

2018-2019



STUDENT HANDBOOK

**WASHINGTON
HIGH SCHOOL**



Home
of the
Patriots



PATS Traits

pg. 1

★ Perseverance ★ Respect ★ Integrity ★ Dedication ★ Excellence ★

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**IN THE EVENT THAT AN ISSUE IS NOT ADDRESSED IN THIS HANDBOOK, THE
FRANKLIN PIERCE SCHOOL DISTRICT POLICIES AND REGULATIONS MANUAL
(LOCATED AT WWW.FPSCHOOLS.ORG) WILL BE FOLLOWED.
WELCOME TO WASHINGTON HIGH SCHOOL**

Washington High School is home to the Patriots. Its first class graduated in 1971. The campus is built among the oaks, and few, if any schools, can boast of a more beautiful setting. The nine major buildings connected by covered breezeways provide a unique school setting.

We hope that you will not only strive for excellence academically while attending Washington High School, but that you will also participate in our athletic programs, drama productions, musical programs and many of the other activities we offer. The more you become involved in school activities, the more you feel this is your school. This handbook informs you about areas that affect you. If after you have read the material you still have questions, feel free to contact a staff member at WHS. We are here to serve you and pledge to offer you all possible assistance.

All courses and activities at Washington High School conform to Washington State anti-sex discrimination regulations and federal Title IX requirements. All courses and activities are open to all students without regard to race, color, national origin, sex, or handicap.

Our Mission is to develop contributing citizens, produce academically successful students, and assist students in creating plans for post-secondary opportunities. Academic success will be determined by district and state standards. To ensure this success, we commit to strategic interventions and support for all our students.

- Respect:** We believe in mutual respect for people and property in the classroom, school, and community.
- Responsibility:** We believe in taking full responsibility for our personal behavior and academic coursework.
- Diversity:** We believe in valuing diversity and embracing individual differences.
- Excellence:** We believe in striving to reach our full potential in academics, activities, community involvement, and citizenship.

SAFE & CIVIL SCHOOLS MISSION STATEMENT AND PAT'S TRAITS

Our mission is to create a caring and safe learning community that promotes and instills academic, social, and personal growth.



It is everyone's responsibility to make Washington High School a safe, civil, and healthy place.

Values

- We will honor and celebrate diversity
- We will collaborate and communicate with the school community to create engaging lessons and a learning focused environment
- We will provide and implement interventions for every student in need
- We will recognize and celebrate academic success
- We will assist students in creating post-secondary plans
- We will attend and acknowledge student performances, activities and athletics

WASHINGTON HIGH SCHOOL

ADMINISTRATION AND COUNSELING PHONE NUMBERS

Main Office	298-4700
Brent Whitemarsh	Principal
Joyce Knowles	Assistant Principal
Kyle Homad	Assistant Principal
Katia Wheeler	Dean of Students
Pam Olson	Athletic Coordinator
Sly Boskovich	CTE Coordinator
Nancy Barber	Office Manager
Madison Phipps	Asst. Principal's Secretary
Counseling Center	298-4734
Anne Plutko	Counselor (A-G)
Eduardo Ortiz	Counselor (H-N)
Doria Hastings	Counselor (O-Z)
Jamie Zapanta	Counselor ()
Julian Pollard	Counselor (Restorative)
Attendance Office	298-4714
Cashier	298-4840
Health Room	298-4724

ASB OFFICERS

ASB Executive Officers	2018-19
President	Donald Warren
Vice President	Marci Huggler
Secretary	Halle Nelson
Treasurer	Evelyn Helt
Commissioner of Activities	Elaina Gamboa
Advisor	Heath Booth

SCHOOL SONG

*Heaven help the foes of Washington.
They're trembling at the feet of mighty Washington.
The boys are there with bells. Their fighting blood excels.
It's harder to push them over the line than past the Dardanelles.
Patriots, the pride of Washington. Forever we will proudly yell.
GO PATS GO! And over the land the loyal band will sing.
The Glory of Washington Forever.*

Safe School Helpline

Dial 1-800-4-1-VOICE, ext. 359 (1-800-418-6423, ext. 359) and follow the prompts.

Internet Reporting: www.safeschoolhelpline.com

The **SafeSchool Helpline** allows students or parents to report incidents or situations that may present a risk or concern to students or faculty on the Washington High School campus. The **Safe School Helpline** is anonymous.

2018-19 Washington High School

★ Bell Schedule ★

Note: we will be on Schedule “A” on these Wednesdays:

Aug 29; Sept 5; Nov 14, 28; Jan 2, 23, 30; Mar 13; Apr 24; May 22, 29; and Jun 12

Schedule A Monday-Friday and some Wednesdays

7:20	5 Minute Bell	
7:25-8:15	1 st Period	50
8:20-9:10	2 nd Period	50
9:15-9:40	Intervention/Partnership/Assembly 25 min.	
9:45-10:40	3 rd Period	55 (5 min. added for announcements)
10:40-11:15	1st Lunch	35
11:15-12:05	<u>4th Period</u>	50
11:35-12:10	2nd Lunch	35
10:45-11:35	<u>4th Period</u>	50
12:10-1:00	5 th Period	50
1:05-1:55	6 th Period	50

Lunch schedule is determined by what class or building you are in

First Lunch – 200, 400, 500, 700, 800 (Gyms), Skill Center

Second Lunch – 300, 600, 900 (Portables), Eco Design



Schedule B Early Release Wednesday

7:20	5 Minute Bell	
7:25-8:05	1 st Period	40
8:10-8:50	2 nd Period	40
8:55-9:40	3 rd Period	45 (5 min. added for announcements)
9:45-10:25	4 th Period	40
10:25-11:00	1st Lunch	35
11:00-11:40	<u>5th Period</u>	40
11:10-11:45	2nd Lunch	35
10:30-11:10	<u>5th Period</u>	40
11:45-12:25	6 th Period	40

Lunch schedule is determined by what class or building you are in

First Lunch – 400, 500, 700, 800 (Gyms), 900 (Portables), Skill Center

Second Lunch – 200, 300, 600, Eco Design



■ No School
 ⊗ All Offices Closed
 ■ 1st/Last Day
 ■ Wed Early Release
 ■ Conference
 ■ Other Release
 ■ Make Up

August – 3 school days

- 20-23 PRAD Training Days
- 28 First Day of School
- 31 No School

September – 19 school days

- 3 No School – Labor Day
All Offices Closed
- 12 Wed Release – 90 min early
- 19 Wed Release – 90 min early
- 26 Wed Release – 90 min early

AUG/SEPTEMBER 2018						
S	M	T	W	Th	F	S
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	⊗	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

MARCH 2019

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

March – 21 school days

- 6 Wed Release – 90 min early
- 13 2nd Trimester Ends – Day 119
Elem Only Release 3.5 hrs early
- 19-22 HS Only Conferences –
Release 3.5 hours early
- 27 Wed Release – 90 min early

October – 22 school days

- 1-4 Release – 3.5 hours early
All Schools – Conferences
- 5 No School – PRAD training
- 10 Wed Release – 90 min early
- 17 Wed Release – 90 min early
- 24 Wed Release – 90 min early
- 31 Wed Release – 90 min early

OCTOBER 2018						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL 2019

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	⊗	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

April – 16 school days

- 3 Wed Release – 90 min early
- 5 3rd Quarter Ends (MS/HS)- Day 136
- 8-12 No School – Spring Break
- 12 All Offices Closed
- 17 Wed Release – 90 min early
- 26 Make Up Day
Possible No School Day

November – 19 school days

- 1 1st Quarter Ends (MS/HS)- Day 45
- 7 Wed Release – 90 min early
- 12 No School – Veterans Day Obs.
All Offices Closed
- 21 Release – 3 hrs early All Schools
- 22-23 No School –
Thanksgiving – All Offices Closed
- 28 1st Trimester Ends – Day 61
Elem Only Release 3.5 hrs early

NOVEMBER 2018						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	⊗	13	14	15	16	17
18	19	20	21	⊗	⊗	24
25	26	27	28	29	30	

MAY 2019

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	⊗	28	29	30	31	

May – 21 school days

- 1 Wed Release – 90 min early
- 8 Wed Release – 90 min early
- 15 Wed Release – 90 min early
- 20-23 Conferences –
Elem/MS Only Release 3.5 hrs early
- 24 No School
- 27 No School – Memorial Day
All Offices Closed

December – 12 school days

- 5 Wed Release – 90 min early
- 12 Wed Release – 90 min early
- 19-31 No School – Winter Break
- 24-25 All Offices Closed

DECEMBER 2018						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	⊗	⊗	26	27	28	29
30	31					

JUNE 2019

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

June – 12 school days

- 5 Wed Release – 90 min early
- TBD Graduation
- 12 3rd Trimester Ends – Day 176
Elem Only Release 3.5 hrs early
- 17 HS Only 3 hour early release
- 18 Last Day of School
3 hour early release
- 19-20 Possible Make Up Days

January – 20 school days

- 1 All Offices Closed
- 1 No School – New Year's Day
- 9 Wed Release – 90 min early
- 16 Wed Release – 90 min early
- 21 No School – MLK, Jr. Day
All Offices Closed
- 23 1st Semester Ends (MS/HS)- Day 90
- 24-25 Early Release
MS/HS Only 3 hours early
- 28 No School – PRAD training

JANUARY 2019						
S	M	T	W	Th	F	S
		⊗	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	⊗	22	23	24	25	26
27	28	29	30	31		

JULY 2019

S	M	T	W	Th	F	S
	1	2	3	⊗	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

July 2019

- 4 Independence Day –
All Offices Closed

February – 15 school days

- 6 Wed Release – 90 min early
- 13 Wed Release – 90 min early
- 18 No School – Presidents Day
All Offices Closed
- 19-22 No School – Mid-Winter Break
- 27 Wed Release – 90 min early

FEBRUARY 2019						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	⊗	19	20	21	22	23
24	25	26	27	28		

AUGUST 2019

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2019

- 19-22 PRAD Training Days
- 27 First Day of School

GRADUATION REQUIREMENTS (Credits) Class of 2019-2020

English	4.0	Mathematics	3.0
Social Studies	3.0	Science (1.0 lab science req.)	2.0
Physical Education	1.5	Health	.5
Career & Technical	1.0	Fine Arts	1.0
Electives	6.0		

Total Number of Credits for Graduation 22.0

For a complete listing of courses and credit requirements, see the Course Description and Planning Guide.

GRADUATION REQUIREMENTS (Credits) Class of 2021 and 2022

English	4.0	Mathematics	3.0
Social Studies	3.0	Science (1.0 lab science req.)	3.0
Physical Education	1.5	Health	.5
Career & Technical	1.0	Fine Arts 2.0 or 1.0 Fine Arts & 1.0 Personal Pathway	
Electives	4.0	World Language or Personal Pathway 2.0	

Total Number of Credits for Graduation 24.0

GRADING

Letter grades of A, B, C, and F are used. All carry credit except the F, which carries no credit but is averaged in the grade point average. An Incomplete must be made up within twenty school days after the Incomplete is received or the Incomplete will convert to an F. Emergency situations should be cleared with a counselor or the principal. Grades for the first and third quarters are temporary grades and are not recorded in the permanent records. Grade reports for the second and fourth quarters are permanent and are recorded on the permanent record of the student. All report cards are mailed home.

Grading Report:

1st Quarter November 1, 2018
3rd Quarter April 5, 2019

1st Semester January 23, 2019
2nd Semester June 18, 2019

Grades and Grade Points

A	4.0	B+	3.3	B-	2.7	C	2.0	F	0.0
A-	3.7	B	3.0	C+	2.3	C-	1.7		

Grading and Withdrawal from a Class: If a student is earning an "F" grade and withdraws from a course after the first twelve days of the semester, it will result in a grade of "WF" and will be calculated into the cumulative GPA. We will also be calculating partial credit for students leaving our school who were passing their classes at the time of their withdrawal.

Grades from off Campus Programs: Grades issued through institutions not on the campus of Washington High School will be included on Washington High School transcripts and calculated into the GPA of students enrolled in these institutions. These institutions include but are not limited to Running Start, high school completion, vocational classes, and correspondence courses.

Online Grades: By going to the Website at www.fpschools.org or Skyward family access link students and parents may access the following information:

- 1) A summary of the grades for each class, including detailed progress reports showing an itemization by assignment & missing work.
- 2) An indication as to when the grades were last updated.
- 3) A link to email teachers.
- 4) A calendar which teachers may use to list assignments and links to assignments to be downloaded.
- 5) A summary of assessments.
- 6) Downloadable version of student handbook.

Progress Reports: The staff of Washington High School feels it is important to keep open lines of communication with parents regarding student grades. In addition to the quarter report cards and the semester report cards, Progress Reports may indicate a possible failure at the quarter or the semester, or may indicate a low but passing grade, or may indicate exceptionally good progress in class. Students and parents should be fully aware that it is entirely possible to receive a failing grade even though no progress report was sent. Progress reports are made out periodically 3-4 weeks before each grading period and may be carried home by students.

Retaking a Failed Class: The transcript of a student who retakes and passes a previously failed class will include the "F" grade as well as the new passing grade. Both grades will be calculated into the cumulative GPA.

Retaking a Passed Class: A student may choose to retake a class that was passed once before. Both grades will be included on the student's transcript and the second class will be counted as a credit attempted, but not as a credit earned.

Transfer Student Grades: When a student transfers in after the first twelve days of a semester, the counseling center will distribute that student's withdrawal grades to the new teachers as soon as they are available from the previous school. Students who transfer in with a letter grade and no percentage will be assigned a percentage for the work the student missed in the class prior to enrolling. Percentages will be assigned as follows for withdrawal grades with no percentage:

F = 50%, D = 65%, C = 75%, B = 85% A = 95%

ATTENDANCE AND TARDIES

Students shall be punctual and regular in attendance and are expected to be in class on time. (See Policy 3121 and 3122 and Procedure 3122P).

ABSENCES

- 1) Washington High School will classify all absences as either Excused or Unexcused/Truant.
- 2) Administrators will determine whether absences are excused or unexcused.
- 3) An absence with a parent note may not necessarily be classified as excused.

- 4) The following are acceptable reasons to excuse an absence: illness/health condition, religious purpose, court or legal obligation and legitimate family emergencies.
- 5) Parents are encouraged to schedule medical/dental appointments outside school hours.
- 6) Absences for driver's education tests are considered unexcused/truant.
- 7) All students who return to Washington High School after an absence are to immediately check into the Attendance Office.
- 8) If parent(s)/guardian(s) write a note to excuse the student's absence(s), this note should be submitted on the day of student's return to school. Students have two days to submit documentation to excuse an absence. After two days, the absence will remain as unexcused/truant.
- 9) Notes must contain the date(s) of absence, reason for absence, signature of the parent/guardian and a telephone number where the parent/guardian can be contacted. Notes written in pencil will not be accepted because pencil writing fades over time.
- 10) Washington High School will accept parent/guardian phone calls for student absences.
- 11) Parent(s)/Guardian(s) who contact the school by phone on the day(s) of student's absence will not be required to submit a note upon student's return to school.
- 12) For absences exceeding three consecutive days, third party documentation (i.e. excusal from doctor, dentist, etc.) will be required.
- 13) Students are allowed SEVEN absences to be excused by a parent. Additional absences will result in the requiring of third party documentation to excuse all absences and late arrivals (per district policy).
- 14) Unexcused/truant absences and tardies are subject to progressive school discipline. Please review the Consequence Chart for details regarding the progressive school discipline.

EARLY DISMISSAL

- 1) If a student has to leave school prior to the end of the school day, he/she is to check into the Attendance Office before school and get an early dismissal slip.
- 2) The student should bring a note from a parent or guardian stating the reason for the early dismissal. Notes must contain the date, reason for absence, signature of the parent/guardian and a telephone number where the parent/guardian can be contacted. Notes written in pencil will not be accepted because pencil writing fades over time.
- 3) **Students are required to check out with the Attendance Office immediately before leaving campus. Failure to do so will automatically convert the absence to unexcused/truant.**
- 4) **Washington High School is a CLOSED campus: students leaving campus without approval from the Attendance Office will be considered unexcused/truant.**

LATE ARRIVAL

- 1) Students who arrive to school late must check in at the Attendance Office before going to class.
- 2) Late arrivals to school can only be excused with third party documentation.
- 3) Unexcused late arrivals to school are subject to school discipline.

LATE ARRIVAL/EARLY DISMISSAL (PERMANENT)

- 1) Students who are needed by their parents or employer during school hours on a regular basis can apply for a permanent late arrival or early dismissal for the school year.
- 2) This privilege is permitted to those students who are progressing satisfactorily toward graduation and who have a parent permission slip on file in the student's cumulative records folder located in the counseling center.
- 3) Students requesting a permanent late arrival or early dismissal can get the permission slip from their counselor.
- 4) It is the student's responsibility to be aware of schedule changes that will change arrival time on campus.
- 5) Students are not to be on campus until their first classes begins and or must leave after their last class.
- 6) Students who abuse this privilege by loitering around campus will have it revoked.

MAKE-UP WORK

- 1) In keeping with our belief that the classroom situation itself and the interaction with the teacher are important aspects of the educational setting of Washington High School, the school reserves the right to require students to make up work and school time lost through an absence.
- 2) The decision as to what is required for make-up work and the time and place to complete make-up work will be the responsibility of the teacher, working in conjunction with the student. Some formative assignments missed during an absence may not be able to be made up (i.e. film, discussion, or lab), but will not impact overall grade.
- 3) The student is responsible for making arrangements with the teacher to complete the required make-up work (normally outside of class time) within the given time.
- 4) Make-up work should be discussed during the one-half hour before school and/or during the one-half hour after school when teachers are in their classrooms and available to work with students. Students should not interrupt class time to discuss make-up work.
- 5) Students or parents who find themselves in an unusual situation (i.e. extensive illness, hardship, etc.) should make direct contact with the Attendance Office and Counseling Center to allow their counselor sufficient time to work with the student and teachers to minimize the effects of the absences.
- 6) Students are responsible for any homework missed due to excused absence(s). If you would like to request homework from a teacher, and the absence is less than five (5) consecutive day, please contact the teacher directly via e-mail. If the absence will exceed (5) days, please contact the Attendance Office so that a formal homework request may be processed.

TARDY

- 1) A student is tardy to class when he/she arrives to class within five (5) minutes after the scheduled start time. Tardy students are to report to the attendance office. Once processed, students are to return to their class promptly. If a student takes more than three (3) minutes after their tardy is processed to return to class, it is considered truancy rather than a tardy.
- 2) All tardies will be monitored by the Attendance Office and consequences for tardies will be immediate. Tardies are cumulative and will be monitored on a semester basis. Students will receive five tardies without consequence. However, discipline will occur with

each tardy thereafter. Tardies will not be excused without third party documentation (staff member, doctor or dentist), including first period.

REQUEST TO BE ABSENT

Planned Absence

- 1) During the planning for a pre-arranged absence, parents and students should understand that teachers cannot possibly, in all cases, pre-teach the lessons nor provide make-up assignments to cover all the material that will be missed. However, occasions arise where extended absences are necessary. When this occurs, teachers will do their best to provide accommodations.
- 2) Washington High School strongly discourages students taking extended vacations during the semester or leaving school prior to the normal closing date. Students missing class lose essential instruction and place increased demands on classroom teachers in the areas of record keeping and administering make-up work.
- 3) In order that students and parents may not be misled and suffer possible disappointment, it must be clearly understood that:
 - a) A letter of request outlining reasons for the absence, expected duration and departure date, must be written and turned in to the Attendance Office. Official documentation will be required for any absences exceeding three consecutive days.
 - b) A "REQUEST TO BE ABSENT" form will be issued from the Attendance Office to be presented by the student to his/her teachers at least three days before the absence.
 - c) Teachers have been asked to outline to the student possible consequences that could result from the extended absence and alternatives that would help minimize the potential harm to the student's final grade. An indication of willingness on the part of the teacher to assist the student is not to be construed as a promise that the student will receive full credit. The responsibility for completion of all make-up requirements rests with the student.
 - d) Final clearance must be completed in the office by returning the completed "REQUEST TO BE ABSENT" form to the Attendance Office.
 - e) Pre-arranged absences will be classified as an absence (except for school sponsored events).
- 4) To protect the integrity of cumulative final exams, students may not be allowed to take final exams early.

School Sponsored Events

Extra-Curricular Activities: club or after school trips

- a) Requires Planned Absence Form for each student attending the activity. Forms must be returned to the Attendance Office prior to the event. If forms are not received prior, the absences will not be excused as school-related. Please communicate this to the students attending the activity.
- b) Teacher/advisor will need to provide the Attendance Office with a list of students attending before the trip.

Academic/Athletic Activities

- a) Please check with your teacher/advisor if this is an extra-curricular activity field trip.
- b) You will need to provide the Attendance Office with a list of students attending the event.

TRUANCY - Students shall be expected to be in school each day except in the case of personal illness. (See Policy 3122 and Procedure 3122P.) Students are considered truant when they are:

- 1) Absent from school or class without the knowledge and consent of the parent(s) or guardians.
- 2) Absent from the school or class once arriving on the campus without the knowledge and consent of the school.

Student Discipline and Behavior Management

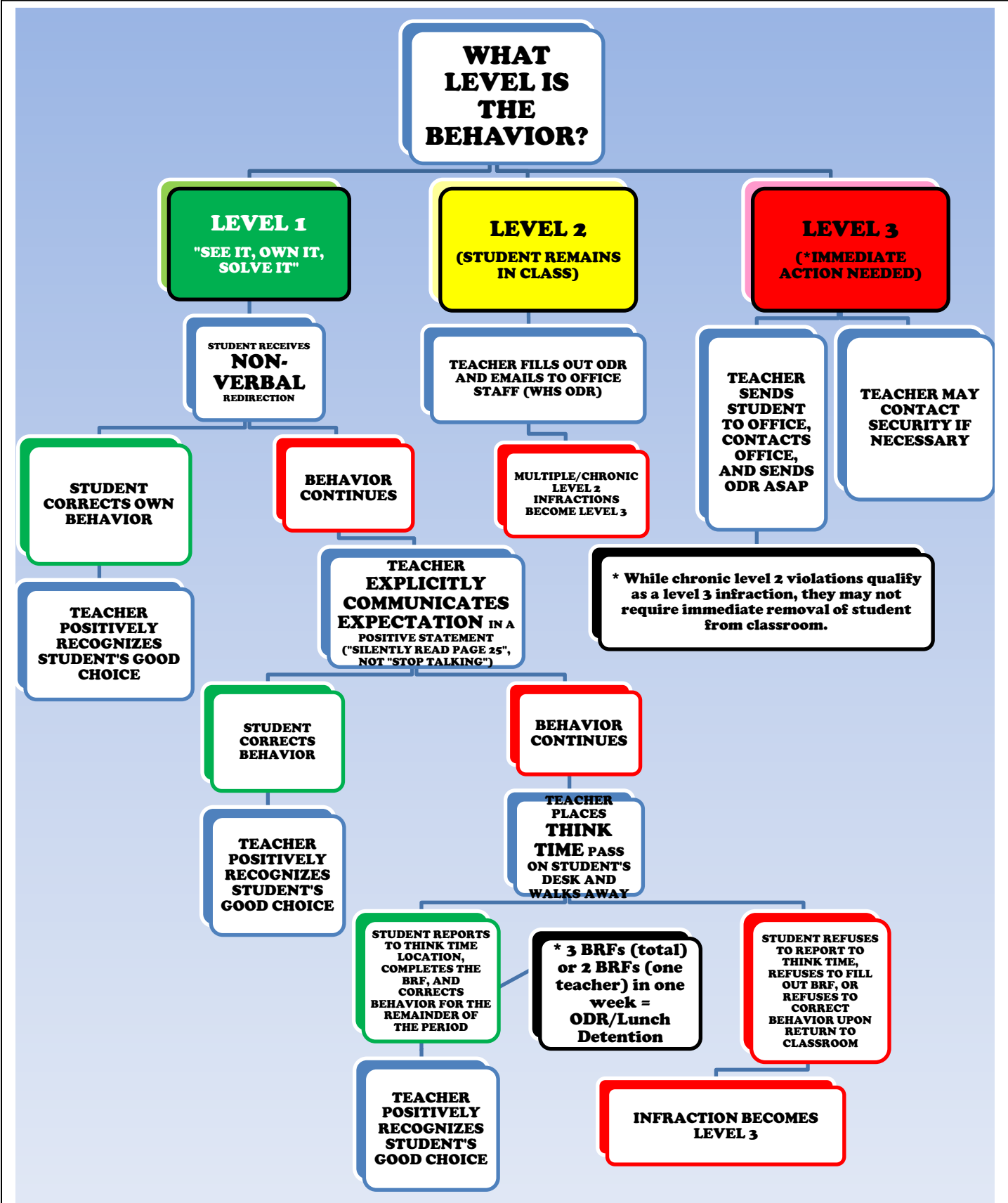
The following behavior management charts are designed to provide progressive behavior management structures for students and staff. For general and minor classroom infractions, teachers should follow the process outlined in Chart 1 on page 12. Administrators use Chart 3 (pages 13-14) to guide them in their efforts to deal with more severe infractions.

School Discipline Options:

- 1) Student Conference
 - a) meeting with an administrator or designee
- 2) Lunch Detention
 - a) Held each day in ISS room.
 - b) Students are reminded by the school the day of the lunch detention.
 - c) Students will report to cafeteria at the beginning of their lunch and then take their lunch to the ISS portable.
 - d) Students are expected to follow the CHAMPS expectations.
 - e) Students who fail to attend lunch detention will receive a two-day suspension.
 - f) Students removed by the supervisor will be assigned to Friday School, In-School Suspension, or Short-term suspension depending on the severity of their actions.
- 3) Tuesday School
 - a) An alternative to Friday School. It is held from 2:00–3:00 p.m. on Tuesdays.
 - b) Students are expected to follow the CHAMPS expectations
 - c) If a student fails to attend Tuesday School he/she will receive a two-day suspension.
 - d) Students removed by the supervisor will be assigned to In-School Suspension or Short-term suspension depending on the severity of their actions.
- 4) Friday School
 - a) An alternative to suspension. It is held from 2:00-4:30 p.m. on Fridays.
 - b) Students are expected to follow the CHAMPS expectations

- c) If a student fails to attend Friday School he/she will receive a two-day suspension.
 - d) Students removed by the supervisor will be assigned to In-School Suspension or Short-term suspension depending on the severity of their actions.
- 5) In-School Suspension
- a) Monday through Friday 7:25 a.m. to 1:55 p.m. (early release Wednesdays will end at 12:25 p.m.).
 - b) Students are responsible for completing academic work. Students removed by supervisor will receive a 2 day suspension.

WHS PROBLEM BEHAVIOR FLOWCHART (Chart 1)



Consequences (Chart 2)

Severity of consequences may vary based on mitigating/aggravating circumstances

Academic dishonesty (cheating / plagiarism)	1 st Offense 2 nd /+Offense	<ul style="list-style-type: none"> • Friday school • Short-term suspension, progressive
Assault	1 st Offense 2 nd Offense	<ul style="list-style-type: none"> • 5-day suspension to long-term suspension, & referral to Pierce County Sheriff • Long-term suspension for the remainder of the semester and referral to Pierce County Sheriff
Closed Campus	1 st /2 nd Offense 3 rd Offense 4 th Offense	<ul style="list-style-type: none"> • Friday School • In-school suspension • Short-term suspension, progressive
Computer Lab violations	1 st Offense 2 nd /+ Offense	<ul style="list-style-type: none"> • Friday school • Loss of computer access for 20 days or the remainder of the semester
Destruction of Property	1 st /+ Offense	<ul style="list-style-type: none"> • Restitution and school discipline ranging from a lunch detention (littering) to long-term suspension. If suspended, the student may not return until restitution is paid in full.
Disruption of school (Physical /Verbal Aggression, Unsafe Behaviors & Defiance)	1 st /+ Offense	<ul style="list-style-type: none"> • School Discipline to short-term suspension depending on severity & type of offense (Defiance/failure to comply with a reasonable request from a staff member will minimally result in a Friday School) • Short-term suspension
Dress and appearance - Bandanas & other items deemed inappropriate for school will be confiscated & NOT returned	1 st Offense 2 nd Offense 3 rd Offense 4 th Offense 5 th /+ Offense	<ul style="list-style-type: none"> • Dress Code Contract and change into appropriate clothing • Lunch Detention • Friday School • In-school Suspension • Short-term Suspension
Drug / alcohol / paraphernalia possession, use, or under the influence	1 st Offense 2 nd Offense 3 rd Offense	<ul style="list-style-type: none"> • 10-day suspension (can be reduced to 5 days w/ D/A assessment and compliance), Pierce County Sheriff notified • Long-term suspension of 20-days, Pierce County Sheriff notified • Long-term suspension for up to 90 days, Pierce County Sheriff notified
Drug / alcohol / paraphernalia sale, distribution, trade or transfer	1 st Offense 2 nd Offense	<ul style="list-style-type: none"> • Long-term suspension of 20 days (can be reduced to 10 days w/ D/A assessment and compliance), Pierce County Sheriff notified • Long-term suspension for up to 90 days, Pierce County Sheriff notified
Electronic devices (cell phones, iPods, MP3 players, headphones, iPads, tablets, eReaders, etc.)	1 st – 4 th Offense 5 th – 7 th Offense 8 th & 9 th Offense 10 th /+ Offense	<ul style="list-style-type: none"> • Item is confiscated by teacher, logged in main office, and returned to student at the end of the period • Same process as first 4 incidents + Lunch Detention + parent notification • Same process + Friday School + parent notification • Same process + In-school Suspension <p>Students refusing to give their electronic devices to teachers will be sent to the office and suspended for two days.</p>
Failure to attend Lunch Detention/Friday School	1 st /+ Offense	<ul style="list-style-type: none"> • 2-day short-term suspension
Failure to attend Senior Success	1 st /+ Offense	<ul style="list-style-type: none"> • Friday School
Fighting, instigation of a fight, or causing physical injury	1 st Offense 2 nd Offense 3 rd Offense	<ul style="list-style-type: none"> • 3-day short-term suspension (Confronter – 1 extra day) • 6-day short-term suspension (Confronter – 1 extra day) • Long-term suspension or expulsion
Fighting – supporting, adding energy, promoting (including video recording)	1 st Offense 2 nd Offense	<ul style="list-style-type: none"> • Friday school • Short-term Suspension
Gang activity	1 st Offense 2 nd Offense 3 rd /+ Offense	<ul style="list-style-type: none"> • School Discipline ranging from student conference to short-term suspension & referral to gang intervention services • Long-term suspension, referral to Pierce County Sheriff • Expulsion, referral to Pierce County Sheriff
Harassment, intimidation bullying – towards other students	1 st Offense 2 nd Offense 3 rd /+ Offense	<ul style="list-style-type: none"> • Harassment form completed, conference, mediation, separate, parent notification – severity may move discipline up to the 2nd offense level • Harassment form completed, mediation, alternative learning center / short-term suspension – depending upon severity • Harassment form completed, ranging from short-term to expulsion – depending upon severity, referral to Pierce County Sheriff

Harassment, intimidation bullying, or threats – towards staff members	1 st /+Offense	<ul style="list-style-type: none"> • 10-day suspension / long-term suspension / expulsion – depending upon severity, referral to Pierce County Sheriff
Lewd, Obscene, or Profane Language, Gestures or Materials	1 st /+ Offense	<ul style="list-style-type: none"> • School discipline (Lunch detention, Tuesday School, Friday School, In-school Suspension) to long-term suspension (depending on severity & type of offense)* <p>*When profanity or vulgarity are directed at another person, they may be considered acts of verbal aggression or sexual harassment that will result in a minimum consequence of a Friday School. Slurs (hate language) directed at another person will result in an out-of-school suspension.</p>
PE non-suits	5-7 Offenses 8-9 Offenses 10+	<ul style="list-style-type: none"> • Lunch detention, parent contact • Tuesday School / Friday School • Parent conference, progressive discipline from In-school to short-term suspension
Personal protection spray devices	1 st Offense 2 nd Offense 3 rd Offense	<ul style="list-style-type: none"> • School discipline – severity may move discipline up to the 2nd offense level • Short-term suspension • Long-term suspension or Expulsion, Referral to Pierce County Sheriff
Requirement to identify self (compliance)	1 st Offense 2 nd Offense 3 rd Offense	<ul style="list-style-type: none"> • School discipline (Lunch Detention, Friday School, In-school Suspension) • Short-term suspension • Long-term suspension
Sexual harassment	1 st Offense 2 nd Offense 3 rd Offense	<ul style="list-style-type: none"> • School discipline to short-term suspension depending upon severity, harassment form completed, conference, mediation, separate, parent notification • Minimum 3-day short-term suspension, harassment form completed, parent notification, Pierce County Sheriff referral • 10-day short-term/long-term suspension depending upon severity, Pierce County Sheriff referral
Sexual misconduct	1 st Offense 2 nd Offense	<ul style="list-style-type: none"> • 10-day short-term suspension, Pierce County Sheriff referral • Long-term suspension or expulsion
Tardies	5-7 Offenses 8-9 Offenses 10+	<ul style="list-style-type: none"> • Lunch detention, parent contact • Tuesday School / Friday School • Parent conference, progressive discipline from In-school to short-term suspension
Theft /possession of stolen property	1 st Offense 2 nd /+ Offense	<ul style="list-style-type: none"> • Restitution, 3-day suspension and a referral to the Pierce County Sheriff, may not be able to return until restitution is paid in full • Restitution, 5-day suspension and a referral to the Pierce County Sheriff, progressive, may not be able to return until restitution is paid in full
Think Times	3+ in a week	<ul style="list-style-type: none"> • Lunch Detention to In-School Suspension
Truancy	1 st Offense 2 nd Offense 3 rd Offense 4 th Offense 5 th Offense	<ul style="list-style-type: none"> • Lunch detention • Friday School detention • In-School Suspension • Short-term suspension until parent conference (3 days maximum) • Short-term suspension (5 days), file Becca Petition
Weapons & instruments	1st Offense 2nd Offense 3rd Offense	<ul style="list-style-type: none"> • Short-term to Expulsion depending upon the severity and type of weapon, referral to Pierce County Sheriff • Long-term to Expulsion depending upon the severity and type of weapon, referral to Pierce County Sheriff • Expulsion, referral to Pierce County Sheriff
Work refusal	1 st /+ Offense	<ul style="list-style-type: none"> • Lunch detention to In-School Suspension

PROCESSES AND PROCEDURES

ACADEMIC DISHONESTY (Disruptive Conduct)

Students are not to plagiarize (physically or electronically) by using another person's ideas in words, artwork, computations, projects, models, etc., and indicating it was their own; use notes, texts, electronic devices, or memory aids during tests when instructed otherwise; steal or knowingly use test master copies or teacher answer keys to get information before or during a test; or knowingly allow another person to use their work as if it were the other person's work. "Electronically" refers to the use of the internet or other computer-accessed digital reference source. Any violations of academic dishonesty will be subject to disciplinary action.

ACADEMIC INTERVENTION (Academic Success Program)

Completing work is strongly encouraged at Washington High School to set our students up for assignments, tests, and projects that receive a standardized grade of 1,2,3 or 4. Students will be expected to complete class assignments by the deadline to set themselves up for success. Every Thursday, a teacher will create a list of students who have missing assignments. The administration will communicate with families and students about who is on the list. The student will have one week until Thursday end of day to complete missing assignments and turn them in. At this point, a teacher can take a student off the list. If the student is still on the list, the student will serve Friday School. If the student does not attend Friday School, they will serve the next Monday in In School Suspension to complete assignments. Please communicate frequently with your teachers about missing assignments and turn them in by the deadline.

ACCIDENTS

Any accident in a school building, on school grounds, at practice sessions or at any athletic event sponsored by the school must be reported immediately to the person in charge and to the school office. The appropriate accident report form must be completed by the supervising staff member and turned into the nurse. During school hours, students involved in an accident are expected to report to the health room for evaluation.

ACTIVITY CONFLICT GUIDELINES

Music and other activity programs are of significant importance throughout our educational system, and students are encouraged to participate in them. Students with a broad range of interest and talent often participate in multiple activities, and this participation has the capability to cause numerous conflicts between activities which may occur on the same date and/or time as scheduled music activities.

In the interest of allowing students to participate in multiple activities in which music conflicts with other activities, the following guidelines have been established to resolve situations and determine priorities of participation:

- 1) An activity advisory meeting will be held prior to the fall, winter, and spring activity seasons to confirm activity schedules and facility needs and resolve probable conflicts. Responsibility for scheduling this meeting will belong to the building principal and/or activities coordinator.
- 2) Scheduled 2A South Puget Sound League activities, scheduled activities in which the Franklin Pierce School District has a definite school commitment (i.e. Daffodil Parade), or those activities which are an extension of the classroom activity, will assume priority over non-league events.
- 3) Members of an athletic activity who are not required to be "suited up" for participation in a scheduled activity are free to meet responsibilities to another activity.
- 4) When two or more activities occur at the same time and neither has a clear priority over the other, a cooperative agreement is to be reached by the advisors involved with regard to fairness to the students and activities involved, using the following criteria:
 - a) Which activity will be most/least affected by the loss of the student?
 - b) What is the frequency of opportunities for the student(s) in each activity?
 - c) What is the level of participation of the student(s) involved in each activity?
- 5) If a satisfactory agreement cannot be reached by the advisors directly involved, the building principal will make the final decision to resolve the conflict.

AP TESTING

AP testing is required in all AP courses

- 1) Payment to secure registration for AP testing (in May) is due by the last school day in month of November. Payment must be paid to the cashier and paid in full by the due date.
- 2) If a student withdraws from the course during 2nd semester they will not receive a refund of their payment.

Students not taking the AP test

- 1) Students can take an AP class 1st semester only and get credit without taking the AP test.

- 2) However, students not wishing to take the AP test (in May) will be removed from that AP course at the end of 1st semester if payment for the test is not received by the deadline (in November).
- 3) Also, if a student does not make full payment by the deadline they will be dropped from the course 2nd semester.
- 4) Dropping an AP course after the beginning of 1st or 2nd semester follows current school policy: students can withdraw before 12 days without a withdrawal grade showing on the transcript; after 12 days, students will receive either a "WP" (Withdraw Pass) or "WF" (Withdraw Fail) depending on the current course grade at time of withdrawal.

ASB CARDS (Activity Tickets)

The Associated Student Body is comprised of all Washington High School students. Student government is formulated through the Associated Student Body. Washington High School ASB cards will be sold throughout the year. The revenue obtained from the sale of student activity cards is used to finance the student activity program.

- 1) Students purchasing the \$40 ASB card will be admitted free to all home athletic contests and at a reduced rate to dances and away sporting events.
- 2) All students who participate in activities that receive money from student body funds must purchase a student body card. **All athletes, cheerleaders, ASB officers, class officers, club members, and student council representatives must purchase a student body card to participate in that activity.**
- 3) Replacement ASB cards are \$10.00.
- 4) Activities are held to the same academic standard as sports (F = ineligible for participation) because they must purchase an ASB card to participate.

ASSEMBLIES

Assemblies are scheduled as a part of the total school program to be attended by all students, and as such are designed to be educational and supportive of the educational program. They provide one of the few opportunities in school to learn formal audience behaviors. All students will sit in the bleachers provided on both sides of the gym. Students will not be allowed to stand or sit in aisles or pathways because of fire regulations. Assemblies will be held at regularly scheduled times during the school year. On these days an activity schedule will be published to provide an assembly agenda and time period.

On assembly days, students are expected to:

- 1) Report directly from class to the assembly.
- 2) Sit in the proper section.
- 3) Show respect during the flag ceremony by removing hats, not talking, and standing until the flag is taken off the floor.
- 4) Listen considerately and attentively to speakers.
- 5) Participate in the manner requested.

Attendance at pep assemblies is optional. Students electing not to attend a pep assembly may go to the cafeteria during this period.

BUS SCHEDULE (ACTIVITY BUSES)

Students riding the 5:00 (Monday-Friday) activity buses will follow bus expectations.

- 1) School bus rules - Students shall observe all appropriate school rules while riding buses.
- 2) If students do not meet expectations, FPSD Transportation Department will handle discipline.

CELL PHONE POLICY

Teachers set the expectations for cell phone use in their classes. Should a teacher have the expectation that cell phone should not be allowed in the classroom, students will be told to put their cell phones away. Should the student continue to use their cell phone in class, teacher will ask the student for their cell phones. The teacher will keep the cell phone in a secure area for the remainder of class. The teacher will also notify our Assistant Principal's secretary via email of the confiscation. Progressive discipline will apply as follows:

- 1-4 confiscations No School Discipline, teacher will continue to confiscate phone until the end of class & notify the Assistant Principal's Secretary via email
- 5th confiscation Student conference, same teacher process
- 6-7 confiscations Lunch Detention, parent contact, same teacher process
- 8-9 confiscations Friday School, parent contact, same teacher process
- 10-11 confiscations In School Suspension (ISS), parent contact, same teacher process
- 12+ confiscations Short Term suspension, parent contact/meeting, same teacher process

Should a student refuse to hand the teacher the phone, the teacher must state that refusal to hand over the phone will result in a two-day suspension. If the student still does not hand over the phone, the teacher will send the student to the main office and call/email the information. If a teacher does not state clearly that refusal will result in a two-day suspension, the student may only receive ISS.

CLOSED CAMPUS (Disruptive Conduct)

Students shall remain on school grounds from scheduled time of arrival to departure, unless officially excused or dismissed. Students are not to remain at school after the normal dismissal time unless they are participating in a scheduled activity or are under teacher or school supervision.

- 1) Washington State Law makes school districts responsible for students from the time they leave their home until they return. In order to abide by this law, students must remain under the supervision of school personnel. Therefore, the Franklin Pierce School District policy regarding closed campus is as follows:
 - a. "Students shall remain on school grounds from scheduled time of arrival to departure, unless officially excused or dismissed. Students are not to remain at school after normal dismissal time unless they are participating in a scheduled activity, or under teacher or school supervision."
 - b. Any student leaving the high school campus between 7:25 a.m. and 1:55 p.m. must have permission from the principal or assistant principal and must sign out through the main office
 - c. During school hours, students are not permitted behind the 900 building, gym, cafeteria, Boys & Girls Club/custodial building, parking lots, or in the Wake Lake area.
 - d. Students found in an out of bounds location or returning without being accounted for will be subject to a search of their person and property for safety reasons.

COMMON HALL PASS

All students who leave the class to use the restroom must carry the WHITE WHS common hall pass. All students who leave the class for trips outside their class building must carry the BLUE WHS common hall pass or the RED WHS common hall pass (main office only). All students are required to sign out when leaving the classroom for any reason.

10/10 Rule: Passes will not be issued passes during the first 10 or last 10 minutes of class to protect these crucial minutes of instructional time.

DANCE POLICY

Dances begin at 8:00 p.m. and conclude at 11:00 p.m. **Students will not be allowed entry after 9:00 pm.** The sponsoring club or class will set dance fees and dress requirements will be enforced. Listed below is an overview of our dance policies and rules.

Policies for all Dances:

- 1) Students will not be allowed to purchase dance tickets until they have cleared **all outstanding fines.**
- 2) Students may be subject to drug/alcohol tests if there is reasonable suspicion that they are under the influence.
- 3) Homecoming is only open to in-district students and WHS graduates from the previous two years.
- 4) Prom is open to guests from other districts provided they are 20 years of age or younger.
- 5) Only one guest per student; a Dance Request form must be filled out completely by all parties, including a signature of approval by an Administrator before purchasing tickets and guests must adhere to rules below.
- 6) We reserve the right to deny guests due to past conduct reports.
- 7) Guests must be between grades 9-12 or no older than 20 years of age.

Rules for all Dances: (Students may be removed from the dance for failure to follow these rules.)

Inappropriate behavior

Making fun of other dancers
Dancing front to back
Any dancing in a prone position on the floor
Any form or style of "freaking"
Using chairs or furniture to dance on or with
Any group contacts or chains not in motion
Mosh pit
Dancing on the stage or jumping off the stage
Dancing up against the walls

Appropriate Behavior

Having fun!
Dancing by yourself
Dancing with a friend face-to-face, standing up
Slow dancing face-to-face
Dancing in group, standing up, not touching

DISPLAYS OF AFFECTION

The school building, school grounds or school activities are not the places for public displays of affection (i.e. kissing and touching).

DISRUPTIVE OBJECTS

Students are prohibited from bringing to school objects that interfere with or disrupt the educational process. Bandanas, squirt guns, stink bombs, lighters, cards, laser pointers, etc. serve no useful educational purpose. Students found using or in possession of these items will have the object confiscated and be subject to school discipline. **Items may not be returned.**

DRESS CODE

A student will violate the dress code by wearing one or more of the following items(s):

- Clothing that has inappropriate language or symbols that advertise alcohol, tobacco products, illegal drugs, or guns/weapons
- Anything that bares or exposes traditionally private parts of the body including but not limited to the stomach, buttocks, back and/or breasts; or underwear/bra is visible (even through a shirt or pants)
- Bandanas or any article of clothing with the bandana/paisley design (regardless of color)

The first violation will be a written letter from administration to the student that needs to be signed by parents/guardians. If further violations occur, the student will be assigned consequences for each new violation. The order of the consequences is:

- Lunch Detention
- Tuesday School
- Friday School
- In-School Suspension
- Short Term Suspension

EATING AND DRINKING ON CAMPUS

Students are expected to eat food provided by the cafeteria or brought from home. Food deliveries by paid drivers or outside companies are prohibited. School discipline will apply for repeat offenses. All food and beverages must be consumed in the cafeteria or JROTC classroom.

EIGHTEEN-YEAR OLD STUDENTS

At certain ages, students attain the right to decide for themselves what records will remain confidential, even from their parents, and what activities the student will participate in. At age eighteen, students become legal adults and must approve any disclosure of information about themselves from school records, except directory information if a request for confidentiality has not been filed. With permission from their parents and the school, students at age eighteen may also sign releases, authorizations, or permission slips to participate in school activities, and may sign themselves out of school and authorize their own absences. (FPS Policy 3230)

EMERGENCY SCHOOL CLOSURE

If there is ever a need for schools to be closed, you will receive an auto-dialer call with closure details. If there is a question whether school is in session, parents and students are asked not to call the school, they should consult media (TV, radio, internet) for up to date information. If schools are in session, students may be sent home early or they may be retained at school beyond the regular closing time, depending upon the circumstances. When schools are closed, activities planned for that day and evening will be cancelled.

EXTRA HELP

Students may always seek extra help from their teachers if they do not understand an assignment, if the work is difficult or if they have been absent and have missed assignments and class discussions. Arrange a conference with your teacher before or after school or at a time convenient to both of you during the day. Tutoring is also available Mondays and Wednesdays after school in the library.

FINES AND BILLS

A student's diploma or transcript may be withheld until the student pays for any school property that has been lost or damaged. Upon payment for damages, or the equivalent through voluntary work, the diploma, transcript, or report card will be released. Additionally, students will not be allowed to purchase a yearbook or dance tickets until all fines are cleared. All fines must be cleared in order to participate in an extracurricular activity (i.e. dances and sports).

FIRE DRILL PROCEDURE

In order to comply with the state fire marshal's recommendation we will establish specific procedures for fire drills at Washington High School. These procedures should be closely followed whenever practical. Teachers have a special responsibility for familiarizing themselves and their students with proper, orderly, fire drill conduct.

The fire drill signal is a continuous alarm buzzer. At the signal students and teachers should proceed in a quiet and orderly fashion to the exits and stand away from the buildings. Staff and students are not to enter the building until you hear the re-entry signal over the PA.

FIRE EXTINGUISHERS/ALARMS

Tampering with fire extinguishers/alarms is defined as a criminal act under the laws of the State of Washington. In the interest of safety, life and property, students are directed to refrain from tampering in any way with fire extinguishers/alarms.

HEALTH CENTER

The Health Room is open from 7:30 until 1:55. The health assistant is available every day. Students desiring to be seen in the health room are required to present a **Health Room Pass**, which has been signed by a teacher or staff member.

- 1) Upon entering, students must sign the health room log to register their attendance.
- 2) Students will be evaluated by the health assistant and/or nurse. If it is determined that a student needs to be sent home, a parent/guardian will be contacted for permission, before a student is allowed to leave campus. Any student leaving campus when ill or injured must be evaluated and excused through the health room.
- 3) Visits to the Health Room will be limited to twenty **(20)** minutes. After 20 minutes a decision will be made by the Health Room Staff and the student to return to class or contact the parent for permission to leave school. Time out of class will be considered unexcused if the student remains in the Health Room longer than 20 minutes without consent from the Health Room Staff. It is the student's responsibility to always come to the Health Room with a pass, keep track of their own time and checkout, if permission is authorized by the Health Room Staff.
- 4) Numerous visits to the Health Center will be investigated by the Assistant Principals.

HONOR ROLL

Honor roll is compiled each semester and students are recognized who meet the following criteria:

Distinguished Scholar:	4.0 to 3.5 GPA
Scholar:	3.49 to 3.0 GPA
Promising Scholar:	2.99 to 2.5 GPA

Honors at graduation is conferred upon any senior who has a cumulative GPA of 3.50 or greater for grades 9-12. A list of Honor Roll students will be posted on campus every four (4) weeks.

IDENTIFICATION CARDS

Students receive a Washington High School identification card when the school year begins. This I.D. card becomes a validated A.S.B. card when students purchase an activity ticket (\$40.00). The I.D. or A.S.B. card is required for admission to school functions, riding the activity/athletic bus, checking out library materials, etc., and should be carried at all times when a student is on campus. It is required that the I.D. card be shown to any staff member upon request. Report the loss or theft of your I.D. card to the office immediately. Replacement card cost is \$10.00.

INSURANCE

Our school district offers parents the ability to purchase a school insurance to cover students during the school year. Five coverage plans are available: 24-hour plan, school-time only plan, football plan, dental plan, and student life plan. Students receive this information and application forms at the start of the school year. Parents wishing this coverage work directly with the insurance company, not the school.

InvestED FUNDS

Limited InvestED funds are available for students who find that they are unable to participate in either the curricular or co-curricular program at Washington High School because of costs. Students who need more information about these funds should see their counselor.

KEITHLEY MIDDLE SCHOOL CAMPUS

Washington High School students are not to be on the Keithley Middle School Campus unless they have permission from Keithley administration. Please see a Keithley school administrator in the Keithley school office. Washington students are to use the service road adjacent to the Keithley cafeteria or the pathway below the 500 building when walking home.

LETTERING

Students may earn an academic or athletic letter for performance; criteria to be determined by advisor/coach.

LIBRARY PROCEDURES

Library procedures and expectations:

- 1) Books are checked out for two weeks, magazines are checked out for a week, and reference materials are checked out for overnight use only.
- 2) Word processing and other Microsoft Office offerings are on each computer.
- 3) When printing from the computer, the first four pages are free; after that the cost is five cents a page.

- 4) A copy machine is available and the cost is .25 cents per page.
- 5) Grades are held until materials are returned or paid for.

Students are expected to:

- 1) Turn in a signed Internet Use Policy form to use the Internet.
- 2) Provide picture identification to checkout materials and for computer/internet use.
- 3) Keep food and drinks inside their book bags and not at the library tables.
- 4) Have a pass to enter the library except when entering with a class.
- 5) Place book bags/duffle bags on the designated book bag table when entering.
- 6) Keep valuables (purses/wallets) with you. We are not responsible for them.
- 7) Sign in on the appropriate sheets for entering the library, using the Internet, and using the computer for word processing or CD-ROMs.
- 8) Print out only school or assignment related items during periods 1-6.
- 9) Not print copyrighted material (song lyrics, artwork, etc.).
- 10) Not check out materials or use the computers if they have overdue materials.

LOCKERS

Lockers are optional for our students and provide reasonable security for their belongings. Only you (and your locker partner) should know your locker combination. You are responsible for the proper care of your locker. Lockers are school district property; you may be subject to a fine for damages to or writing on your locker. Any locker assignment changes or any locker difficulties you may have should be reported to the Cashier immediately.

LOST AND FOUND

Any articles found should be brought to the office where a lost and found service will be maintained. Unclaimed clothing is given to charity.

LUNCHROOM RULES

Students are expected to keep all food in the cafeteria or JROTC classroom. The appearance and cleanliness of the lunch area depends upon the cooperation of all persons to exercise appropriate lunchroom conduct and to be responsible for removing their own trays, dishes, etc. from tables. Students are expected to respond to reasonable requests of supervising staff to remove items from tables and/or to clean up tables. The lunchroom can be maintained as a healthy and pleasant environment only with the help of students working to keep it clean.

- 1) School discipline will result if students leave garbage or do not clean up their mess.

MEDICATION

Medication will be administered in the health center when necessary. Written requests from student's physician or dentist and parent/guardian must be submitted to the health technician.

Medication must be:

- 1) in the original pharmacy container;
- 2) labeled with student's name and name of the medication, dosage, and frequency of administration.

This includes all prescription and non-prescription medication with the exception of pre-approved inhalers or EpiPens.

All medications must be checked into the health center by parent/guardian. Students in possession of medication (in any form) will be subject to school discipline.

PERSONAL PROTECTION SPRAY DEVICE (Disruptive Conduct)

Possession at school or at school-sponsored activities of a personal protection spray device is permissible by students aged 14 to 17 years of age only if they have permission of their parent or guardian. Students aged 18 or over may possess a personal protection spray device without permission of parent or guardian. Possession of such a device by a student under the age of 14 years of age is not permitted.

- 1) A student in possession of a personal protection spray device assumes responsibility for its control. To help minimize the risk of accidental discharge, unauthorized use, theft, and/or disruption, a student is expected to keep the device out of sight (in a purse, book bag, etc.) during the school day.
- 2) Unauthorized possession of a personal protection spray device and/or use of such a device for any purpose other than its intent of protection from personal attack is not permitted.

RECORDS

Policy No. 3231 STUDENT RECORDS

- 1) The district shall maintain those student records necessary for the educational guidance and/or welfare of students for

orderly and efficient operation of schools and as required by law. All information related to individual students shall be treated in a confidential and professional manner. When information is released in compliance with state and federal law, the district and district employees are immune from civil liability unless they acted with gross negligence or in bad faith.

- 2) Student records are the property of the district but shall be available in an orderly and timely manner to students and parents. "Parent" includes the State Department of Social and Health Services when a minor student has been found dependent and placed in state custody. A parent or adult student may challenge any information in a student record believed inaccurate, misleading, or in violation of the privacy or other rights of the student. Student records shall be forwarded to other school agencies upon request. A high school student may grant authority to the district, which permits prospective employers to review the student's transcript. Parental or adult student consent shall be required before the district may re-lease student records other than to a school agency or organization, except as otherwise pro-vided by law.
- 3) A grades report, transcript, or diploma shall not be released until a student has made restitution for damages assessed as a result of losing or damaging school materials or equipment. If a student has transferred to another school district that has requested the student's records but the student has an outstanding fee or fine, only records pertaining to the student's academic performance, special placement, immunization history, and discipline actions shall be sent to the enrolling school. The content of those records shall be communicated to the enrolling district within two school days and copies of the records shall be sent as soon as possible. The official transcript will not be released until the outstanding fee or fine is discharged. The enrolling school shall be notified that the official transcript is being withheld due to an unpaid fee or fine.

SCENT/AIR QUALITY POLICY

Washington High School values the health of students and staff and is committed to providing a healthy learning/working environment. While recognizing that complete elimination of scents is virtually impossible, the expectation is to minimize the risk of exposure by information, awareness and avoidance. The more that is learned about the effects of the environment on individual physical and emotional well-being, the more important it becomes to provide an environment that is healthy for all students and staff. Many people are sensitive or allergic to simple scents from deodorant, hairspray, cologne, soap, perfume and aftershave. Symptoms of this sensitivity or allergy range from headaches, red eyes, itching, coughing and sneezing, to severe asthma attacks. Nearly one-quarter of the population is subject to respiratory and allergic reactions that may be inflamed by scented and chemical substances. This policy applies to all persons in schools and district vehicles, including students, staff, visitors and volunteers.

- 1) We request that staff and students avoid the use of fragrances and perfumed personal care products while in our school and district vehicles.
- 2) Students purposefully discharging scent devices without regard to this policy will be subject to school discipline.

SENIOR SCHOLARSHIP NOTEBOOK

All seniors who are continuing their education after graduation from Washington High School are encouraged to submit a Senior Scholarship Notebook. Scholarships are available for technical and community colleges as well as four-year colleges and universities.

Seniors who submit a Senior Scholarship Notebook will be eligible for consideration for scholarships awarded by the Washington High School Faculty Scholarship Committee. These notebooks are also used by other groups including elementary schools, Keithley Middle School, PTAs and other community groups to help them make scholarship selections. The information in the Senior Scholarship Notebook will also assist students with completing other scholarship applications as well.

SIGNS AND POSTERS

Signs and posters related to school events, including campaign publicity are permitted under the following conditions:

- 1) Signs and posters must be approved by ASB advisor.
- 2) Advertisement of non-school sponsored events must be approved by the Franklin Pierce School District.
- 3) You are responsible for removal of your posters after the date of event or after signs are posted for more than two weeks.
- 4) Students must use only approved methods of hanging all signs and posters: no duct tape, staples or nails/screws shall be used; blue painter's tape or masking tape are approved for use.
- 5) Signs and posters must be posted **inside only** between the months of October to March.
- 6) The sign making kit owned by the Student Body is available to school clubs and classes.

SKATEBOARDS, SCOOTERS AND BIKES

For safety reasons skateboards, scooters, and bikes are not allowed to be ridden on campus. **If a student rides a skateboard or scooter to school it must be stored in the student's locker. Scooters and bikes must be securely stowed on the bike rack on the north side of the 100 building.** Progressive discipline will apply for repeated failure to meet this expectation.

STUDENT COUNCIL

The Student Council has a highly active role at Washington High School. Its purpose is not to govern the students, but to serve as a meeting place between the student body and the administration, where the students can assume as much of the responsibility of organizing their high school activities as they are able to handle. It is the place where problems or questions arising from either the students or the administration can be presented for discussion and consideration. Student Council is made up of ASB officers, class officers, club presidents, athletic captains and advisory representatives.

All students must maintain satisfactory citizenship in school for the year in office and must maintain a 2.5 cumulative GPA or better to be eligible to hold or run for an office. The Student Council will consist of:

- 1) Student Body officers (President, Vice-President, Secretary, Treasurer and Commissioner of Activities).
- 2) A representative from each homeroom and leadership class.
- 3) Class and organization presidents.

STUDENT PHOTOGRAPHS

Franklin Pierce School District uses photographs of students in district publications, newsletters and occasional news releases for television and local newspapers. If you do not wish to have your child's picture used for this purpose, please complete the release of information form available in the Counseling Center.

STUDENT SEARCHES

FPS Policy No. 3230

Personal privacy is a fundamental aspect of individual liberty. All students possess the constitutional right to be secure in their persons, papers, and effects against unreasonable searches and seizures. Staff shall take particular care to respect students' privacy. School officials have authority to maintain order and discipline in the schools and to protect students from exposure to illegal drugs, weapons, and contraband. The superintendent, the principal, school security officers, and other staff designated by the superintendent shall have the authority to conduct reasonable searches on school property as provided by Board policy. A search is required when there are **reasonable grounds** to suspect a student has a firearm on school grounds, transportation, or at school events. Prior to conducting a search, school officials shall ask that the student consent to be searched by removing all items from pockets or other personal effects. If the student refuses to consent to the search, school officials may proceed to search the student, the student's personal belongings, and the student's locker, as follows:

- 1) Any search of a student conducted by a school district employee must be reasonably related to the discovery of contraband or other evidence of a student's violation of the law or school rules.
 - a. ***For the purpose of this policy, "contraband" means items, materials, or substances the possession of which is prohibited by law or district policy, including, but not limited to, controlled substances, alcoholic beverages, tobacco products, or any object that can reasonably be considered a firearm or a dangerous weapon.***
- 2) Staff shall conduct searches in a manner which is not excessively intrusive in light of the age and sex of the student and the nature of the suspected infraction. No student shall be subject to a strip search or body cavity search by school staff.

School officials may consult with local law enforcement officials regarding the advisability of a search on school premises by a law enforcement officer if evidence of criminal activity is likely to be seized.

FPS Policy No. 3230 Locker Searches

- 1) Lockers, desks, and storage areas are the property of the school district. No right or expectation of privacy exists for any student as to the use of any space issued or assigned to a student by the school, and such lockers and other spaces are subject to search in accordance with district policy.
- 2) No student may use a locker, desk, or storage area as a depository for any substance or object which is prohibited by law or school rules or which poses a threat to the health, safety, or welfare of the occupants of the school building or the building itself.
- 3) Any student's locker, desk, or other storage area shall be subject to search if reasonable grounds exist to suspect that the search will yield evidence of the student's violation of the law or school rules. Any search of an individual student's locker shall be conducted according to Board policy governing personal searches. All student lockers may be searched

at any time without prior notice and without reasonable suspicion that the search will yield evidence of any particular student's violation of the law or school rules.

- 4) If the school official conducting such a search develops a reasonable suspicion that any container inside the locker, including, but not limited to a purse, backpack, gym bag, or an article of clothing, contains evidence of a student's violation of the law or school rules, the container may be searched according to Board policy governing personal searches.
- 5) All students possess the right to be secure in their persons, papers, and effects against unreasonable searches and seizures. However, in order to maintain order and to ensure that school policies and procedures are followed, school officials are authorized to conduct searches when reasonable cause exists.

TELEPHONES

Telephones are to be used for business purposes and should be used by students for emergencies only. Under no circumstance is a student allowed to use a school telephone without permission from a staff member. Please have a communication plan in place if your student plans to stay after school beyond normal office hours. Parents desiring to reach students during class time should call the school office rather than the student's cell phone.

USE OF MOTOR VEHICLE

Students may drive vehicles to high school only if they follow these regulations:

- 1) Students shall not be permitted to bring motor vehicles to school without the permission of the principal or designee.
- 2) All students parking their vehicles on school property must register them with the school.
- 3) Vehicles must be parked at all times in designated places. Failure to comply with parking regulations may result in impounding the vehicle.
- 4) **Vehicles should not be entered during the school day without permission from the school principal or designee.**
- 5) Vehicles must not leave the school parking lot during the school day without the driver receiving permission from the principal or designee.
- 6) Students driving vehicles to school must comply with all provisions governing the use of motor vehicles for the State of Washington.
- 7) Vehicle speed on school property shall not exceed 10 MPH.

Procedures for attaining a parking permit:

- 1) Make sure all fines and fees are paid. This must be done in order to be considered eligible for a parking permit.
- 2) Provide a copy of your valid driver's license, vehicle insurance, and registration.
- 3) Take completed application with required documents to the main office for processing (\$5 fee).

Parking penalties are as follows:

Parking offense\$10 fine/offense

VALUABLES

Students are cautioned not to bring large amounts of money, electronic devices, CD's, mp3 players, electronic communication devices, cameras, or any items of value to school. Students are responsible for their personal property. The theft and/or loss of any of the above items that are brought on to the WHS campus by students will not be investigated.

VISITORS ON CAMPUS

Washington High School is a closed campus. Parents/guardians may visit classrooms and eat lunch with their students with prior notification/approval and must first check in at the main office. All visitors must sign in and receive a visitor's badge in the main office to be displayed while on campus. Under no circumstance are students allowed to invite non-students or former students on campus.

CONSTITUTION OF THE WASHINGTON HIGH SCHOOL ASSOCIATED STUDENT BODY

Preamble: In order to provide a structure of student government in which students have the opportunity to learn and practice effective and constructive leadership, to build a better understanding between students and staff, and to promote our school spirit, we, the students of Washington High School do establish this constitution.

ARTICLE I – NAME

This organization shall be the Associated Student Body of Washington High School.

ARTICLE II- MEMBERSHIP

Section One:

Any student who is enrolled in Washington High School is a member of this organization.

Section Two:

The faculty shall be honorary members of this organization.

Section Three:

All students who participate in activities that receive money from student body funds must purchase a student body card unless waived by an Administrator. Thus, all athletes, cheerleaders, class officers, club members and student council representatives must purchase a student body card to be represented in Student Council. The only exception given would be when a student body organization is also considered a class (i.e. yearbook).

Section Four:

The price of the student body card will be determined prior to each school year by the Assistant Principal in charge of student body funds.

ARTICLE III - STUDENT COUNCIL

Section One:

The Student Council shall consist of all Associated Student Body officers, class and organization presidents, and a representative of each homeroom and leadership class. See Appendix "A" for a list of approved school organizations.

Section Two:

The Student Council shall function as the official policy-making body of the Associated Student Body. Members must attend all Student Council meetings.

Section Three:

A student cannot serve in the Student Council in more than one capacity. Thus, if a student is president of two clubs, he/she may only represent one of those clubs in Student Council.

ARTICLE IV - POWERS AND RESPONSIBILITIES

Section One:

The Associated Student Body Officers shall include:

- | | |
|-------------------|--|
| 1. President | 4. Treasurer |
| 2. Vice President | 5. Commissioner of Activities and
Publicity |
| 3. Secretary | |

The above is the order of power in absence of the president, vice president, etc.

Section Two:

The combined ASB Officers shall be known as the Executive Board. They shall be responsible for handling student body affairs between Student Council meetings.

- 1) The Executive Board shall meet with the Activities Director and/or the Assistant Principal once per week.
- 2) No member of the Executive Board may hold the office of president or vice president in any other school club or organization during the same term of their A.S.B. Office.
- 3) The Executive Board members shall enroll in the leadership class. Exceptions must be approved by the Activity Director after conferencing with the counselors and Assistant Principal.

Section Three:

The duties of the President shall be to:

- 1) maintain and enforce this constitution,
- 2) preside over Student Council Meetings,
- 3) appoint committees,
- 4) preside over all general assembly's when appropriate,
- 5) and perform customary duties pertaining to the office.

Section Four:

The duties of the Vice President shall be to:

- 1) assume the responsibilities of the President in his/her absence,
- 2) supervise all fund raising drives for the A.S.B.,
- 3) serve as parliamentarian during Student Council meetings,
- 4) and be in charge of A.S.B. elections

Section Five:

The duties of the Secretary shall be to:

- 1) take minutes at Student Council meetings and provide each homeroom with a typed copy of the minutes within two days of each meeting,
- 2) provide each teacher with a list of the members of the Student Council
- 3) take roll at Student Council meetings and provide each teacher with each meeting's attendance,
- 4) carry on all correspondence pertaining to Student Council business,
- 5) and read minutes of the previous Student Council meeting at the next meeting.

Section Six:

The duties of the Treasurer shall be to:

- 1) keep financial records of the A.S.B. along with the school bookkeeper, and report regularly to the bookkeeper to sign paper and forms,
- 2) report financial status to Student Council during meetings,
- 3) and act as historian (if deemed necessary).

Section Seven:

The duties of the Commissioner of Activities shall be to:

- 1) keep up all student bulletin boards and reader boards,
- 2) prepare student activities bulletins, and activity advertising,
- 3) plan and coordinate pep assemblies and other student council approved activities,
- 4) and organize and plan A.S.B. Activity Card sales.

Section Eight:

The duties of Room Representatives are to:

- 1) present ideas of homeroom students to the Student Council,
- 2) report to the homerooms minutes and discussions that took place during Student Council meetings,
- 3) present and discuss any ideas or proposals of the Student Council,
- 4) and organize A.S.B. activities which include homeroom students.

Section Nine:

The duties of class and club organizations will be the same as those of room representatives, only they shall report ideas to and represent their respective groups.

Section Ten:

The duties of the Leadership class are to:

- 1) act as committee members of A.S.B. activities,
- 2) promote school spirit and enthusiasm,
- 3) and keep school grounds clean and orderly.

ARTICLE V - REMOVAL OF OFFICERS

Section One:

If an officer is not performing the duties of the elected office as observed by a general consensus of the remaining officers and advisors, then the following actions will be taken:

- 1) The first step in the procedures to remove officers will be a strong verbal reprimand given by the advisor. At this time a reasonable probationary time period will be set and guidelines for improvement will be established. The officer of concern will also be notified of possible future consequences and removal of officer procedures.
- 2) A written reprimand will be issued and an additional time period will be set for improvement before the next action is taken.
- 3) If improvements have not been made, the officer of concern will be advised to resign from office and be made aware of the impeachment process.
- 4) A Student Council meeting will then be held to discuss the actions of the officer of concern. He or she may attend this meeting and will be given the opportunity for rebuttal. Fifty percent of the voting members must be present. Two thirds of the Student Council must vote for impeachment.

Section Two:

If other school club or organization constitutions do not have specific guidelines for removal of officers, this constitution's guidelines will then be used.

Section Three:

If a Student Council member and/or A.S.B Officer brings disgrace upon Washington High School, immediate removal from that position may occur. The offender also loses the opportunity to seek future offices of leadership in any other school club or organization for the remainder of the year. An example of "disgrace" is any offense that would constitute severe school discipline at the discretion of the school administration (i.e. short term or long term suspension).

ARTICLE VI – ELECTIONS

Section One: Candidate Eligibility

Students choosing to run for student body office must meet the following qualifications:

- 1) Have satisfactory citizenship during the current school year, as determined by the assistant and teacher evaluations,
- 2) Maintain a 2.5 cumulative scholastic grade point average,
- 3) Secure the signatures of forty members of the general student body, three members of the faculty in whose class he/she has been or is enrolled,
- 4) Be a sophomore or junior at the time of the election,
- 5) Must register to vote in the A.S.B. election.

Section Two: Voter Registration/Campaigning

- 1) Voter registration will take place at least three days prior to election day.
- 2) Only registered voters may vote in the A.S.B. election.
- 3) Elections will be held after at least three days of campaigning.
- 4) Campaigning will begin and end on days specified by the election committee.
- 5) The Vice President in conjunction with the Student Council has the power to regulate all campaigning.

Section Three: Candidate Election

- 1) In all Student Body elections, the candidate receiving the plurality of popular vote shall be declared the winner.
- 2) In the event of a tie, a run-off election will be held within two school days between the top two candidates.

Section Four: Office Vacancies

In the event that the office of the President is vacated, the Vice President shall serve out the term in office. Vacancies among other Student Body office positions shall be filled by a special election within the Student Council itself. This election shall be run by the President.

Section Five: Length of Term

The term of office for all Student Body Officers shall be from the conclusion of the spring semester of the current school year to the last day of school the subsequent year.

If a Student Body Officer will be attending Washington High School the next year after his/her first term in office, he/she may run for a second term.

Section Six: Room Representative Elections

Homeroom representative elections shall take place at the beginning of every school semester.

- 1) Elections shall take place one day after classroom nominations or at the teachers' convenience during the first week of the semester.
- 2) The Vice President in conjunction with the executive board, shall announce election regulations before the elections are held. Teachers will be provided with room representative criteria prior to election.
- 3) Vacancies of a homeroom representative shall be filled by an appropriate alternate, who in turn appoints a new alternate from his homeroom classmates.

Section Seven: Room Representative Responsibilities

The following is the criteria to be used in electing room representatives:

- 1) Good attendance,
- 2) Ability to report information to and from Student Council meetings,
- 3) Lead class discussions,
- 4) And ability to organize class/school activities (i.e. food drive and holiday door contests).

ARTICLE VII - MEETINGS

Section One:

Meetings of the Student Council shall be held once per month or as deemed necessary by the Executive Board. Special meetings may be called by the president and/or the assistant principal.

Section Two:

It shall be the duty of the Student Council to make such rules and regulations governing student body affairs.

ARTICLE VIII - PROCEDURE

The Student Council shall use the "Sturgess Standard Code of Parliamentary Procedure" as a reference guide for running meetings. Actual procedure during Student Council meetings shall be left to the discretion of the President.

ARTICLE IX - FINANCES

Section One:

Associated Student Body revenues and other special projects shall be allotted to various school activities as recommended by the budget committee and as approved by the Student Council. The budget committee shall consist of the Executive Board members.

Section Two:

During the spring of each year, each club/organization that needs monies from A.S.B. funds must present a formal request in writing. The formal request must state the reason for need and the amount necessary. Within the first two months of the following school year, each club/organization that had previously requested money in writing will have the opportunity to express their needs before the Executive board at a scheduled meeting.

The Executive board will then meet to propose allocations of Student Body funds. The allocations of these funds must be approved by the Student Council before disbursements are made.

ARTICLE X - STUDENT ACTIVITIES

Section One:

The Student council will aid in the promotion and development of all activities.

Section Two:

Clubs and organizations of Washington High School shall abide by the following:

- 1) All clubs shall be in compliance with federal state and local regulations.
- 2) All clubs shall have a Washington High School faculty/staff advisor.
- 3) All clubs shall have a constitution ratified by the Student Council.
- 4) The Student Council reserves the right to deny the privileges of any club. This would take place after an appropriate probationary period.

ARTICLE XI - AMENDMENTS/RATIFICATION

Section One:

The Executive Board shall review this constitution at the beginning of each year to examine areas that may need revision.

Section Two:

Any amendment must be proposed at a Student Council meeting. Ratification of any amendment to this constitution must be passed by a two-thirds vote of the Student Council.

Section Three

Ratification of any constitutional amendments must be approved by the administration. The administration includes the Principal, Assistant Principal, Student Council Advisor and the District School Board.

Section Four:

The administrators of the school, by their job descriptions, are responsible for all student activities, therefore, have the power to veto any decision made by the Student Council and other school organizations.

Go Pats!



A Safe and Civil School!

