) The approved medication form is available from the school. The form outlines the amount of medication and time it is to be given, and requires both the doctor's and parent's signatures.
- 3) The medication must be in the original container and properly labeled.
- 4) Medication is to be brought to school by the parent. The medication will be counted and verified by the parent and assigned school personnel.

TELEPHONES

Students will be allowed to use the student phone in the main office, commons, and gym before and after school. In case of an emergency during class time, a student with a teacher pass may use the phone in the main office or classroom.

TRANSCRIPTS

Student transcripts will be forwarded to colleges or other schools only if all fees owed to the school are paid by the student. Requests for a transcript to be sent to a college can be made through the registrar in the main office.

VISITORS

WWHS students will not bring visitors to attend classes with them at WWHS. Former students need to make prior arrangements and visit after school hours. Adults must check in at the front office.

HARASSMENT POLICIES

DISCRIMINATION AND SEXUAL HARASSMENT

Our School is committed to maintaining an educational environment that is free of discrimination. Accordingly, this policy forbids any discriminatory action or any unwelcome conduct that is based on an individual's race, color, religion, gender, national origin, disability, ancestry, citizenship status, sexual orientation, or any other protected status of an individual. The school will not tolerate any form of harassment of our students. Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based on a protected group status.

The school will not tolerate harassing conduct that:

- Interferes unreasonably with an individual's educational performance
- Creates an intimidating, hostile, or offensive educational environment

Such harassment may include, for example:

- Jokes about another person's protected status
- Kidding, teasing or practical jokes directed at a person based on his or her protected status

Sexual harassment is conduct based on sex, whether directed towards a person of the opposite or same sex, and may include:

- Explicit sexual propositions
- Sexual innuendo (sly remarks)
- Suggestive comments
- Sexually oriented "kidding" or "teasing," practical jokes, and obscene printed or visual material (including e-mail)
- Physical contact such as patting, pinching, or brushing against another person's body
- Treating people differently, even in non-sexual ways, solely because of their gender

REPORTING PROCEDURE

All students are responsible to help assure that we avoid discrimination and harassment.

If you are aware of harassment, intimidation or bullying taking place you must discuss your questions, problems, complaints, or reports with a staff member or teacher. If you feel uncomfortable doing so or if a staff member or teacher is the source of the problem, condones the problem or ignores the problem, immediately report this to your school administrator or another adult or parent. If neither of these alternatives is satisfactory to you, you should immediately direct your questions, problems, complaints, or reports to the District Office or the District Title IX compliance officer. You are not required to directly confront the person who is the source of your report, question, or complaint before notifying any of those individuals listed. Nevertheless, you are encouraged to make a reasonable effort to make harassment, intimidation and bullying known should it exist.

BULLYING, HARASSMENT & INTIMIDATION

A safe and civil environment at school is necessary for students to learn and achieve high academic standards. Harassment, intimidation and bullying disrupt a student's ability to learn and a school's ability to educate its students in a safe environment.

Bullying, Intimidation and Harassment will not be tolerated at Walla Walla High School.

Walla Walla High School is committed to prompt and fair resolution of bullying, intimidation and harassment complaints.

Harassment, intimidation and bullying are defined as any intentional written, verbal, or physical behavior, including, but not limited to acts which physically harm a student or his/her property, substantially interferes with a student’s education, is so pervasive that it creates an intimidating environment or disrupts the orderly operation of the school. Bullying and Harassment could include the following:

◆ abusive language	◆ gestures	◆ graffiti
◆ racial/sexual slurs	◆ threats	◆ sexual advances
◆ jokes or taunting	◆ physical harm	◆ aggressive acts
◆ pictures	◆ damaging property	◆ unwanted contact

REPORTING PROCEDURE

If you are aware of Harassment, Intimidation or Bullying taking place you must discuss your questions, problems, complaints, or reports with a staff member or teacher. If you feel uncomfortable doing so or if a staff member or teacher is the source of the problem, condones the problem or ignores the problem, immediately report you to your school administrator or another adult or parent. If neither of these alternatives is satisfactory to you, then you can immediately direct your questions, problems, complaints, or reports to the District Office or the District Title IX compliance officer. You are not required to directly confront the person who is the source of your report, question, or complaint before notifying any of those individuals listed. Nevertheless, you are encouraged to make a reasonable effort to make Harassment, Intimidation and Bullying known should it exist.

RETALIATION

Walla Walla High School prohibits acts of reprisal or retaliation against any person who reports an act of harassment, intimidation or bullying

HAZING and HARASSMENT

“Hazing,” will not be allowed for any WWHS school activity. Hazing refers to any activity expected of someone joining a group (or maintain full status in a group) that humiliates, degrades or risks emotional and/or physical harm, regardless of the person’s willingness to participate. Hazing activities are generally considered to be: physically abusive, hazardous, and/or sexually violating. Examples of typical hazing practices include: personal servitude; sleep deprivation and restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one’s skin; brandings; physical beatings; binge drinking or drinking games; sexual simulation and sexual assault.

REPORTING PROCEDURE

If you are aware of Hazing taking place you must discuss your questions, problems, complaints, or reports with a staff member or teacher. If you feel uncomfortable doing so or if a staff member or teacher is the source of the problem, condones the problem or ignores the problem, immediately report you to your school administrator or another adult or parent. If neither of these alternatives is satisfactory to you, then you can immediately direct your questions, problems, complaints, or reports to the District Office or the District Title IX compliance officer. You are not required to directly confront the person who is the source of your report, question, or complaint before notifying any of those individuals listed. Nevertheless, you are encouraged to make a reasonable effort to make Hazing known should it exist.

STUDENT RESPONSIBILITIES AND RIGHTS

School Board Policy #3200

Walla Walla Public Schools Mission Statement:

Walla Walla Public Schools will provide academically challenging programs to meet the diverse needs of all students in a safe, supportive environment and, in partnership with families and the community, prepare students to become competent, creative, and contributing citizens of a rapidly changing world.

STUDENT RIGHTS, RESPONSIBILITIES AND DUE PROCESS

No student shall be deprived of the right to an equal educational opportunity without due process of the law. *Detailed information concerning student's rights, responsibilities, discipline, disciplinary action and due process may be found in Walla Walla School Board Policy and Procedures 3200 and WAC 392-400. The Procedures that contain WAC 392-400 and information regarding student due process may be obtained upon request during business hours at the principal's office at each school building or by contacting the Personnel Department at the Walla Walla Public Schools Administration Building at 364 South Park.*

All students possess the constitutional right to freedom of speech and press, the right to peaceably assemble and to petition the government and its representative for a redress of grievances, the right to free exercise of religion and to be free from sectarian influence and control, subject to the time, place, and manner of exercising such rights.

The school district shall not deny any student equal educational opportunity or discriminate against any student because of national origin, race, religion, economic status, gender, sexual orientation, pregnancy, marital status, previous arrest, previous incarceration, or handicapping condition.

If a student feels he/she is being accused of something, he/she may request to contact a parent for guidance. Walla Walla High School reserves the right to question a student without parents being present when there is a potential disruption to the educational process or safety issue.

SEARCH AND SEIZURE

School authorities may seize any contraband substance or object the possession of which is illegal, or any material or object which violates school rules or poses a hazard to the safety and good order of the school. Students are not to bring these items to school or to any school-sponsored function.

1) Authority to Conduct a Search - The law allows school authorities to search students, their lockers, their motor vehicles and personal property when they have reasonable suspicion that a particular student is in possession of something prohibited by school rules or by the law.

General Inspection - School authorities will be making general inspections of lockers or desks for purposes including but not limited to safety, cleanliness, retrieval of school material, and maintenance. General inspections shall not include searching personal items stored in lockers or desks, such as clothing, bags, or purses, unless reasonable suspicion exists.

2) Locker/Desk/Storage Area Inspections - All lockers and other storage areas provided for student use on school premises remain the property of the school district and are subject to inspection, access for maintenance, and search. No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by school authorities. Unapproved locks shall be removed and destroyed.

3) Personal Searches - A student's person and/or personal effects (e.g., purse, book bag, etc.) may be searched when a school authority has reasonable suspicion to believe that the student is in possession of illegal, unauthorized or contraband items.

4) Motor Vehicle Searches - Motor vehicles that are driven by students and parked on or near school property during regular school hours or during school activities are subject to being searched when school officials have reason.

Any student who refuses to submit to a reasonable search by school authorities will be subject to disciplinary action. School authorities may detain the student pending the notification and arrival of the student's parent/guardian(s) and/or law officials as appropriate.

STUDENT ATTENDANCE POLICY

Walla Walla High School has an important responsibility to keep students and parents advised about attendance matters though it is clear the primary responsibility for regular school attendance ultimately lies with the student and his/her parents/guardian. Parents are obligated by law to provide for regular attendance by their children. The failure or refusal of a student to comply with written rules and regulations regarding school attendance is established by the school district and shall constitute sufficient cause for discipline.

GENERAL ATTENDANCE GUIDELINES

1) **Appointments During the School Day:** When it is necessary for a student to leave school for appointments (medical, dental, etc.) the student is to bring a note or appointment verification to the attendance office on the morning of the appointment. A check out slip/verification form will be issued to the student at this time. Prior to leaving the campus, the student is to check out with his/her teacher and report to the attendance office and check out. It is expected the student will return to school immediately following the appointment with the signed verification slip. Upon the student's return to school, he/she must check in at the attendance office to receive an admit slip to class. **FAILURE TO FOLLOW THESE PROCEDURES WILL RESULT IN AN UNEXCUSED ABSENCE.**

2) **Returning to School After an Absence:** When returning to school after an all day absence, students should always check the unexcused lists at the main office desk to make sure the absence has been properly excused. When returning to school after missing part of the day, (including appointments, etc.) students must report to the attendance office.

3) **Students Living On their Own:** All students (including 18 year olds) must have their absences verified by their parent/guardian with the exception of students who do not have a parent/guardian to verify their absences. These students must contact an assistant principal in charge of attendance in order to make arrangements for excusing absences. It is the responsibility of the student to contact the attendance office *PRIOR* to any absence or tardy.

4) **Staying After Regular Dismissal Time:** Students may be required to remain after their regular dismissal time. In cases involving rural bus students, arrangements will be made in advance with the student's parents, if they will miss their regular bus ride.

5) **Homework Assignments:** After two missed school days, students wishing assignments should contact the attendance office. That office will contact teachers and secure the assignments. Students who have EXCUSED absences from school are to make up all schoolwork missed within a reasonable time as agreed upon by the student and teacher if credit for work missed is to be granted. It is the student's responsibility to arrange with the teacher for making up the work.

6) **Student Attendance Related to Grades:** Teachers who give participation points for discussions and in-class activities or any graded assignment need not provide make-up for these if a student's absence is unexcused. Unexcused absences may result in a lower grade than students with perfect attendance.

7) **Attendance – Miscellaneous:**

a) Any student who presents false evidence, with or without the consent of his/her parent/guardian, in order to wrongfully qualify for an excused absence shall be subject to the same disciplinary action as an unexcused absence.

b) Students who must leave the campus after the start of their first class must check out through the attendance office. **FAILURE TO DO SO WILL RESULT IN PROGRESSIVE DISCIPLINE.** The only exception to this is if the student has earned Junior/Senior responsibility privileges and has the accompanying authorization. Students may leave the campus in a vehicle during the noon hour without checking out, providing he/she will be returning for afternoon classes. If the student is not going to return for class after the noon hour, he/she must check out prior to leaving the campus.

IF AN EMERGENCY ARISES WHILE AWAY FROM THE CAMPUS DURING THE NOON HOUR THAT WILL PREVENT THE STUDENT'S RETURN TO CLASS, THE PARENT/GUARDIAN MUST CONTACT THE SCHOOL IMMEDIATELY INDICATING THE REASON FOR THE ABSENCE.

c) **Students needing to leave school because of illness or injury are to check out through the clinic.** Parental permission will be secured by the clinic. **FAILURE TO DO SO WILL RESULT IN PROGRESSIVE DISCIPLINE.**

d) Students who have been absent from school during the day of an extra-curricular activity will not be allowed to participate in such activity unless the absence is excused. If the absence is due to illness, participation will not be allowed in the extra-curricular activity unless permission to attend is granted by an administrator.

e) Students who are removed from a class for any reason (attendance, behavior, etc.) must report to the office.

f) A student who is temporarily excused from a class, regardless of the reason, must have a valid pass from the teacher.

g) As the high school is dismissed earlier in the day than the middle schools, WWHS students are not to visit the middle schools while they are in session.

HOW TO EXCUSE AN ABSENCE

The attendance office phone number is 527-3020

Walla Walla School Board Policy #3122 notes six justifications to **excuse** a student's absence from school:

1) **An illness or a health condition** or an appointment required due to illness or a health condition. Illness verified by a parent note or phone contact, appointment verified by doctor (obtain appointment form from the office).

Excessive absences due to illness require a doctor's note after the 15th occurrence.

2) **Participation in a school-approved activity** of a full day or less. Your advisor/coach will normally arrange this through a "Please Excuse" list.

3) **A family emergency** arises. Verified by parent as soon as possible with written note and /or phone contact.

4) **A suspension from school.**

5) **An approved, pre-arranged "Pre-Trip"** application (Parent/Guardian request is required – see Pre-Trip information).

6) **A pre-approved (other) appointment** that can not be scheduled outside the school day.

All other absences shall be classified as unexcused absences.

MISSING THE BUS, OVERSLEEPING, AUTO PROBLEMS, HAIR CUTS, ERRANDS etc., are not excusable reasons for being tardy or absent, unless considered an emergency situation by the school administration.

Absences must be excused within 24 hours.

When a student is absent, it is his/her responsibility to get to the attendance office and check to see if the absence has been cleared. Students are to excuse their absence either before school, at noon, or after school in the attendance office. Students may also excuse their absence between classes as long as they arrive at the attendance office prior to the beginning of a class period. Students whose absences are not excused **within 24 hours** after their return to school will be subject to a detention penalty.

PRE-ARRANGING AN ABSENCE – "PRE TRIPS"

A "Pre-Trip" application is necessary for absences that do not fit under one of the first four categories of excused absences noted above. Application for an excused "Pre-Trip" will be considered when accompanied by a written request or a telephone call from the student's parents for a "Pre-Trip" application. This is made to the attendance office by the student's parent/guardian.

The Walla Walla High School administration **EMPHATICALLY DISCOURAGES** pre-arranged absences which may be detrimental to a student's academic progress and/or standing in a class.

"Pre-Trip" forms are to be completed and turned in at least the day before the requested absence. The student will be given a copy of the "Pre-Trip" form to take to his/her parent/guardian.

TARDY POLICY

Students are considered tardy if not seated in their assigned seat when the bell to begin class rings. If more than ten (10) minutes late, students are considered absent. A valid pass from a staff member will excuse lateness.

- 1) The status of the tardiness (excused vs. unexcused) shall be determined by the teacher.
- 2) The student may be assigned detention.
- 3) Students who are repeatedly tardy will be given further corrective actions.

UNEXCUSED ABSENCE POLICY

Becca Bill

According to state law school attendance is required for all children ages 8 – 17 if enrolled in public school RCW 28.A225. The Becca process is as follows:

- One (1) or two (2) unexcused absences – After a single unexcused absence, Walla Walla high School will contact the parents. This is generally done by phone or letter. After a second unexcused absence, Walla Walla High School is required to schedule a conference with the parent and student to discuss solutions to the truancy problem.
- Five (5) unexcused absences – If a student has five (5) unexcused absences in a month, Walla Walla High School may take stronger steps to end the truancy problem. Walla Walla High School may file a petition with the Walla Walla Superior Court, enter into a written truancy agreement with the family, refer the family to a “community truancy board” if one exists, or take other reasonable action. A community truancy board is comprised of citizen or school volunteers who help to resolve individual truancy cases.
- Seven (7) and ten (10) unexcused absences – Court action is required when a student has seven (7) unexcused absences in a month or ten (10) in a year. The truancy law requires that school districts file a petition is Superior Court against the student, parent, or both. After a petition is filed, several things may happen with a student’s case. Depending on the circumstances of each individual case, a student’s petition may not be immediately heard in juvenile court.

SCHOOL CONSEQUENCES FOR UNEXCUSED ABSENCES

Students will serve one hour of after school detention for each single period missed that is unexcused. Students that fail to serve their assigned detention will be placed on restricted student status *(see definition below). Failure to comply will result in an out of school suspension for non-compliance or modification of their daily schedule. Students with unexcused absences cannot make up any graded assignment or participation that took place during the period of unexcused absence. Excessive unexcused absences and refusal to complete detention may result in modification of schedule or change of educational program.

* If on restricted student status, students cannot participate in any extra/co curricular competitions or performances in either athletics or clubs. They must however attend all practices for said performances or competitions. Students on restricted status will lose any ASB or extra/co curricular privileges (ie: dances, games, off campus driving privileges).

STUDENT CODE OF CONDUCT

STUDENT CONDUCT RULES

Students shall refrain from the following behaviors/offenses while present at Walla Walla High School, during or immediately before or after school hours, to and from school, at any time the school or school district grounds are being used for a school activity, or while attending a school activity or attending a school district sponsored activity off the school grounds.

The chart on pg 18 & 19 provides a reference for inappropriate behaviors and their disciplinary consequences. The consequences are progressive and may be modified at an administrator's discretion depending on the circumstances and the individual.

VIOLATION OF STUDENT CONDUCT RULES

Violations of Walla Walla Public Schools and/or Walla Walla High School rules and regulations shall constitute cause of Discipline, Short-Term Suspension (1-10 days), Long-Term Suspension (10 days - rest of semester), and/or Expulsion from school subject to the limitations and conditions set forth in WAC 392-400-20, WAC 392-400-265, WAC 392-400-280, WAC 392-400-240, WAC 392-400-255, WAC 392-400-270, and WAC 392-400-285.

SCHOOL DRESS CODE

Walla Walla High School looks upon the district dress code policy as one of the key components of the educational process.

Purpose of Dress Code Policy

- ◆ To reduce disruptions to educational process
- ◆ To promote healthy and safe learning environment
- ◆ To develop school to work transitional skills

How does violation of dress code disrupt educational process?

- ◆ Cause others to feel uncomfortable
- ◆ Distraction from the learning task on hand
- ◆ Offensive to others
- ◆ Create physical hindrance to participate in the learning activities

How does violation of dress code cause safety issues?

- ◆ Certain attire can result in injury to self or others (example: chains, sagging pants, spikes, gang related attire etc.)

How does dress code help develop school to work transitional skills?

- ◆ Appropriateness to fit the environment
- ◆ Modesty
- ◆ Personal hygiene

Consequences for Dress Code Violation: Teachers, staff, and administration will determine whether or not the dress code standards are being met.

- ◆ The student will be asked to adjust clothing.
- ◆ On second offense, the students will be sent to the office where the student will be asked to change their clothes by calling parents to provide a change of clothes, or wear school issued attire.
- ◆ If student is sent to the office the THIRD time, the administration will follow the discipline steps for non-compliant student.

In order to provide guidance for parents and students, the following are some **general** dress guidelines to be followed. The following is an example list of items (but not limited to) that are considered inappropriate or cause a disruption to the educational environment:

- a) Headbands, hairnets, bandanas (rags), web or cotton belts or ropes are prohibited
- b) No chains, spikes or any object that could be used as a weapon.
- c) No torn or ripped clothing or holes that reveal skin.
- d) Hoods or head coverings and sun glasses are not to be worn in classes.

- e) Groups of individuals all dressed in the same colors or clothing other than those associated with the school.
- f) Gang-related tattoos, permanent or temporary, must be covered.
- g) Garments that discriminate against gender, race or nationality will not be worn.
- h) No athletic jerseys of any kind except for WWHS official uniforms.
- i) Attire with obscene, suggestive, or tasteless slogans will not be worn in any form.
- j) Advertising, in any form, of tobacco, drugs, or alcohol will not be worn.
- k) Narrow strap clothing or see-through straps are not permitted.
- l) No underwear should be exposed or worn as an outer garment - top or bottom.
- m) Necklines on garments are to be at levels that are decent and do not inappropriately expose the breasts.
- n) Tops worn must be long enough to tuck in or to cover the belt line; no bare midriffs are permitted.
- o) Specific classes may require certain types of clothing, i.e. physical education, vocational, lab classes.
- p) Shoes must be worn at all times.

DEFINITION OF A GANG

A gang is defined (RCW 28A.600.455) as a group of people (3 or more) who interact among themselves; have identifiable leadership; take upon themselves an identity and or a group name; claim a physical territory; and engage together in one or more forms of antisocial behavior and or criminal activity on a regular ongoing basis. Student behavior, dress, signing or symbolism intended to represent gang affiliation will not be tolerated on school grounds or at school sponsored events. These symbols change from time to time and include such items as hats, bandanas of any color, chain ornaments, clothing colors and styles, gang colors, use of hand signals, and symbols of affiliation. Other attributes that denote membership in a gang may include the presence of types of apparel, jewelry, accessories, graffiti, grooming, and tattoos. Behavior on or about school premises or at school-sponsored events that creates conflict or an atmosphere of intimidation, or creates a clear and present danger, or disrupts the orderly operation of school is prohibited. When an issue of concern is present, student(s) involved will be notified and asked not to display such symbolism again. Subsequent violation of this policy will result in discipline, suspension or expulsion. Such decisions will be based upon knowledge of current practices and trends.

GANG POLICY:

Walla Walla High School believes the presence of gangs or gang related activity threatens the education and safety of students and must not be tolerated. The way students wear their clothes, how they act, and what they say may lead others to suspect they are affiliated with a gang and/or endanger their fellow students and school staff. Walla Walla High School defines gang related activity or behavior as:

1. Wearing, possessing, using, distributing, or selling any clothing, jewelry, emblems, badges, bandanas, symbols, signs, graffiti, tattoos, or any other items that are evidence of membership in or association with a gang. Examples of this can include jerseys that contain numbers or insignias that represent known gang affiliation.
2. Committing any act, either verbal or non-verbal (gestures, handshakes, writing, etc.) showing membership in or an association with a gang, and/or to further the interest of any gang or gang related activity.
3. Gang style writing on or in notebooks, assignments, and or any other item or person at school will be considered a violation of this policy.
4. Graffiti is unacceptable in any form on personal items or school property.

STUDENT MOTOR VEHICLE REGULATIONS

In keeping with the school board policy governing the use of cars by students during school hours, the following regulations have been adopted.

- 1) Students must possess a valid driver's license and proof of insurance in order to drive a motorized vehicle on the WWHS Campus.
- 2) Student parking permits will be issued during registration after the following items (a and b) are taken care of:
 - a) Fill out information card.
 - Make-Model-Year-Color-License number of vehicle or vehicles.
 - b) Photo copy of driver's license and current proof of insurance.
 - c) Pay a \$5.00 ASB parking permit fee.

- 3) Parking permits
 - a) Vehicles without permits will be subject to Parking Violations consequences.
 - b) Permits will be displayed from the rear view mirror of the vehicle.
 - c) Permits may be secured during the school year from the main office.
 - d) Lost or stolen permits must be replaced with a new permit costing \$5.00.
 - e) Students loaning permits will lose their permit and be subject to Parking Violations consequences.
 - f) It is the student's responsibility to update their vehicle registration cards.
 - g) It is the student's responsibility to make sure the vehicle he/she drives to school has a permit that was issued for that vehicle.
 - h) Motorcycles will be registered in the same manner as other vehicles but a permit will not be issued to be physically placed on the motorcycle.
- 4) If cars are parked in a fire zone, they will be towed at owner's expense. Students are not to block the entrances or exits of the parking lots, driveways, or loading zones.
- 5) There is to be no student parking in reserved parking areas or visitor parking spaces. There will be no warnings for students parking in reserved areas. Students who park in reserved areas will be placed at the Second Violation level.
- 6) In cooperation with Walla Walla County there is to be NO STUDENT PARKING along the streets bordering Walla Walla High School.
- 7) When parking in designated student parking areas, students are to follow proper parking procedures. These include parking between lines, pulling into parking spaces forward (not backing in), and occupying only one parking space. The owner of the vehicle will be responsible for all charges that may be incurred in the towing and impounding process.
- 8) Consequences for student parking violations are: First Violation - Warning; Second Violation – \$10.00 parking fine (upon school board approval); Third & Succeeding Violations – Revoking parking privileges and will result in vehicle being towed at the student's expense and/or student suspension.
- 9) Speed limits are 20 mph in a school zone and 10 mph in parking lots. The Sheriff's Department continually patrols the WWHS area.
- 10) Students are not permitted to ride in the back of trucks while on school property as it can endanger their safety.
- 11) The parking lot is off limits during the school day and at lunches. If it is necessary to go to your car during the school day, you must have permission or an office pass.

BICYCLE / SKATEBOARD / SCOOTERS (ALL WHEELED DEVICES) REGULATIONS

- 1) Bicycle riders are to obey all traffic laws while operating their bicycles.
- 2) Riding bicycles, skate boards, or other wheeled devices on the campus (including walkways) is prohibited at all times. Violation of regulations will result in confiscation of the device. (Skateboards are to be stored in lockers during class).
- 3) There are two areas provided for the parking of bicycles on campus. Both of these areas are equipped with bicycle racks.
 - a) Near the entrance of the faculty parking lot on Abbott Road.
 - b) The grass area between the science building and the vocational barn.

MOTORCYCLE / MOTORIZED SCOOTERS REGULATIONS

- 1) Motorcycle operators are expected to follow the proper traffic regulations.
- 2) Motorcycle parking is provided in the gym parking lot in the area by the power transformers.

ELECTRONIC INFORMATION NETWORKS

Use of the Internet provides great educational benefits to students. Some of the material accessible via the Internet may contain items that are illegal, defamatory, or potentially offensive to some people. Access to the Internet is provided as a privilege to students who agree to act in a considerate and responsible manner as determined by the Walla Walla School District.

Students are responsible for good behavior on the Internet just as they are in a school building. General school rules for behavior and communication apply.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files will always be private. (see district policy 2022 pg. 33)

Walla Walla High School reserves the right to deal with violations and consequences on an individual basis when and if extenuating circumstances arise. Violations may result in a loss of access as well as other disciplinary or legal action.

POSSESSION OF PORTABLE ELECTRONIC EQUIPMENT

Portable electronic equipment will be invisible during the school day. Portable electronic equipment includes but is not limited to; Cell phones, Radios, MP3 players, iPods, CD players and video games. **THESE ARE THE MOST COMMONLY STOLEN ITEMS AT SCHOOL; BRING THEM AT YOUR OWN RISK.** Walla Walla High School is not responsible for the loss or theft of these items. Cell phones and the aforementioned devices **will be in the off position and invisible during school hours.**

This policy is also in effect after school and on non-school days where a quiet atmosphere is necessary such as detention, testing, library, resource centers, computer labs, performances, etc.

- Portable electronic equipment that is disrupting the educational process will be confiscated by staff. All electronic devices confiscated may be picked up by parent or guardian only. 1st offense – parent pick up during the next school day, 2nd offense – parent pick up after one week, 3rd offense – parent pick up after two weeks, 4th offense – parent pick up after one month, 5th and following offenses – parent pick up on the last school day of the year. See pg. 18 for discipline matrix.
- Parents can contact a student during school hours by calling the main office 527-3020.
- **Administration will confiscate portable electronic devices during investigations.**

FOOD IN CLASSROOM

Food and/or drink will be permitted in the classroom only when a teacher designates, such as:

- a) enhancement of a lesson
- b) positive reinforcement
- c) other times with teacher supervision

HALL PASSES

Students must have in their possession the Walla Walla High School hall pass when leaving classrooms during class time. Students are required to sign out upon exiting and sign in upon returning to class.

NO LOITERING PERMITTED

Students must be in a designated wait area (Commons, tutorial or bus stop) or supervised by a staff member fifteen minutes after a student's last class. Students will be required to attend a supervised area or leave the campus.

SURVEILLANCE EQUIPMENT:

We reserve the right to use surveillance equipment at all times to maintain the safety of our staff and students within the building, which includes the grounds surrounding the school buildings.

PUBLIC DISPLAY OF AFFECTION

Public display of affection (PDA) is inappropriate school behavior and is most often a cause of embarrassment to the observer. Kissing and prolonged physical contact will not be allowed. If PDA is observed by staff and/or students, the individuals involved should be reminded of the policy and are expected to adjust their behavior accordingly. If the behavior is not corrected, the individuals should be reported to an administrator for appropriate discipline. Violators of this policy will be disciplined in accordance with the discipline plan outlined in this handbook.

VIOLATION OF FIGHT/ASSAULT POLICY

Students who promote, observe, support or participate in fights/assaults at school pose obvious physical dangers and disruptions to the education of other students. When a fight/assault occurs at Walla Walla High School, the following disciplinary steps and procedures will be followed:

The school's Sheriff Deputy will immediately be informed and asked to file assault charges when appropriate.

Participants

- 1) Participants will be separated and taken to an assistant principal's office.
- 2) Administrator(s) will question participants and witnesses while taking statements.
- 3) Administrator(s) will run a joint investigation with the Sheriff's office.
- 4) Students' parents/guardians will be called.
- 5) Participants will be sent home as soon as possible.
- 6) Participants may be suspended for five to ten school days for the first fight.
- 7) Participants may be suspended for the remainder of the semester or expelled for the second fight.
- 8) A parent/student/administrator conference will be required to talk about conditions of student re-admittance to school.

Most high school fights/assaults involve more individuals than the participating combatants. In fact, most high school fights would not happen without the enthusiastic support of interested observers. This type of activity is also against the law. If you are at a location where a fight/assault occurs, students should quickly vacate the area and notify school personnel.

- 1) Any student who knowingly or inadvertently says or does anything that supports or promotes any fight may immediately be suspended for up to three days.
- 2) A parent/student administrator conference will be held prior to a student being readmitted to school.

CHEATING/PLAGIARISM

Cheating/Plagiarism is a serious offense and will be dealt with severely. Teachers may have specific consequences for their class(es), but when a student is referred to an administrator for discipline for cheating/plagiarism, the following will occur: **First Offense:** parents will be notified and the student will receive a zero for the assignment. **Second Offense:** parents will be notified and the student will be removed from the class with a failing grade. Other schedule changes may be necessary when the student is dropped from a class.

DISCIPLINE POLICY

Each student at Walla Walla High School is responsible for his/her actions and choices. Disciplinary action will be taken when a student's actions and choices are inappropriate. Students who violate school rules will be subject to progressive discipline. (see Discipline Matrix on pgs. 18 & 19) Some violations may require immediate and/or more serious disciplinary measures. Discipline will be fair and consistent for all students.

WWHS STUDENT DISCIPLINE PROGRESSION

Parent Contact
Detention
Emergency Removal
Short term Suspension
Long term Suspension
Emergency Expulsion
Expulsion

DISCIPLINE PROCEDURES FOR: MINOR & MAJOR OFFENSES (see Discipline Matrix pg. 18)
Steps 1 & 2 below will be used to address minor and major offenses. Repeat offenses will result in progressive discipline.

1. Parent Contact –

Teachers and staff will do their best to contact parents regarding behavior that could become a discipline issue.

2. Detention-

Teachers assign detention for Minor & Major offenses

Detention process:

- Teacher notifies student to serve detention, explains why detention has been assigned.
- Teacher collects student signature as proof of student notification.
- Teacher may fill out Office Discipline referral to be filed & mailed.
- Teacher makes a record of the behavior in SKYWARD data base.
- Student reports to the commons at the beginning of 7th period or the end of the day.
- Supervisor takes attendance.
- **Students that skip detention will be assigned additional detention. Upon 2nd offense, parents will be contacted and student will be placed on two days short-term suspension.**
- Students will have the option of serving detention by picking up trash during lunch. One half hour of lunch detention equals one hour of after school detention. In addition students will be able to serve detention before school on delayed start days. This is to allow students that have schedule conflicts after school to serve detention.

DISCIPLINE PROCEDURES FOR: SERIOUS & EXTREME OFFENSES (see Discipline Matrix pg. 19) EMERGENCY REMOVAL

Students will be removed from class if their behavior falls into the following categories:

Defiance – refusal to follow reasonable requests from staff

Examples:

1. Teacher asks student to remove hood. Student refuses.
2. Teacher asks student to change seats. Student refuses.
3. Teachers asks student to comply with dress code. Student refuses

Misconduct -

Examples:

1. Possession of drugs, alcohol, weapons
2. Assault of staff or students
3. Bullying/Harassment
4. Vandalism
5. Threats to harm persons or property
6. Disruptive conduct

Emergency Removal Process:

1. Teacher contacts Administration to escort student from class
2. Administration conferences with student and conducts investigation.
3. Administration contacts parents and determines consequences based on facts gathered by the investigation, the discipline matrix in the student handbook and student discipline history.

Walla Walla High School will continue to maintain a safe environment where all students can learn. Walla Walla High School will use discipline alongside other intervention resources to assist your child.

DETENTION POLICY

- 1) Detention is a quiet, supervised study hall.
- 2) Detention is held daily in the Commons during seventh period and after school.
- 3) Students must bring educational material (homework, books, etc.) to detention.
- 4) Students removed from detention for disruptions will be assigned more detention.
- 5) When assigned, a student will be allowed three more school days to complete detention than he/she is assigned detention periods.

Students who fail to complete detention in the assigned time will have the remaining detention time doubled and sign a form acknowledging that at least one hour of detention per day must be served until all assigned time is completed. Failing to serve detention will result in progressive discipline.

CLOSED CAMPUS POLICY

Walla Walla High School is governed by the school district's close campus policy. Therefore, students are required to remain on the campus from the time of arrival until the end of the school day or when they are officially excused. The only exception to this is during the lunch period at which time students who have earned Junior/Senior Privilege may drive off campus with the appropriate permission sticker on their school identification card. Students violating the closed campus policy will be subject to discipline.

VIOLATION OF TOBACCO/ALCOHOL/DRUGS RULES

When a student of Walla Walla High School violates the school tobacco, alcohol, or drug policy, the following steps will be followed.

- 1) The student will immediately be suspended from school for 45 days (5 for tobacco); parents/guardians and appropriate law enforcement officials will be notified. The student will be suspended from all school activities for one calendar year.
- 2) A parent-student conference with an administrator will be held. The school policy on tobacco, alcohol, or drugs will be explained. Consequences of the violation and the optional Tobacco Free Teens or Student Assistance Program will be explained and discussed.
- 3) If the student elects to participate in the Student Assistance Program, the student's suspension will be reduced to five days (tobacco 1 day) and school activities for twenty-one calendar days from the violation. Student athletes should refer to the athletic handbook.
- 4) If the student elects to participate in the Student Assistance Program and, for any reason, doesn't complete the program, the consequence for the violation will revert to Long-Term suspension.

Repeat offenders will face progressively more serious consequence.

STUDENT ASSISTANCE PROGRAM

Students who have an alcohol or drug violation are encouraged to participate in the voluntary Student Assistance Program. The program requires an outside drug/alcohol assessment from an outside agency. A high school counselor will make the required arrangements. Treatment will be recommended according to the outcome of the assessment. The suspension time for students entering the Student Assistance Program is reduced from 45 day long-term to 5 day short-term suspension as incentive to treat a possible drug/alcohol problem and return them to classes as soon as possible. Students not completing the program will serve the remainder of the 45 day long-term suspension. Students without a violation but recognize a personal need may self-select to enter the program. For more details contact Casey Cramer 526-8616.

HOMEWORK GUIDING PRINCIPLES

VALUE OF HOMEWORK

We believe homework is a valuable tool to improve student learning. Homework strengthens academic skills, reinforces concepts students learn in class, and helps students learn responsibility. It develops positive study habits and makes parents aware of students' work.

DEFINITION OF HOMEWORK

Homework is an independent activity, to be accomplished outside of class time and without teacher assistance, to reinforce concepts learned in class. It may be a short-term assignment due the next day or a long-term assignment/project due at a future date.

Although accomplished outside of class time, unfinished class work or class work missed due to absences is not included in the District's definition of homework.

PARENTS' RESPONSIBILITIES

Parents are responsible for:

- 1) providing a good study environment for their child to do homework, which is free of TV and other distractions.
- 2) providing encouragement for their child to complete homework and do their best.
- 3) contacting teachers if they have a concern about homework policy, their child's difficulties with homework, or a need for enrichment activities.

Although some homework may require parental assistance, parents are not responsible for doing their child's homework.

TEACHERS' REPOSIBILITIES

Teachers are responsible for:

- 1) assigning homework to students for the purpose of improving student learning.
- 2) providing in-class explanation and directions needed by the students to complete the work outside of class.
- 3) checking homework assignments and providing feedback to students in a timely manner.
- 4) providing clear written explanations or examples of finished long-term assignments/projects, which should be broken down into components with clear deadlines.
- 5) considering the availability of resources necessary for students to successfully complete homework.
- 6) sharing their homework expectations with parents and students at the start of school and reviewing them as appropriate throughout the year.
- 7) attempting to coordinate with other teachers due dates of major assignments.

Completion of homework should not be the single factor when determining a student's grade.

STUDENTS' RESPONSIBILITIES

Students are responsible for:

- 1) knowing and following each teacher's homework expectations.
- 2) recording and understanding the directions of homework assignments.
- 3) communicating with the teacher when homework clarification is needed.
- 4) completing and returning homework as required.
- 5) checking with the teacher for missing homework assignments and completing them as required.
- 6) being aware that teachers may use homework assignments as part of their grade.

GRADING PROCEDURES

GRADES

Grades are issued four times during the school year: first quarter (end of October); second quarter and a semester grade (mid-January); third quarter (end of March); and fourth quarter and a semester grade (early June.) Additionally, a mid-quarter progress report will be issued to students in danger of failing the current quarter. A common grading scale will be implemented in all classes at Walla Walla High School.

A: 90% – 100%

B: 80% – 89%

C: 70% – 79%

D: 60% – 69%

F: 0% – 59%

Plus and minus grade percentages are determined by teachers in "horizontal teams" – common to those teachers who all teach the same course. Note: there are no A+ nor D– grades issued.

INCOMPLETES

A grade of "I" will not be issued to students who simply have missing assignment(s). However, teachers may issue a grade of "I" (for "Incomplete") under the following circumstances:

- a) A major medical condition arises which prohibits the student from completing significant work during the grading period;
- b) A student has an unanticipated, yet excused, absence from the semester final exam;
- c) Special situations as approved by the principal.

Incomplete, "I", grades will be replaced with an "F" after two weeks of the issuance of the grade report unless the student and teacher have successfully made arrangements for the completion of the work at which time the teacher will complete a "*Semester Record Correction Form*" from the registrar to reflect the student's completed work in the course.

PASS/FAIL OPTION

A "P" may be awarded for special situations in which prior arrangements have been made with the teacher/administration prior to the end of the first or third quarter.

NO CREDIT

If a student drops a class after the fourth (4th) week of the semester, the teacher will assign an "F" or "NC" to the transcript after a discussion with the student, parent and counselor or administrator. NOTE: If a student is dropped for non-attendance, a grade of "F" will appear on the transcript.

GRADE CHANGES

A “*Semester Record Correction Form*” may be filed with the Registrar by the teacher in the case of a grade change.

COURSE SYLLABUS

Each teacher has developed a syllabus for each course taught, please contact teachers for that information.

GRADE POINT AVERAGE/GPA:

The grade point average (GPA) is computed at the end of each semester. It expresses numerically the cumulative average of the grades earned by each student during grades 9, 10, 11 and 12. An “A” carries with it four (4) grade points; A-(3.7) grade points; B+ (3.3); B (3); B- (2.7); C+ (2.3); C (2.0); C- (1.7); D+ (1.3); D (1.0); F (0.0). Total grade points are divided by total possible semester courses to compute the GPA. “P” and “NC” grades are not included in GPA computation.

PROGRESS REPORTS

Teachers must notify the parents of students who are in danger of failing their class. Academic progress reports are scheduled four times during the school year, at the mid-points of each of the four quarters. Dates are posted and announced. Teachers may send progress reports at other times during the semester, depending on a student’s performance.

SENIOR FAILING POLICY

Seniors and their parents must be notified in advance of a failing grade or the possibility of a failing grade. All senior failures that occur during the second semester must be reported as well to the Assistant Principal. Failing grades submitted at the end of the second semester grading period, which have not been reported as such and affect the student’s obtaining the required credits to receive a high school diploma, will be reported as passing grades.

GRADUATION/COMMENCEMENT POLICY

Graduating seniors must meet the following criteria in order to participate in the Commencement Ceremony.

- 1) The student must be enrolled in sufficient course work to meet graduation requirements
- 2) The student must meet ALL classes required to meet Walla Walla graduation requirements.
- 3) The student must have all incompletes at WWHS (or through any other programs) completed by date of commencement.
- 4) Students who have coursework in progress through other programs (Opportunity, Walla Walla Community College, Correspondence courses) must provide written confirmation by May 15 (forms available from WWHS counselors) that s/he is receiving a passing grade and has completed at least 80% of the material in the course(s).
- 5) Have all fines and fees paid.
- 6) Served all detention time owed.

NOTE: Seniors involved in destructive activities on the WWHS campus within three weeks of the graduation ceremony may be withheld from commencement ceremony.

DIPLOMAS

In order to receive a diploma, which will be available approximately five weeks after graduation, graduating seniors must:

- 1) successfully complete all WWHS coursework by the end of the grading period for second semester.
- 2) clear up all fines, fees, and other obligations on or before the last day of the school year.
- 3) provide written proof of a passing grade in any WWCC or extension/ correspondence courses.

Official transcripts must be delivered/mailed to the WWHS Registrar.

DROPPING A CLASS

Students will be allowed to change classes for academic misplacement.

Class changes can be accommodated only if changing the schedule does not result in an open period. Classes must be scheduled in a continuous sequence. Students are not permitted to have a period of unattached time, unless they are enrolled in the Running Start Program or in College Enrichment courses.

Many full-year classes at WWHS are sequential in content and skills. If first semester skills and content are not mastered, students may be unable to continue in second semester.

GUIDELINES FOR FINAL EXAMINATIONS

Final examinations/assessments are required in all appropriate classes.

- 1) The semester final examination is to be comprehensive and developed to measure the level of competence acquired by the student in the course.
- 2) Teachers of activity classes are to design an examination that will assess the student's abilities in that area.
- 3) The semester final examination is to be a factor in the evaluation of that student.
- 4) All students are required to be present for the semester final examination, unless excused by the principal or his designee.
- 5) If a student must be absent from a particular final or finals, a *Request For Early Exam* form must be obtained, completed and returned to the principal's office.
- 6) Unexcused absences will result in a penalty to the student's grade in the course.
- 7) All students are required to remain in class for the entire testing period.

Teachers are to keep a reference copy of the semester final examinations on file for one year.

ASSOCIATED STUDENT BODY (ASB)

ASB CARDS

- 1) ASB cards are required for all students participating in ASB sponsored groups.
- 2) An ASB card may be purchased on registration day or at the ASB counter in the main office for \$25.
- 3) ASB cards entitle students to:
 - i) free admission to home athletic contests
 - ii) admission to dances at reduced rates
- 4) Those who do not show an ASB card will pay the full adult admission price at athletic events.

ASB cards are not transferable from one person to another. Lost ASB cards should be reported to the office. A replacement may be purchased for a fee at the ASB counter.

HOMEROOM ORGANIZATION

Homeroom is conducted during second period and serves as the basis for student body organization. Each Homeroom is responsible to elect/select representatives for the Legislative Assembly.

STUDENT ACTIVITIES

Students are encouraged to participate in school by becoming involved in campus activities. Join an organization to enrich your school experience. Be active, learn, and grow with your classmates.

EXTRA-CURRICULAR ACTIVITIES

Activity and Eligibility Policy: in order for a student to be eligible to participate in extra-curricular activities (i.e. athletics, dances, ASB, elected and appointed offices, performing groups, and other events after regular school hours, including practice sessions), he/she must comply with the following requirements:

- 1) Be enrolled and in regular attendance in school
- 2) Students who have been absent from school during the day of an extra-curricular activity will not be allowed to participate in such activity unless the absence is excused. If the absence is due to illness, participation will not be allowed in the extra-curricular activity unless permission to attend is granted by an administrator.
- 3) Be in good standing with the school and the particular activity area of participation.
- 4) Not be suspended from school or on any other form of disciplinary action that would prevent participation
- 5) Have fulfilled all requirements for the specific activity area
- 6) Specific requirements for activities:
 - a) Insurance – if required for the activity
 - b) ASB card – purchase an ASB card, if appropriate (activity involved uses ASB funds)
 - c) Emergency card – filled out and signed by the student and parent/guardian
 - d) Rules and regulations – abide by all rules and regulations that are set
 - e) Students who attend any extra-curricular activity involving Walla Walla High School must abide by all rules and regulations that are set forth by the school, Walla Walla Public Schools, the Columbia Basin Big Nine Athletic Conference, the Yakima Valley Interscholastic Activities Association, and the Washington Interscholastic Activities Association, that pertain to the activity being conducted. Students in violation of any of the rules and regulations set forth by the above-mentioned authorities are subject to disciplinary action, suspension, and/or expulsion from that activity and future extracurricular activities.
 - f) Valid ASB/ID cards are required for admission to ALL activities.

POLICY REGARDING ALTERNATIVE STUDENTS ATTENDING WWHHS ACTIVITIES

Walla Walla Public Schools Alternative Program students who hold senior class status and are scheduled for graduation during the current school year will be allowed to attend Homecoming events and the Prom, participate in all graduation activities and have their pictures in the senior section of the annual (1 ½ x 2” photo due by October 1), provided the students meet the following criteria:

- 1) Have earned at least 14 high school credits **prior** to the beginning of the current school year.
- 2) Have not left Walla Walla High School within the last calendar year under adverse conditions (suspension, expulsion, etc.)
- 3) Are currently enrolled and in good standing in a Walla Walla School District Alternative Program
- 4) Are in attendance at **all** classes on the day of the event (if a school day).
- 5) Present current school/picture ID at the door.
- 6) Pay the entrance price of the event.

ASSEMBLIES

All students are required to attend assemblies unless other arrangements have been made with administration. Students not attending the assemblies are required to report to an area designated by the administration.

DANCES

Currently enrolled WWHS students in good standing are cordially invited to attend dances, most of which are held on the Walla Walla High School Campus. Students must have their WWHS ASB or WWHS ID card with them at the door in order to be admitted –**NO ID Card – No admittance**. WWHS ID card holders (no ASB card) and guests may pay an additional fee.

Please keep in mind the following guidelines—

- **There is zero tolerance for inappropriate dancing. The following dance movements or styles are inappropriate for the high school setting and are therefore not permitted:**
- **No lewd or sexually suggestive dancing (freaking, grinding, dirty dancing, etc.)**
- **No movements that advocate violence (moshing, slamming, etc.)**
- **No movements that threaten student safety (body surfing, piggy back, etc.)**
- **If a student chooses to dance inappropriately, disciplinary action to and including suspension from future dances.**

ATTIRE:

- School dress code is enforced for all dances.
- Special dress code is allowed for formal dances.

GUESTS: WWHS students may bring a guest providing:

1. All guests must be registered with the assistant principal in charge of activities by 3:00pm on the **Wednesday** prior to the dance. Guest approval form must be on file.
2. In order for a guest to attend they must not have left WWHS due to suspension.
3. The guest must be in good standing in the 9th grade or above at another school.
4. All guests must be under 21 years of age.

No one will be admitted after the doors are closed, unless prior arrangements have been made with the administrator in charge of activities.

Once a person leaves a dance, he/she is not allowed to return and **must** leave the campus immediately. There will be no loitering on campus at any time. All policies governing students at WWHS and the WWHS Campus will be in effect for everyone in attendance.

Running Start

Running start is available through WWCC to any Walla Walla High School junior or senior. Junior status is determined by having completed 12 high school credits. For further information please contact your counselor.

ATHLETIC POLICIES

TO THE PARENTS/GUARDIANS

We are extremely pleased that your son/daughter has expressed a desire to be involved in our athletic program. Our coaches are looking forward to the opportunity to work with him/her.

Our coaches are committed to doing everything possible to minimize your student's chance of injury. We have carefully reviewed the coaching techniques with student safety as the primary concern. We are confident that methods of teaching skills and fundamentals are sound and safe. All of our coaches and trainers have current first aid and CPR certification. They have received training in dealing with medical emergencies and bloodborne pathogens.

We want to remind you that there is always the risk of serious injury, serious illness, paralysis or even death in interscholastic athletics. However, studies by agencies such as the National Federation of State High School Associations have shown the frequency of catastrophic injuries to high school students is no greater in interscholastic athletics than it is in daily living. Through emphasis on injury prevention, rule changes, and coaching skills, we are attempting to keep this frequency of injury as low as possible.

Any student participating in competitive athletics is required by Walla Walla School District to have accident insurance in force. We would prefer that all families purchase the school insurance, however, parents who have private insurance for their students that meets the minimum requirement need not purchase the school insurance. Parents using private insurance will be asked to complete a form indicating the number of their insurance policy and the name of the company. The form requires the parent's or legal guardian's signature giving permission for the student to participate. This form is in the athletic registration packet.

Please contact the athletic department or coaching staff if you have any questions or concerns about our program.

PHILOSOPHY OF ATHLETICS AT WALLA WALLA HIGH SCHOOL

The athletic department believes that each student who commits himself/herself to the Walla Walla High School athletic program will learn valuable lessons about how to be successful in meeting the challenges of the competitive society of his/her future.

To lead a successful life, a person needs to be both mentally and physically alert. That person must learn the responsibilities inherent in the commitments of life. The person must approach life positively with a sincere desire to realize his/her own dignity and selfworth, as well as that of his/her fellow man. A person must learn to cope with the boredom of inactivity through various mental and physical outlets. He/She must learn to bounce back in the face of defeat. He/She must learn and practice the concepts of cooperation and team work. The athletic department staff strives to assist our student/athletes to reach these goals.

RULES AND REGULATIONS FOR WALLA WALLA HIGH SCHOOL ATHLETES

Students who participate in the athletic program of Walla Walla High School must comply with all rules and regulations governing the sports in which they participate. These include the rules and regulations of Walla Walla School District, Walla Walla High School, Walla Walla School District Athletic Department, Yakima Valley Interscholastic Activity Association (YVIAA), Washington Interscholastic Athletic Association (WIAA), the Columbia Basin Big Nine Conference (CBBN), and any special rules that each individual coach deems necessary for the safe and successful operation of his/her sport.

I. WIAA/WALLA WALLA SCHOOL DISTRICT STANDARDS FOR ATHLETICS

A. **Student eligibility criteria** - All contestants must be eligible under the rules of the Washington Interscholastic Activities Association (WIAA) to participate in an interscholastic contest.

B. **Age limits** - The student shall be under 20 years of age on September 1 for the fall sports season, on December 1 for the winter sports season, and on March 1 for the spring sports season.

C. **Student member of a school** - An individual must be a regular member of the school he/she represents in order to participate in an interscholastic athletic activity. An individual is a "regular member" of a school if he/she is enrolled half time or more, exclusive of interscholastic athletic activities.

D. **Running Start/AEP/Lincoln Alternative students** - Students contemplating Running Start, AEP, or any Paine Campus programs need to carefully check their athletic eligibility before enrolling in the program. Running Start students must comply with WIAA standards of 85% attendance in scheduled classes. All students involved in any of the above programs must comply with the same eligibility standards as students attending high school on a full time basis.

E. **Scholarship** - In order to maintain athletic eligibility during the current nine (9) weeks, the student shall maintain passing grades in a minimum of five (5) full-time subjects. Grades will be checked at mid-quarter and at the end of the quarter/semester. A student shall have passed at least five (5) full-time subjects in the immediately preceding nine (9) weeks/semester in order to be eligible for competition at the beginning of the following quarter/semester.

F. **Transferring and Foreign Exchange Students** - In order to be eligible, the student must live with parent(s) or legal guardian(s) within the bounds of Walla Walla School District or comply with WIAA rule 18.10.0. Any student who is not eligible because of the Residence Rule will be allowed to compete only below the varsity level.

G. **Previous Semester** - The student shall have been in regular attendance in an elementary, intermediate, middle school, junior high, or high school during the semester immediately preceding the semester in which the contest is held.

H. **Regular Attendance** - The student shall be enrolled and in regular attendance within the first 15 school days in a semester, 10 school days of a trimester, or at the start of the current semester in order to participate in interscholastic contests during the current semester. A ratio greater than one (1) unexcused absence to six (6) attendances constitutes irregular attendance.

I. **Physical Examinations** - Prior to registration for participation in interscholastic athletic activities, a student must undergo a thorough medical examination and be approved for interscholastic competition by a medical authority licensed to perform a physical examination. Physical examinations received after June 1st of 2004 are good for twenty four (24) months from the date of the examination. Physical Exams obtained prior to June 1st of 2004 are good for 13 months from the date of the examination.

To resume participation following an illness and/or injury serious enough to require medical care, a participating student must obtain a written release from a physician to resume participation.

J. **Season's Limitation** - After entering or being eligible to enter the ninth grade, a student shall have four (4) consecutive years of Interscholastic eligibility.

K. Non-School Participation - During any sport season after joining a school squad, students may participate in non-school athletic activities, provided they do not miss a team practice or scheduled contest and they have the approval of their school coach. Exception maybe allowed if such activity does not adversely affect the performance of the athlete in practice and/or competition in the judgment of the coach and/or district athletic director.

II AMATEUR STANDING RULES

WIAA Rule 18.23.0 states that students representing a school in an interscholastic sport must be an amateur in that sport. An amateur is a student athlete who engages in athletics for the physical, mental, social and educational benefits derived therefrom, and to whom athletics is an avocation and not a source of financial reward. In order to maintain amateur standing in those activities under WIAA jurisdiction, the athlete may not:

1. Accept merchandise or in-kind gifts of more than \$300 in fair market value during any one calendar year September 1 through August 31;
2. Accept reduced membership fees or reduced user fees from an athletic club, recreation center, golf course, etc. (must be included in the \$300 limitation);
3. Accept cash awards;
4. Enter competition under a false name;
5. Accept payment of expense allowances over the actual and necessary expenses for the athletic trip;
6. Sign or have ever signed a contract to play professional athletics (whether for a monetary consideration or not); play or have ever played on any professional team in any sport; receive or have received, directly, or indirectly, a salary or any other form of financial assistance (including scholarships or educational grants-in-aid from a professional sports organization or any of his/her expenses for reporting to or visiting a professional team.

III. TRAVEL RULES

- A. All athletes must travel to and from an athletic contest in the transportation provided by the school district. Any exception to this rule must be approved by their coach and cleared in advance through the athletic office. A parent release form is required. These forms must be picked up by the athlete or parent in the Athletic Office.
- B. Team members will remain with the team and under supervision of the school and the coach when attending away contests.
- C. Team members are expected to conduct themselves according to standards of their school and coach while traveling to and from contests and on overnight trips.
- D. Athletes will dress according to the standards of their school and coach on all athletic trips.
- E. No beverage containers or beverages will be allowed on travel vehicles unless special permission is granted by the coach and bus driver.
- F. Athletes will follow established district and athletic department rules for students riding school buses.

IV. EQUIPMENT RULES

Athletes are responsible for all school equipment checked out to them. They are expected to keep it clean and in good condition. The coach will inform participants at the beginning of the season regarding the athletic department laundry services and care of the equipment.

Loss of issued equipment or unnecessary damage to equipment will be the student's financial obligation. Until this obligation is fulfilled, the athlete will not be allowed to receive awards for that sport or be a member of another school athletic team. Issued equipment or clothing is to be worn only while participating with the team in a sanctioned practice or during scheduled contests. It is not to be worn in Physical Education classes or for personal use.

V. ATTENDANCE REGULATIONS

Students involved in athletics will be subject to the following attendance rules and regulations:

1. Regular and prompt attendance at all practices. If it is necessary to be absent from, or late to practice, common courtesy dictates that the coach must be notified in advance by the athlete.
2. Athletes who are absent for any part of the school day are not eligible to compete or practice on that day unless special permission is granted by the administration.
3. If the student leaves school or class during the day because of illness, he/she will not be eligible to compete or practice on that day unless permission is granted by the administrator in charge of attendance or the Athletic Director.
4. If illness or injury requires a doctor's care, written permission must be obtained from the doctor prior to resuming participation on an athletic team.

VI. CONDUCT RULES

The following acts by an athlete shall result in disciplinary action by the coach:

1. The use of profane or obscene language or acts of vulgarity.
2. Acts of poor sportsmanship such as showing disrespect for your opponents, cheating, and lack of courtesy.
3. Acts of inappropriate conduct and citizenship on or off campus. Refer to the athletic contract for specifics.
4. WIAA rules require students ejected from a contest to sit out the next contest. A second ejection means the athlete is ineligible to compete for the remainder of that sport season.

VII. ATHLETIC TRAINING RULES

The following acts by an athlete during an athletic season shall constitute immediate removal from the team until a meeting can be held with the student, the student's parents, and the athletic board. The athletic board is composed of the school principal, or designee, the athletic director, and possibly the coaches of the sports in which the athlete participates. An athletic season begins on the day the student registers for the sport. The season ends with the awards function or when the athletes are dismissed by the coach after the last contest, whichever occurs last.

1. Athletes using or in possession of alcoholic beverages.
2. Athletes using or in possession of tobacco products.
3. Athletes using or in possession of legend drugs or steroids, as defined by the laws of the State of Washington.
4. Athletes using or in possession of unidentifiable drugs as determined by the Physicians' Desk Reference.
5. Athletes who are with minors and/or attend parties where alcoholic beverages, tobacco products or narcotics are being served or consumed by minors. Athletes who inadvertently find themselves in this type of situation are expected to leave immediately or they will be in violation of the athletic training code.

VIOLATIONS OF RULES AND REGULATIONS

Violations of rules and regulations for Walla Walla High School student-athletes shall constitute cause for alternative corrective action, discipline, suspension, and/or expulsion pursuant to the appropriate governing authority. Violations are accumulative from year to year.

Student-athletes who violate the Walla Walla High School discipline policy will be subject to corrective action under that policy. The corrective action may include suspension or expulsion from participation in activities. (Refer to "Discipline Policy" and "Student Assistance Program" sections of the Walla Walla High School Parent/Student Handbook.)

VIOLATIONS OF TRAINING RULES

I. FIRST VIOLATION

The student-athlete will:

1. Be dismissed from the team for the remainder of the season and shall be ineligible for any and all awards for that season.
2. Be requested to meet with an athletic board composed of the school principal or designee, the athletic director, and possibly the coaches of the sports in which the athlete participates.
3. Request a meeting with the athletic director and coach prior to participating on another school team. They will review previous violation(s) and determine if the student will or will not be allowed to participate
4. Students who violate item 5 under section VII of the Rules and Regulations for Athletes will forfeit 20% of the contests scheduled for their team.

II. SECOND VIOLATION

The student-athlete will:

1. Be excluded from participation on any school district team for one calendar year from the day of violation and will be ineligible for any and all awards.
2. Be requested to meet with an athletic board composed of the school principal or designee, the athletic director, and possibly the coaches of the sports in which the athlete participates.
3. Request a meeting with the athletic director and coach prior to participating on another school team. They will review previous violation(s) and determine whether or not the student will be allowed to participate.

III. THIRD VIOLATION

The student-athlete shall be excluded from interscholastic competition at Walla Walla High School for the remainder of his/her educational program.

STUDENT ASSISTANCE PROGRAM

A student-athlete with the approval of his/her parents/guardians may elect to be referred to the "Student Assistance Program" for treatment of the drug/alcohol or tobacco problem instead of being disciplined according to the disciplinary action outlined under the "First Violation" section of the Training Rules.

The "Student Assistance Program" option is only available to first offenders of the athletic training policies. The student-athlete and his/her parents/guardians electing to participate in the Student Assistance Program will agree to:

1. Meet with a representative of the Student Assistance Program to discuss the details and obligations of the program.
2. Commit to the prescribed Student Assistance program outlined in the Walla Walla High School Student Handbook.
3. Forfeit the student's participation in 20% of the team's contests. (The number of contests forfeited is determined by multiplying the number of regular season team contests by .20 and rounding to the nearest whole number.)
4. Commit the student to continue to practice and attend all team meetings during the time the student is ineligible to participate in contests.

If at any time the student-athlete or parent/guardian feels that he/she no longer wishes to be involved in the treatment program, the student-athlete will be referred back to the disciplinary action outlined in the Training Violations section.

DUE PROCESS

Any athlete who is alleged to have violated the athletic code is entitled to due process procedures as established by the Walla Walla School District Board of Directors.

CHANGE OF SPORT POLICY

The following policies apply to athletes changing sport.

1. In the event an athlete wishes to change from one sport to another during a specific sports season (ex: from basketball to wrestling), permission must be granted from both coaches involved. This change must be made within two (2) weeks or prior to the final cut of that sports season. Students will also be required to obtain athletic office clearance prior to making the change.
2. If an athlete plans to change from one sport to another from one year to the next (ex: from track one year to baseball the next), it is common courtesy that both coaches involved be notified by the athlete.

COLLEGE RECRUITMENT POLICY

In the event an athlete should be contacted personally by a college recruiter, he/she is encouraged to work through their coach and the athletic department so that all possible assistance may be offered. All contacts with college recruiters during the school day must be cleared through an administrator.

ATHLETIC REGISTRATION PROCEDURES

Before an athlete may begin practice or be issued equipment for a sport, he/she must complete the athletic registration process and obtain an athletic clearance slip from the Athletic Office. The Athletic Office will issue this slip upon receiving the following items through the registration process:

1. Medical release card properly completed and signed by his/her parent or guardian.
2. Athletic Contract signed by the athlete and his/her parent or guardian.
3. **Prior** to registration in interscholastic athletics at the high school and middle school level; all student/athletes must meet the physical examination requirements in section 1, article 1.
4. Show proof of Home Insurance coverage or purchase of the School Insurance package.
5. Receipt showing purchase of a current Walla Walla High School ASB card.
6. Payment of the \$30.00 per sport participation fee.
7. Payment for any hold slip issued due to lost or damaged equipment or clothing incurred in a previous sport.
8. Completion of the additional Residence Information for Athletic Eligibility as needed.

STATE & FEDERAL REGULATIONS & BOARD POLICIES

Internet Access by Students (Policy #2022 - Electronic Information System - Networks)

Each student attending Walla Walla Public Schools has the privilege of Internet access. This access is meant to serve as an extension of instructional materials to help meet curriculum goals. Teachers will provide appropriate supervision and will instruct students about their role as "network citizens" and the etiquette and conduct expected in this new global community. Parents and guardians of minors are expected to assist the school by setting and conveying the standards that their son/daughter should follow when using the Internet. Misuse of the Walla Walla Public Schools Electronic Information Network may result in loss of access privileges, disciplinary action in compliance with existing district policy, or other legal or criminal action, including restitution, if appropriate.

PLEASE NOTE! A parent/guardian who does not want their student to participate in the use of the Internet as an extension of instructional materials and curriculum must notify the school principal in writing. The parent/guardian acknowledges that information and resources available to their student may be limited due to lack of Internet access. All users of this network are governed by the district Acceptable Use Guidelines which should be reviewed annually. These guidelines may be found at http://tech.wwps.org/technology_documents.htm or obtained from the school office.

Compulsory Attendance (Policy #3110 - Qualification of Attendance & Placement & Policy #3121 - Compulsory Attendance)

Children eight years of age and children under eighteen years of age are required by law to attend private or public school. Children six or seven years of age are required to attend private or public school once they have been registered for school. Under certain circumstances, children who are at least sixteen and less than eighteen years of age may be excused from further attendance at school. The superintendent shall exercise his or her authority to grant exceptions. A resident student who has been granted an exception retains the right to enroll as a part-time student and shall be entitled to take any course and receive any ancillary services offered by a public school to full-time students.

Excused and Unexcused Absences (Policy #3122 - Excused & Unexcused Absences)

Regular school attendance is necessary for mastery of the educational program provided to students of the district. It is recognized that, at times, students appropriately may be absent from class. Therefore, the following shall govern the development and administration of attendance procedures within the district.

Excused

Absences due to illness or a health condition, school-approved activities, family emergencies, and as required by law, disciplinary actions or short-term suspensions shall be excused. In addition, the principal may, upon request by a parent, grant permission in advance for a student's absence, providing such absence does not adversely affect the student's educational progress. If an absence is excused, the student shall be permitted to make up all missed assignments outside of class under reasonable conditions and time limits established by the appropriate teacher(s) except that, in participation type classes, a student's grade may be affected because of the student's inability to make up the activities conducted during a class period. An excused absence shall be verified by the parent or school authority responsible for the absence.

Unexcused

Absences not noted above may be considered as unexcused absences. A student's grade may be affected if a graded activity or assignment occurs during an unexcused absence. Due process procedures as established in Policy #3200 shall be followed. It shall be the responsibility of the building principals and certificated staff to enforce the district's attendance policies and procedures. Because the full knowledge and cooperation of students and parents is necessary for the success of the policies and procedures, procedures

shall be disseminated broadly and made available to parents and students annually. Custodial parents, parents or guardians shall be notified by phone or in writing whenever a child has failed to attend school after one unexcused absence and shall be asked to attend a conference to analyze causes for a child's absences after two unexcused absences in any month during the current school year. Should the child's unexcused absences continue, the Interagency Truancy Committee shall be asked to take corrective action up to and including petitioning the courts for assistance.

Removal of Students from School Premises (Policy #3124 - Removal/Release of Student During School Hours)

Except in cases of emergency, court order or arrests, schools will obtain written authorization from custodial parents, parents or guardians before permitting the removal of any child from school ground or buildings. Written authorization will also be required for students to participate in a field trip outside of the district. Custodial parents, parents or guardians will be notified immediately anytime it is necessary to allow a student to be removed without their written authorization. Custodial parents, parents or guardians will be notified in advance by the school concerning any scheduled activities that will take the student away from the school site and be given the opportunity to request that their students be excused from participation.

Child Custody (Policy 3126 - Child Custody)

The parents/legal guardians who enroll a student in school will be considered as the residential parent/legal guardian of the student. The residential parent/legal guardian is responsible for decisions regarding the day-to-day care and control of the student. Parents, guardians, or surrogate parents have the twofold right to receive information contained in the school's written records concerning their child and to forbid or permit the disclosure of such information to non-parents.

The nonresidential parent has the right, upon request, to be kept informed of the student's school progress and activities unless there are court restrictions. These include, but are not limited to written grade reports, notices of school activities, reports of discipline actions, notices of teacher or principal conferences or summaries.

If restrictions are made relative to the above rights, the residential parent will be requested to submit a certified copy of the court order which curtails these rights. If these restrictions are questioned by the nonresidential parent, the parents will be expected to resolve the situation between them. The student is not permitted to visit with or be released to anyone, including the nonresidential parent. The only exception to this portion of the policy is law enforcement officials acting in that capacity and emergency medical personnel providing care in the event of a medical emergency. The residential parents have access to their children and their classrooms pursuant to RCW 28A.605.

Students' Rights and Responsibilities (Policy #3200 - Students Rights & Responsibilities) Walla Walla Public Schools Mission Statement

Walla Walla Public Schools will provide academically challenging programs to meet the diverse needs of all students in a safe, supportive environment and, in partnership with families and the community, prepare students to become competent, creative, and contributing citizens of a rapidly changing world. In order to maintain and advance this mission, it shall be the responsibility and duty of each student to pursue his/her course of studies, comply with written rules of the district which are adopted pursuant to and in compliance with WAC 392-400, RCW 28A.04.132, RCW 28A.305.160, RCW 28A.600.010, RCW 28A.600.200 and submit to reasonable corrective action or punishment imposed by the district and its agents for violation(s) of such rules. No student shall be deprived of the right to an equal educational opportunity without due process of the law. Detailed information concerning students' rights, responsibilities, discipline, disciplinary action and due process may be found in Walla Walla School Board Policy and Procedures 3200 and WAC 392-400. The Procedures that contain WAC 392-400 and information regarding student due process may be obtained upon request during business hours at the principal's office at each school building or by

contacting the Personnel Department at the Walla Walla Public Schools Administration Building at 364 South Park.

Student Publications (Policy #3220 - Freedom of Expression)

Student publications produced as part of the school's curriculum or with the support of the associated student body fund are intended to serve both as vehicles for instruction and student communication. They are operated and substantively financed by the student body and the school district.

Material appearing in such publications should reflect all areas of student interest, including topics about which there may be controversy and dissent. Controversial issues may be presented provided that they are treated in depth and represent a variety of viewpoints. Such material may not be libelous, obscene, or profane, nor may it cause a substantial disruption of the school, invade the privacy of others, demean any race, religion, sex, or ethnic group, advocate the violation of the law, or advertise cigarettes, liquor, illicit drugs or drug paraphernalia.

Family Educational Rights and Privacy Act (Policy #3231 - Student Records)

The district shall maintain those records necessary for the educational guidance and/or welfare of students, for orderly and efficient operation of schools, and as required by law. The parent or eligible student has a right to

- 1) Inspect and review the student's education records;
- 2) Request amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other right;
- 3) Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the Act and regulations in this part authorize disclosure without consent;
- 4) File with the U.S. Department of Education complaint under Section 99.64 concerning alleged failures by the agency to comply with the requirements of the Act.

Directory Information (Policy 3233)

Federal law allows the school district to release certain student directory information for legitimate education purposes. Directory information is defined as the student's name, address, age, birthplace, participation in officially recognized school events and programs, weight and height of athletic team members, awards, diplomas, and photographs. Photos of students are sometimes used in district or school-produced publications or for use by the news media. Published photos in yearbooks, student/school newspapers, school handbooks, and other official school publications are considered public domain and can be reproduced by the media.

Parents/guardians of students under 18 years of age who do not want this directory information or photographs released must notify the school principal in writing.

Opt out for Military Recruiters

Walla Walla Public Schools, like many districts across the state, now offers parents an opportunity to “opt out” from having Directory Information released to military recruiters. In previous years, parents had an opportunity to “opt out” of having their child’s Directory Information released to all entities by submitting a letter to the school principal.

Although parents still have this blanket “opt out” option, they may now specify to have directory information released to all entities, except military recruiters. Parents may complete the “Request to prevent disclosure of directory information” form to complete this consent process.

Public Disclosure (Policy #4040 – Public Access to district records)

Parents may make public records requests under the Washington public disclosure act, chapter 42.17 RCW, regarding school employee discipline.

School Visitors (Policy #4200 - Safe and Orderly Learning Environment)

The district welcomes and encourages visits to schools by parents and community members. All visitors except those attending scheduled school activities must immediately register at the office upon their arrival at a school. Visitors will be asked the reason for their visit so that they may be appropriately accommodated. The district has adopted procedures for visitors requesting classroom observations, solicitations, meetings with staff members and deliveries to students. Visitations will be approved according to these procedures and depending on the scheduled activities taking place at the time of the visit.

Weapons (Policy #4210 – Regulation of Dangerous Weapons on School Premises) WAC 72-120-300 RCW 9.41.280 Students who are found in possession of weapons on school property are subject to a one-year mandatory expulsion, subject to appeal and notification of law official and parents.

Tobacco Free Schools and Grounds (Policy #4215 - Use of Tobacco on School Property)

The Board of Directors of the Walla Walla School District recognizes that the use of tobacco may create a health hazard for tobacco users as well as non-users. In order to protect the health of students, staff, and the general public, and to provide a healthy working and learning environment, the Walla Walla School District prohibits the use of tobacco products on school district property or in school district buildings. Smoking or use of any kind of lighted pipe, cigar, cigarette, or any other lighted smoking equipment, material, or smokeless tobacco products shall be prohibited on all district property, other properties leased or rented to the Walla Walla School District for any educationally related purpose, and in district-owned vehicles effective August 12, 1991. THIS POLICY INCLUDES PUBLIC ATTENDANCE AT ALL EXTRACURRICULAR AND ATHLETIC EVENTS.

Equal Opportunities/Americans With Disabilities (Policy #5010 - Nondiscrimination - Staff)

The Walla Walla School District shall provide equal employment opportunity and nondiscriminatory treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion, and training. Such equal employment opportunity will be provided without discrimination with respect to all affected groups as set forth in the Washington State laws against discrimination in hiring or employment as now or hereafter enacted, except insofar as such factors are valid occupational qualifications. The Walla Walla School District complies with all Title IX/RCW 28A.640 and Section 504 requirements and does not discriminate against any protected class as defined by state and federal regulations. This holds true for all students who are interested in participating in educational programs and/or extra curricular school activities. The Affirmative Action Plan is on file and available for review from building administrators and the Administration Office, 364 South Park Street, Walla Walla, WA. Copies are available upon request. Individuals with disabilities who require assistance or special arrangements to attend a program or activity sponsored by the Walla Walla Public Schools should contact the district's compliance officer, 24 hours in advance of the event to arrange accommodation. Inquiries regarding accommodation, compliance and/or grievance procedures may be directed to the Personnel Department, 364 South Park Street, Walla Walla, WA 99362 (509) 527-3000.

Drug Free Schools (Policy #5201 - Drug Free Schools, Community and Workplace)

The Federal Drug Free Schools and Communities Act requires all school districts to communicate to their employees, students, and parents the necessity of maintaining a drug-free working and learning environment. This requirement places emphasis on conveying to students, employees, and parents the standards of conduct that are applicable to students and employees regarding illicit drugs and alcohol. Compliance with the following standards of conduct is mandatory.

1. The unlawful possession, use, sale or distribution of alcohol or illicit drugs by students and/or employees on school district property or as part of any school district activity is wrong and harmful. It is strictly prohibited, and will not be tolerated under any circumstances.

2. Violation of this policy or any other district policy prohibiting drug or alcohol activity will subject students to disciplinary action (consistent with district discipline policies and local, state, and federal laws). Disciplinary action may include expulsion, completion of an appropriate rehabilitation program or referral for prosecution.

3. Violation of this policy or any other district policy prohibiting drug or alcohol activity by employees, consistent with any applicable Collective Bargaining Agreement, will subject employees to disciplinary action (consistent with local, state, and federal laws). Disciplinary action may include termination of employment, completion of an appropriate rehabilitation program or referral for prosecution.

The district will provide information about any available drug and alcohol counseling and rehabilitation and re-entry programs that are available to students and/or employees.

Discrimination and Harassment Prohibited (Policy #6590 - Unlawful Discrimination and Harassment Prohibited)

The district will not tolerate harassment or discrimination on the basis of race, color, religion, ancestry, national origin, gender/sex, age, sexual orientation or disability. All acts of harassment or discrimination should be reported immediately to a staff member or administrator. The procedures and forms for lodging an informal or formal complaint may be obtained upon request during business hours at the principal's office at each school building or by contacting the Personnel Department at the Walla Walla Public Schools Administration Building at 364 South Park Street.