

The

***Mission Statement***

for

Mary Walker High School

2019-2020

- Building students' hopes and dreams.
- Preparing all students for the future.
- Creating school pride.
- Commitment to quality instructional practices.

Mary Walker High School  
Mission Statement  
2019-2020



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



# Mary Walker High School

## Belief Statements 2019-2020

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

### **Clear and Shared Vision**

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

### **High Standards and Expectations**

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

### **Effective School Leadership**

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

### **Collaboration and Communication**

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

### **Curriculum, Instruction and Assessment**

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

**Frequent Monitoring of Teaching and Learning**

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

**Focused Professional Development**

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

**Supportive Learning Environment**

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

**Parent/Community Involvement**

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

**Mary Walker High School  
2019-2020 Year**

**Staff**

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<p><b>Pam Holt</b>  <a href="mailto:pholt@marywalker.org">pholt@marywalker.org</a>            -Art</p>	<p><b>Haik Rainey</b>  <a href="mailto:hrainey@marywalker.org">hrainey@marywalker.org</a>            - Math</p>	<p><b>Christine Cannon</b>  <a href="mailto:ccannon@marywaker.org">ccannon@marywaker.org</a>            - Secretary            - Records</p>
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## WELCOME

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

### ASSOCIATED STUDENT BODY (ASB)

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

#### ❑ ***STUDENT LEADERS***

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

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

#### ASB Officers for 2019-2020 Year:

**President:** Faith Goforth & Sam Donahue      **Vice-President:** Leah Demski

**Secretary:** Makayla Baker    **Treasurer:** Morgan Clausen    **Sgt. at Arms:** Makala Norris

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

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

#### ❑ ***STUDENT FINANCES***

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

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

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

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

❑ ***SCHOOL SPIRIT***

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

❑ ***ATHLETICS***

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

❑ ***CLASS MENTORS***

<u>Senior Class Mentors:</u> Mr. Gines	<u>Junior Class Mentors:</u> Mrs. Shelton
Mrs. Medenwaldt	Ms. Holt
Mr. Bettinson	
<u>Sophomore Class Mentors:</u> Mrs. Peone	<u>Freshmen Class Mentors:</u> Mr. Moeller
Mr. Johnson	Mrs. Rainey

❑ ***SCHOOL DANCES***

The following rules will be in effect for MWHS dances:

- 1) Dances are for high school students only. The hours are 7 PM – 10 PM.
- 2) Guests must be registered and approved in the office at least one day in advance and accompanied by a registered student on a one to one basis.
- 3) All organizations sponsoring a dance must provide chaperones and meet the approval of the principal in addition to the advisors.
- 4) All regulations pertaining to student conduct while in school are in effect. Anyone suspected of drinking or being under the influence of illegal drugs will not be admitted and will be reported to the supervisor, as well as the Springdale Police and/or Sheriff’s Department for further investigation. Offenders are subject to disciplinary action.
- 5) The Springdale Police and the Stevens County Sheriff’s Department are to be notified of the time and place of all dances.
- 6) If a student or guest, after being admitted, leaves the dance, he/she will not be readmitted.
- 7) Students whose behavior is not appropriate will be asked to leave the dance or will not be admitted.
- 8) Restrooms, windows and doors will be checked regularly.

## GRADES & GRADING PERIODS

Mary Walker High School has a seven (7) period day. Included in the schedule is a weekly Mentoring period. Reports of student progress will still be issued every 45 days, with grades being entered on the student's transcript every 90 days. Parents are asked to review the progress reports with their child(ren) and to consult with his/her teachers if necessary. The following numerical values are used in computing grade point averages:

### GRADE SCALE

93-100	= A	4.0
90-92	= A-	3.7
87-89	= B+	3.3
83-86	= B	3.0
80-82	= B-	2.7
77-79	= C+	2.3
73-76	= C	2.0
70-72	= C-	1.7
67-69	= D+	1.3
63-66	= D	1.0
60-62	= D-	0.7

## GRADING POLICY

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

## HONOR ROLL

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

### Honors At Commencement For The Graduating Seniors

#### For Class of 2020 & Beyond

The following will be used to determine class rank, including Valedictorian and Salutatorian:

- Internal cumulative GPA at the end of 3<sup>rd</sup> term of the second semester of the senior year
- The student's internal GPA will be determined by an internal weighting system:  
Advanced Placement, College in the Classroom and/or Running Start courses: A=5, B=4, C=3, D=1, and F=0  
Regular Courses: A=4, B=3, C=2, D=1, and F=0
- 4 credits of Math and Science
- 2 credits of foreign or world languages
- Meet ALL District and State graduation requirements
- At least 2 students will be chosen for Valedictorian
  - (Running Start & Regular) highest internal GPA
- At least 2 students will be chosen for Salutatorian
  - (Running Start & Regular) 2nd highest internal GPA
- Students will be identified as Valedictorian / Salutatorian



### **1:1 Student Computers - Checkout**

All students enrolled at Mary Walker High School will be issued a Chromebook. Mary Walker School District retains the right of possession of each device and grants the student permission to use the device according to the guidelines. All student machines have been imaged with the same software, network privileges and configurations by the District's technology team. Students are not allowed to download or make any modifications to their device. Any new programs that need to be installed or upgraded on student machines must be approved by the district curriculum team and installed by our technology department.

### **1:1 Chromebook Insurance Agreement**

As part of Mary Walker School District's commitment to 21st Century Learning, a Chromebook (Google laptop) will be issued to your student for their use at school and home. We are very excited to be able to make these powerful tools available to our students. We also understand that both students and parents are concerned about keeping these tools secure and in good working order.

Like textbooks, team uniforms and other school property issued to your student, there is a responsibility to take appropriate care of these valuable resources. The Chromebook is no different, but it does represent an increased cost to the district and liability to students and parents. We know that loss and accidents will happen. District policies, regulations, and practices require that a fee is levied to cover the repair or replacement cost of district property. With computing devices, like the Chromebooks, the cost of loss or damage can be significant. The district provides Chromebook Insurance as a way for families to reduce the financial risk if a Chromebook is accidentally damaged, stolen, or vandalized. Working as a team we can lessen the impact of an accident or theft. All students, who are issued a Chromebook must complete and sign the Chromebook Insurance Form.



**Mary Walker School District**  
**Chromebook User Agreement & Insurance**  
 2019-20 School Year

To ensure that the district is able to repair damaged Chromebooks and provide loaners at all times for students experiencing problems, Mary Walker School District provides Chromebook insurance.

**One form per student is required.**

Name of Student:	Student ID:	Grade:
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MWSD Chromebook Insurance covers the cost of any accidental damage to a student's school issued Chromebook according to the terms on the back side of this page. MWSD Chromebook Insurance does not cover intentional misuse, abuse or neglect by any household members.

*Because we cannot repair the power adapter, students must always cover the cost of damage to, or loss of the power supply/cord.*

The Chromebook Insurance is **\$25.00 per school year** (\$10 for each additional child). If you choose not to purchase MWSD Chromebook Insurance, you will be responsible for the full cost of repair due to damage or replacement of the Chromebook.

**Insurance Claim Fee Schedule**

Repair/Replacement Fees	First Claim	Second Claim	All Other
<b>DAMAGE</b>	None	Full Cost to Replace	Full cost of repair
<b>THEFT (with Police Report)</b>	None	Full Cost to Replace	Full Cost to Replace
<b>LOST</b>	\$50 Deductible	Full Cost To Replace	Full Cost to Replace

*Payment can be made in your school office or the district office using cash or check.*

<input type="checkbox"/> <b>Yes, I will purchase Chromebook Insurance. I will pay by cash or check (please make out to MWSD)</b>	<input type="checkbox"/> <b>No, I am not purchasing insurance and agree to cover all repairs and losses during the school year.</b>
Amount Paid: _____ Date Paid: _____ Receipt # _____ <input type="checkbox"/> Cash <input type="checkbox"/> Check # _____ (\$25 for 1st Child, \$10 Each Additional Child)	<input type="checkbox"/> On-Site Student <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> A.L.E. Student <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time

My child and I have read, discussed and agree to the **Chromebook User Agreement & Insurance**

Student Name (print): \_\_\_\_\_ Student ID# \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Mary Walker School District**  
Chromebook Insurance | 2019-2020 School Year

The educational program at your student's school includes a Chromebook that will be issued to your student for their use at school and home. We are very excited to be able to make these powerful tools available to our students. We also understand that both students and parents are concerned about keeping these tools secure and in good working order.

Like textbooks, team uniforms and other school property issued to your student, there is a responsibility to take appropriate care of these valuable resources. The Chromebook is no different, but it does represent an increased cost to the district and liability to students and parents. We know that loss and accidents will happen. District policies, regulations and practices require that a fee be levied to cover the repair or replacement cost of district property. With computing devices, like the Chromebooks, the cost of loss or damage can be significant.

The district provides Chromebook Insurance as a way for families to reduce the financial risk if a Chromebook is accidentally damaged, stolen, vandalized. Working as a team we can lessen the impact of an accident or theft.

**COVERAGE AND BENEFIT:** This insurance covers the Chromebook loaned to the student against all accidental damage, theft, vandalism or loss for one (1) school year. This program does NOT cover damage or loss of the power cord, which we ask students to keep at home. This program does NOT cover intentional misuse, abuse or neglect by any household members. If the student did not exercise proper care and/or take appropriate precautions, as described in the student handbook, and this behavior resulted in damage to or loss of the Equipment, the cost of the repair or replacement will be the responsibility of the student/parent.

**Full Replacement Cost Schedule**

<b>Chromebook:</b>	<b>\$250.00</b>
<b>Broken Screen:</b>	<b>\$50.00</b>
<b>Missing Keys/Broken Keyboard:</b>	<b>\$75.00</b>
<b>Lost/Stolen/Broken Power Adapter:</b>	<b>\$40.00</b>

**THEFT:** If the Chromebook is stolen, the Mary Walker School District will require that a police report be submitted. Fraudulent reporting of theft will be turned over to the police for investigation. A student making a false report will also be subject to disciplinary action.

**LOSS:** If the Chromebook is lost, the district will cover the cost for the first loss minus a \$50 deductible. If a second loss occurs, the student will be issued a replacement Chromebook only after full payment is received. In the event that a lost Chromebook is recovered in working condition, the replacement cost previously paid by student/parent will be refunded. Any subsequent loss will be charged to the parent/student at full replacement cost. ***Any Chromebook lost or stolen will be remotely disabled and all functionality removed until the Chromebook is returned.***

***Students who withdraw or leave the Mary Walker School District and do not return the student issued Chromebook will be subject to a fine and possibly reported to the local law enforcement as having possession of a stolen device. The Chromebook will be remotely disabled and all functionality removed until the Chromebook is returned.***

**If you choose not to purchase MWSD Chromebook Insurance,  
you will be responsible for the full cost for repair due to damage  
or replacement of the Chromebook.**

### **TELEPHONES/CELL PHONES**

The office phone is a business phone and should be used by students for emergencies only (i.e. illness). Students may use the phone in the high school office . . . but only with permission of a secretary or principal.

Cell phones may be brought to school if they are kept off and out of sight during class time. Violation of cell phone use in class will result in:

- 1<sup>st</sup> offense – cell phone taken until end of day
- 2<sup>nd</sup> offense – cell phone taken and parent must pick it up
- 3<sup>rd</sup> offense – cellphones taken, parent pick up and cellphone not allowed at school for remainder of school year.

Students may use their cell phones before school, during passing time, lunch, and after school only.

If a student texts another student and the texting is a form of bullying or harassment (this may come in text or photo form) the cell phone will be confiscated and the student will not be allowed to bring a cell phone to school for the remainder of the year. Arrangements will need to be made through the Principal if a student needs to bring a cell phone to school for emergency purposes. This is due to the increase of cell phone bullying and harassment across the nation.

### **VISITORS**

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

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

### **UNCLAIMED CLOTHING**

It is District practice that every semester the unclaimed clothing will be discarded or removed and donated to Goodwill.

### **STUDENT DISCIPLINE POLICY**

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

*Most students want to follow the rules and cooperate.* At times, however, people do make mistakes and break the rules. We have developed *a system of consequences designed to help you learn from your mistakes.* The consequences for breaking a rule are based on the seriousness of the behavior and your past record. Our system of Progressive Discipline means

that the consequence for *the first time you break a rule will be different than if you establish a pattern of breaking rules*. The school discipline plan applies to any student who is 1) On school property – to include school bus stops; 2) In attendance at school; 3) At any school-sponsored activity; or 4) At any other time or place having a direct and immediate effect on maintaining order and discipline or protecting the safety and welfare of the students or staff.

❑ ***Cheating or Plagiarism***

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

❑ ***Drugs, Alcohol, & Tobacco (to include e-cigs & hookahs)***

If school authorities find a student in possession or use of illegal drugs or alcohol at school or school sponsored events, the drug/alcohol will be confiscated and turned over to law enforcement officials. Use of illegal drugs or alcohol at school or school sponsored events is prohibited. Appropriate school disciplinary action will be taken by a school administrator regardless of law enforcement action. (OSS 10 days)

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

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

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

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

❑ ***False Alarms***

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

❑ ***Fighting & Assault***

Fighting and/or Assault is physical violence or threats of violence to other persons. School officials using formal disciplinary actions may handle many incidents involving threats or actual fighting while on campus. Assaults that are more serious on campus will require involvement of the police. If you are threatened or assaulted, walk or run away and tell an adult. If you hit back, you have agreed to "fight" and can expect disciplinary consequences for fighting. Tell an adult

instead. You can be considered part of a fight if you encourage the fight and standby in a manner that supports the infraction.

❑ ***Forgery/Falsifying Information***

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

❑ ***Harassment***

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

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

❑ ***Insubordination***

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

❑ ***Laser Pointers/Pens***

Laser pointers/pens are prohibited. When found they will be confiscated and students are subject to school discipline.

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

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

❑ ***Participation in an Incident***

Participating in an incident of student misconduct as a spectator who is actively inciting or encouraging such conduct by words, actions, or presence.

❑ ***Personal Protection Spray Devices***

It is unlawful for a person under eighteen (18) years old, unless the person is at least fourteen (14) years old and has written permission of a parent or guardian to do so, to possess a personal protection spray device. Use of such device in a manner inconsistent with the authorized use of force statute shall cause the imposition of appropriate discipline.

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

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

❑ ***Theft or Destruction of School Property***

Theft may result in suspension from a single class or from a full schedule of classes for a period up to ninety (90) school days. The student will be required to replace or pay for the stolen item(s). Appropriate law enforcement authorities may be contacted.

❑ ***Vandalism***

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

❑ ***Weapons (RCW 9.41.270)***

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

❑ ***Interview by Law Enforcement Authorities***

Law enforcement authorities may be allowed by the building administration to interview students in school. The building Principal/designee shall inform students they have the right to decline to be interviewed or to remain silent during such interviews. If a student is under twelve (12) years of age, the Principal/designee shall attempt to notify the parent/guardian prior to such interview. Representatives of the State Department of Social and Health Services, upon receiving reports of abuse or neglect, may interview students on school premises. If a student wishes a third party to be present for the interview, reasonable effort shall be made to accommodate the student's wishes.

\*All infractions listed above are subject to different consequences based upon individual circumstances as determined by the principal. This handbook is used as a guideline for discipline, but the building principal will make final decision based on each infraction and significant circumstances.

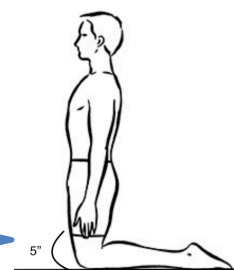


### DRESS CODE

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

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

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



4. Clothing or hats with writing and/or graphics that are obscene, profane or suggestive, indecent slogans, pictures that show violence or drug related characters, or advertising alcohol, drugs, or tobacco, are prohibited.
5. Chains or other potentially dangerous items
6. Any item perceived as gang-related clothing or symbols; (e.g. bandanas, colors, etc.)
7. Headgear (i.e. hats, caps, headbands, bandanas, hairnets, do-rags, etc.), and sunglasses are not to be worn in class unless Teacher allows.
8. Sleeveless muscle shirts, fishnet shirts, tank tops, spaghetti straps (**all sleeveless shirts must have 'four-finger' width at the shoulder**), bike shorts, sleepwear, or undergarments
9. No sleepwear (i.e. flannel pajama pants, slippers, etc.)
10. Any other attire or grooming that is perceived by the administration as being detrimental to the educational process, will not be allowed.



### CAFETERIA RULES

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

- 1) All food will be eaten in the cafeteria, unless indicated differently by the administration.
- 2) Be courteous to all lunchroom personnel. Be courteous and quiet in line. Do not push, jostle, tease, or hassle others.
- 3) Be neat. Leave the table and floor clean for others.

### BUS RULES

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

### CLASSROOM DISCIPLINE

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

1. Student behavior should promote the teaching process.
2. Student behavior should promote the learning process.
3. Student behavior should promote the rights of others.
4. Students will be expected to maintain academic effort and achievement in accordance with their abilities.

Each high school student will be responsible for his/her academic effort and behavior.

#### Progressive Discipline Steps Within Each Class

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

Classroom Discipline Steps

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

## Major Infractions

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

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

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

### **ATTENDANCE POLICY & PROCEDURE**

#### **Absentee Line 323-1029**

Good attendance is essential for the maximum educational benefit and mastery of the programs provided for students. Continuity of instruction and student participation are principles which underlie and give purpose to the requirement of compulsory school attendance.

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

Students and their parents are responsible for complying with district policy and the compulsory attendance laws of Washington State. To that end, students are required to be in attendance and on time for their assigned classes when school is in session.

In addition, students must check out with the office if they are leaving campus prior to the end of the school day. Students will not be granted permission to leave early without approval of parent/guardian by note or by phone, and approval of building principal. Failure to follow proper checkout procedures will result in disciplinary action as associated with truancy/unexcused absences.

Parents/guardians will be notified after the fourth non-school related absence by regular mail and by certified mail after the tenth non-school related absence during the semester. After the student has received his/her fourteenth (14) non-school related absence (excused and/or unexcused) parents/guardians and the student's teachers will be notified and the student will receive an "F" (no credit) grade for each class. When a student receives a "no-credit" grade due to attendance, parents may appeal to the Superintendent within five (5) business days of a ruling in which their child has been acknowledged of failing due to lack of attendance. The decision of the Superintendent will be final. Students may retrieve failed credits by attending summer school IF there are funds to provide this opportunity.

## **Know Your Rights:**

### **Pregnant or Parenting? Title IX Protects You From Discrimination At School**

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Title IX of the Education Amendments of 1972 (“Title IX”), 20 U.S.C. §1681 *et seq.*, is a Federal civil rights law that prohibits discrimination on the basis of sex—including pregnancy and parental status—in educational programs and activities.

All public and private schools, school districts, colleges, and universities receiving any Federal funds (“schools”) must comply with Title IX.\*

**Here are some things you should know about your rights:**

#### ***Classes and School Activities – your school MUST:***

- Allow you to continue participating in classes and extracurricular activities even though you are pregnant. This means that you can still participate in advanced placement and honors classes, school clubs, sports, honor societies, student leadership opportunities, and other activities, like after-school programs operated at the school.
  - Allow you to choose whether you want to participate in special instructional programs or classes for pregnant students. You can participate if you want to, but your school cannot pressure you to do so. The alternative program must provide the same types of academic, extracurricular and enrichment opportunities as your school’s regular program.
- Allow you to participate in classes and extracurricular activities even though you are pregnant and not require you to submit a doctor’s note unless your school requires a doctor’s note from all students who have a physical or emotional condition requiring treatment by a doctor. Your school also must not require a doctor’s note from you after you have been hospitalized for childbirth unless it requires a doctor’s note from all students who have been hospitalized for other conditions.
- Provide you with reasonable adjustments, like a larger desk, elevator access, or allowing you to make frequent trips to the restroom, when necessary because of your pregnancy.

#### ***Excused Absences and Medical Leave – your school MUST:***

- Excuse absences due to pregnancy or childbirth for as long as your doctor says it is necessary.
- Allow you to return to the same academic and extracurricular status as before your medical leave began, which should include giving you the opportunity to make up any work missed while you were out.
- Ensure that teachers understand the Title IX requirements related to excused absences/medical leave. Your teacher may not refuse to allow you to submit work after a deadline you missed because of pregnancy or childbirth. If your teacher’s grading is based in part on class participation or attendance and you missed class because of pregnancy or childbirth, you should be allowed to make up the participation or attendance credits you didn’t have the chance to earn.
- Provide pregnant students with the same special services it provides to students with temporary medical conditions. This includes homebound instruction/at-home tutoring/independent study.

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\* A school that is controlled by a religious organization is exempt from Title IX when the law’s requirements would conflict with the organization’s religious tenets.

**Harassment – your school MUST:**

- Protect you from harassment based on sex, including harassment because of pregnancy or related conditions. Comments that could constitute prohibited harassment include making sexual comments or jokes about your pregnancy, calling you sexually charged names, spreading rumors about your sexual activity, and making sexual propositions or gestures, if the comments are sufficiently serious that it interferes with your ability to benefit from or participate in your school's program.

**Policies and Procedures – your school MUST:**

- Have and distribute a policy against sex discrimination. It is recommended that the policy make clear that prohibited sex discrimination covers discrimination against pregnant and parenting students.
- Adopt and publish grievance procedures for students to file complaints of sex discrimination, including discrimination related to pregnancy or parental status.
- Identify at least one employee in the school or school district to carry out its responsibilities under Title IX (sometimes called a "Title IX Coordinator") and notify all students and employees of the name, title, and contact information of its Title IX Coordinator. These responsibilities include overseeing complaints of discrimination against pregnant and parenting students.

**Helpful Tips for Pregnant and Parenting Students:**

- Ask your school for help—meet with your school's Title IX Coordinator or counselor regarding what your school can do to support you in continuing your education.
- Keep notes about your pregnancy-related absences, any instances of harassment and your interactions with school officials about your pregnancy, and immediately report problems to your school's Title IX Coordinator, counselor, or other staff.
- If you feel your school is discriminating against you because you are pregnant or parenting you may file a complaint:
  - Using your school's internal Title IX grievance procedures.
  - With the U.S. Department of Education, Office for Civil Rights (OCR), even if you have not filed a complaint with your school. If you file with OCR, make sure you do so within 180 days of when the discrimination took place.
  - In court, even if you have not filed a complaint with your school or with OCR.
- Contact OCR if you have any questions. We are here to help make sure all students, including pregnant and parenting students, have equal educational opportunities!

If you want to learn more about your rights, or if you believe that a school district, college, or university is violating Federal law, you may contact the U.S. Department of Education, Office for Civil Rights, at (800) 421-3481 or [ocr@ed.gov](mailto:ocr@ed.gov). If you wish to fill out a complaint form online, you may do so at: <http://www.ed.gov/ocr/complaintintro.html>.



## **EXCUSED ABSENCE PROCEDURES**

When a student has been absent from class, he/she is required to bring a note to the office within 48 hours of returning to school from his/her parent/guardian verifying the absence, or a phone call from parent/guardian. It is the student's responsibility to fulfill this requirement. Please see section "Admit Slips" for more information.

## **TRUANCY & UNEXCUSED ABSENCES**

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

\*Leaving class without permission (Students need permission from their current class teacher in order to be out of that class. E.g. A student wants to help another instructor decorate for a dance, or set-up for an after school activity and as a result will miss 7<sup>th</sup> period – THAT student needs permission from their teacher 7<sup>th</sup> period teacher to be out of their class!)

\*Skipping class

\*Being absent without parental AND school permission      \*Missing assigned detention

Along with disciplinary action that will be imposed as a result of truancy, students still be expected to make up any work missed for full or partial credit (teacher discrepancy involved).

## **BECCA BILL**

Any student having a total of five (5) unexcused absences in a month or ten (10) in a school year will have a truancy petition filed in the Superior Court of Washington, Stevens County (Juvenile Division) as per state law (RCW28A.225.090).

## **ADMIT SLIPS**

Steps for students to follow when absent from school:

1) Having a parent/guardian write a note stating student name, date(s), day(s) of absence, and reason for absence to the office within 48 hours of returning to school. If you are over 18 years of age, you will still need an excuse signed by your parent/guardian, unless approved by the administration and emancipated through the courts.

2) Present excuse to the office and obtain an admit-slip BEFORE school starts. Teachers will not admit a previously absent student without an admit-slip from the office.

3) Admit-slips must be obtained prior to the start of class on the day you return to school. No admit slips will be given to a student with an unexcused absence or no note.

4) Have admit-slip signed by all your teachers and turn it in to the office or leave it with your last period teacher.

## **TARDIES**

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

that period. Excessive tardiness will be handled under the 5 step discipline policy.

### **WITHDRAWALS**

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

### **RELEASE OF STUDENT DIRECTORY INFORMATION**

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

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

### **PARENT AND STUDENT RIGHTS**

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

### **STUDENT PRIVACY**

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

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

## LOCKS



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

## OUTSIDE SPEAKERS

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

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

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

## LEAVING SCHOOL

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

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

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

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

## **SAFETY AND SECURITY - A PRIORITY AT MWHS**

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

- 1) If you see or hear of anyone talking about doing harm to themselves or others, **notify an adult you can trust**. Take this seriously and don't make a judgment. *All threats of harm to others, either written or verbal will be taken seriously and may result in emergency expulsion until the exact nature of the threat can be determined!*
- 2) If you see a weapon or hear of a possible weapon at school or in the community, **report the situation immediately to an adult you trust**.
- 3) Never handle a weapon. This can be extremely dangerous and is considered possession. Holding illegal substances is also considered possession. Both situations will be subject to district policy and procedures.
- 4) If you see or hear of anyone with illegal substances on campus or in the community, **notify an adult you trust**.
- 5) Never joke about any of these situations. Such behavior is always inappropriate. Spoken comments or written statements will be taken very seriously and may result in emergency expulsion from school.
- 6) **Starting or spreading rumors, mistruths, or information that is not fact can be a substantial disruption to the MWHS educational process and may lead to emergency expulsion**. If you hear or see anything that concerns you, report the details immediately to an administrator and **choose to be a part of the solution and not the problem**.
- 7) Viewing and/or downloading computer information that is pornographic, a threat or perceived to be a threat to the safety, security and/or disruption to the educational process at MWHS may result in emergency expulsion. **Please report computer violations immediately and if you find yourself viewing an inappropriate internet site, please notify your teacher, library or tech person immediately and DO NOT erase the site information**.
- 8) Harassment in ANY form will not be permitted at MWHS. The act of harassment is identified by the person who feels harassed, NOT by the person doing the harassing. We need to be sensitive to the feelings of others and be cautious when joking with others. Always avoid sarcasm towards others!
- 9) Respect your life and the lives of others. There is no way to justify keeping information secret that could lead to preventing injury or the loss of life. How could you explain? What would you say?



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

**USE OF MOTOR VEHICLES**

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

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

**ACCIDENTS**

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

**STUDENT HEALTH INSURANCE**

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

**MEDICATION**

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

## Mary Walker High School Graduation Credit Requirements 2019-2020

CLASSES	REQUIRED CREDITS	
	WA State Credit Requirements 2019 and beyond	<b>MWHS 2019-2020 credit requirements</b>
English	4	<b>4</b>
Mathematics	3	<b>3</b>
Science	3	<b>3</b>
Social Studies	3	<b>3</b>
Arts	2	<b>2*</b>
Health and Fitness	2	<b>2***</b>
Mentoring (.25 credits per year)	0	<b>1</b>
Career and Technical Education	1	<b>4** / Class of 2020 2.5</b>
Electives	4	<b>5</b>
World Language or Personalized Pathway Requirement	2	<b>2*</b>
<b>Total Required Credits</b>	<b>24</b>	<b>29</b> <sub>(28)</sub>

\* 1 Credit of Art; or Foreign Lang may be waived if in HS&B plan.

\*\* 1 Credit of CTE may be waived if in HS&B plan.

\*\*\* .5 Credit for PE for every season of a Sport completed.

Students may graduate with 28 credits pending State Credit requirements are met.

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

Ninth Grade:

Mentor  
English  
Science  
Math-  
Health  
Social Studies  
PE

Tenth Grade:

Mentor  
English  
Science  
Math  
Social Studies  
PE  
CTE

Eleventh Grade:

Mentor  
English  
Science  
Math  
US History  
PE  
CTE

Twelfth Grade:

Mentor  
English  
Civics (Poli-Sci)  
CTE

Students who *fail* a MWHS English, Math, or Science class may regain that *failed* credit by passing the Washington State tests (SBAC & WCAS) if they score Level 3 = .5 credit; and Level 4 = 1.0 credit.