



Willapa
Valley
Vikings

STUDENT HANDBOOK 2005-2006

***Willapa Valley Jr./Sr. High School
"Home of the Vikings"***

**PO Box 128
22 Viking Way Menlo, WA 98561
High School Office 942-2006 / FAX 942-2404
District Office 942-5855 / FAX 942-3216**

Willapa Valley Jr./Sr. High School

Student Handbook 2005-2006

**Superintendent-Dr. Paula Akerlund
Rob Friese - Principal**

Board of Directors:

President: Gary Aust Vice President: Craig Ritzman
Directors: Tom Walker, Rex Hutchins, Dan Borg

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POLICIES AND PROCEDURES

The policies and procedures contained in this Agenda are designed to help the school run smoothly so that students and staff will have a successful year at Willapa Valley Jr./Sr. High School. This information has been carefully prepared so that it will help students adjust to our school and become an integral part of it.

SCHOOL DISTRICT MISSION STATEMENT

The Willapa Valley School District provides educational, social, and recreational opportunities for all students and community members by providing accessible facilities, programs and activities that support life-long learning and promote involvement, commitment, and contribution to society.

STUDENT RIGHTS

No student shall be unlawfully denied an equal educational opportunity or be unlawfully discriminated against because of national origin, race, religion, economic status, sex, pregnancy, marital status, previous incarceration or physical, mental or sensory handicap.

The Willapa Valley School District #160 complies with all Federal rules and regulations and does not discriminate on the basis of race, color, national origin, or handicap. This holds true for all students interested in participating in educational programs and/or extracurricular activities. Inquiries regarding compliance procedures may be directed to the School District's Title IX RCW Officer, TBA at (360) 942-5855 and/or 504 Coordinator, Paula Akerlund at (360) 942-5855 or at PO Box 128, Menlo, WA 98561.

FROM THE PRINCIPAL

Welcome back to the 2005-2006 school year. It is truly great to be back. Willapa Valley continues to be a great place to attend school. We provide top quality programs that include state competitive programs. Last year we concluded on one of the most successful years in history. Besides the accomplishments of our clubs, classes, and athletic teams, we have also achieved a school climate that is unrivaled by any school in the state. We continue to make life skills a top priority for students. Portfolios have provided another measure of student success and have given students the responsibility to be in charge of their own educational choices. Our challenge now is to not become complacent and continue to work to improve in all areas of our school. We need to make sure that we keep things on track and continue to include fun in everything we do. Every person involved in the school can ask what they can do to keep the pride and success of the school going. See you in the halls...

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ADMINISTRATION

Ms. Aust.....Administrative Secretary
Ms. Avery.....Attendance Secretary
Ms. Burleson.....District Office Secretary
Ms. Chapman.....High School Secretary
Mr. Hudson.....Transportation Director
Ms. O'Shaughnessy.....Transportation Secretary

STAFF

Mr. Archer.....Custodian
Ms. Archer.....Jr./Sr. High English
Mr. Austin.....Maintenance
Mr. Bannish.....JH Science/Physical Education
Mrs. Stigar.....Head Cook
Ms. Branham.....Reading/Junior High History
Mr. Carney.....Math/Science
Ms. Clements.....Special Needs Paraprofessional
Mr. Donovan-TASK Force, POSSE.....CWP/English/History
Mr. Ege, Athletic Director.....Math/Science
Mr. Frasier.....Custodian
Mr. Frojen.....Spanish
Mr. Hudziak.....Computer Aided Drafting(CAD)
Ms. Hutchins.....Library/Scholarships
Ms. Larew.....Band/Choir, Visions, Local Scholarships
Mr. McDonald.....World History/Ag. Metals
Ms. Morris.....HS English
Mr. Peterson,.....Physical Education
Ms. Pollard.....Cook
Ms. Rohr-FCCLA Advisor.....Family & Consumer Sciences/Art
Mr. Rotmark.....JH Math/HS Algebra I/II
Mrs. Taylor.....Business Education
Mr. Sturgill.....Special Needs
Ms. Whitcomb-FFA Advisor.....Sciences/Horticulture

ALMA MATER

Dear old Valley High School, standing staunch and true;
We'll keep our voices ringing, with our pledge to you;
We'll keep our colors flying, so loyal and so true;
To you dear Valley High School - Crimson & Blue.

HIGH SCHOOL MASCOT - VIKING
COLORS - CRIMSON & BLUE

JUNIOR HIGH MASCOT - RAIDER
COLORS - RED & WHITE

ASB/STUDENT COUNCIL MEMBERS

ASB Officers Advisors: Pam Chapman/Rob Friese
President..... Kendra Russell
Vice President..... McKell Wonhoff
Secretary Rachel Mittge
Treasurer Jon Friese
Asst. Treasurer Katy Walden
Director of Activities Jessica Peterson

Senior Class Officers ..Advisors: Pam Chapman, Roxanne Hutchins, Nancy Morris, Brad Donovan
President..... Jillian Avery
Vice President..... Traci Goodin
Secretary Ashley Taylor
Treasurer Ayesha Cruz

Junior Class Officers..... Advisors: Jim Carney, Duane Frojen, John Peterson, Ann Taylor
President..... Brady Langer
Vice President..... Erik Dennis
Secretary Katy Walden
Treasurer Michael Landrum

Sophomore Class Officers..... Advisors: Craig McDonald, Laura Rohr, Tamara Whitcomb
President..... Alex Millican
Vice President..... Lindsey Antilla
Secretary Jessica Bannish
Treasurer Krystal Eastham

Freshman Class Officers Advisors: Julie Avery, Dave Ege, Teri Larew
President.....Kayla Camenzind
Vice President..... Maggie Stamper
Secretary/Treasurer James Landrum
7th Grade AdvisorsStacie Archer, Debbie Clements,Royce Rotmark
8th Grade Advisors.....Mr. Bannish, Mrs. Branham, Mr. Sturgill

Student Rules and Regulations

The rules are meant to regulate student conduct at school, conduct at all school-sponsored activities, and other off-campus conduct that adversely affects the school’s learning environment. Some of these rules contain recommended penalties. However, depending on the circumstance of the student’s violation, school authorities may, in compliance with state law and the rules of the State Board of Education, Chapter 180-40 WAC, impose discipline, short-term suspension, long-term suspension or expulsion.

WILLAPA VALLEY SCHOOL DISTRICT ATTENDANCE POLICY

Students are expected to be in school each day. This is the first and most important requirement for a successful school experience. Punctuality and attendance are also a significant part of a student’s experience in any given subject area because of the discussion, participation, academic activities and classroom peer relationships. It is important that students and parents understand that absences must be held to a minimum.

Excessive absenteeism (more than 6 non-school related days per class in a given semester), regardless of reason, will result in the student receiving a drop notice for each affected class. In order to prevent loss of credit, a student must appeal to the attendance

committee within 5 school days. The committee shall decide whether to accept the appeal, place additional requirements, or deny credit.

Students who have a planned absence need to have an approved pre-trip form signed by all affected teachers **and principal or designee** one day prior to day of the absence. **Part of the final decision of excusing the absence will depend upon the number of absences the student has accumulated during that semester. An attendance hearing may be required before the absence will be excused. This is especially important if a student must check out early at the end of the year.** Students in sports must have a pre-trip signed by the coach, principal, and all their teachers. If there is no pre-trip, a doctor's note is required.

If a student is absent for all or part of a school day, the absence must be verified by a parent or guardian. Legitimate verification includes one of the following:

- ◆ A parent phone call on the day of the absence verifying the absence as personal illness, serious illness, death in the family, medical or dental attention, or a family emergency. We will also verify pre-arranged absences for religious holidays, driver's licensing, and court appearances. We will allow juniors and seniors two days per year for college visitation; seniors are allowed one day for senior pictures. These must also be pre-arranged.
- ◆ A note from a parent on the day the student returns to school verifying the absence including one of the reasons listed above.
- ◆ A note or appointment card from a medical doctor or dentist verifying an appointment.

If a student has an early release, an office verification slip must be presented to the affected staff members. The student may then sign the sign-out sheet before leaving school grounds. Upon returning to school, the student must sign in at the attendance office before entering class. If a student fails to have an absence verified on the day of return, one additional day will be granted to have the absence verified. Following this time period, the absence will be recorded as unexcused.

Any student who leaves school grounds during the school day without properly checking out with the office will be recorded as unexcused regardless of the reason. Parent approval is given before leaving and then the student signs out. A parent may not verify the absence after the fact.

Should a student receive an excused absence, the student will be responsible to make up all work missed at a pace of one day for each day of absence. Please note there may be individual classroom practices regarding makeup work.

Students receiving an unexcused absence should note the policy listed under "TRUANCY."

CHEATING

Plagiarism is considered cheating. Plagiarism is taking another person's words or a close imitation and/or ideas and passing them off as one's own. The Willapa Valley School District does not tolerate cheating/plagiarism in any form related to daily class work, tests, computer use, or typewriter use. Examples of cheating include plagiarism, talking during testing, possession or passing of materials during testing, having another person do your work, or turning in another person's work as your own. The first occurrence of cheating will result in a zero for the affected assignment. Repeated violations may result in further disciplinary action, ranging from detention to suspension.

CODE OF CONDUCT

All students will review and sign a CODE OF CONDUCT at the beginning of the school year. Once the rules have been reviewed, all students will be responsible for following the code, with or without a signature.

DETENTION

Teachers have the right to assign students to a period of detention either before or after school, or during school breaks. Students will be given one-day advanced notice. "No shows" or tardiness will receive double-time and be rescheduled. A second "no-show" or tardy will result in disciplinary action by the principal.

DISCIPLINE-REFERRAL PROCEDURE

Direct (Immediate) Referral - - Flagrant violations of district and/or school regulations should be referred directly to the administration. Such violations will result in immediate discipline in the form of detention, exclusion from class, suspension or expulsion, to be determined by the principal or designee. Some examples of such violations include:

- ◆ Use of abusive language, gestures to staff, or disrespectful comments;
- ◆ Smoking on or near school premises or in possession of tobacco;
- ◆ Using, possessing, transferring, or being under the influence of alcohol;
- ◆ Use, possession, transferring, or being under the influence of drugs (either legal or illegal);
- ◆ Fighting on or near school premises;
- ◆ Truancy from class;
- ◆ Insubordination;
- ◆ Damage to school or personal property;
- ◆ Harassment of any kind (sexual, racial, bullying, etc.);
- ◆ Possession of any weapon, manufactured or handmade.
- ◆ Threats or use of language referring to intent of violence (even jokingly)

Progressive Referral - - Progressive referrals are used when a continued lack of personal responsibility is demonstrated by the student. Prior to initiating the referral, teacher contact is initiated and documented with the parent. Other types of discipline will have been attempted and documented. These might include student conferences, sending progress reports, detention, and/or one-day exclusions from class.

The bulk of this type of referral will likely stem from problems initiating in the classroom. The following may serve as some examples:

- ◆ Disruption of class;
- ◆ Lack of cooperation;
- ◆ Inappropriate remarks;
- ◆ Inconsistencies in following instruction/class procedure;
- ◆ Continued lack of preparation or academic progress;
- ◆ Lack of materials;
- ◆ Lack of equipment;
- ◆ Incomplete assignments;
- ◆ Absenteeism;
- ◆ Persistent tardiness;
- ◆ Relationships with peers.

The intent and purpose of the progressive referral is to:

- ◆ Provide a cumulative record of behavioral incidents;
- ◆ Provide a progression of steps for dealing with behavioral problems;
- ◆ Provide counseling help to meet the needs of students;
- ◆ Provide disciplinary action when other means have not modified behavior and/or performance.
- ◆ Junior High Rewards--Students who display consistent appropriate social skills, study skills, and responsibility throughout a quarter will be rewarded with some type of entertainment activity. Students who violate basic rules of social behavior may receive a "strike". After three

strikes, the student will be referred to the principal for disciplinary action. Reasons for not being allowed to attend a reward activity will include failing grades, incomplete portfolio, receiving a "strike", or other disciplinary infractions.

DISPLAYS OF AFFECTION

Public displays of hugging, kissing, patting, etc., are gestures that can be degrading and tasteless. These behaviors are inappropriate at Willapa Valley Jr./Sr. High School (WAC 180.40.210). The principal or designee will determine consequences.

THE DRUG-FREE-SCHOOLS ACT

The use, possession, or distribution by students of alcohol or drugs, including anabolic steroids, in the building or at school-sponsored activities on or off school grounds is wrong, harmful, and is prohibited. Use of drugs, possession of drug paraphernalia or alcoholic beverages could subject one to criminal action, shall be grounds for student expulsion and/or participation in a drug abuse assistance or rehabilitation program. Compliance with all regulations of the Drug Free School Act shall be mandatory.

EXPULSION

A student whose presence is deemed to be a threat to the safety or welfare of others, whose behavior is continually and incorrigibly disruptive to the educational process, or who is found guilty of an act of major misconduct may be recommended to our Superintendent for expulsion. If approved, an expulsion may be for the remainder of the year.

HARASSMENT OF ANY KIND AND BULLYING

No one should be subjected to harassment at school for any reason. Therefore, it is the policy of the Willapa Valley School District that all students will deal with all persons in ways which convey respect and consideration for individuals regardless of race, marital status, national origin, creed, religion, gender, age or disability. Harassment in the form of name-calling, taunting, gestures, intimidation, conduct, jokes, pictures and slurs are prohibited.

Definition

"Harassment, intimidation, or bullying" means any intentional written, verbal, or physical act, including, but not limited to those that are perceived as being motivated either by any actual or perceived characteristic in RCW 9A.36.080(3), or other distinguishing characteristics, when the intentional written, verbal, or physical act:

- (a) Physically harms a student or damages the student's property; or**
- (b) Has the effect of substantially interfering with a student's education; or**
- (c) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or**
- (d) Has the effect of substantially disrupting the orderly operation of the school.**

Such conduct directed at an individual or group that demeans that person/group or any persistent annoyance or repeated attack on anyone's person or his emotions will be considered harassment is prohibited and shall be grounds for disciplinary action, ranging from short-term suspension to expulsion. Disciplinary action for students guilty of harassment will be dependent upon, but not limited to, the student's attitude, intent, the effect on other students, and/or staff, mitigating circumstances, and the student's disciplinary history. Based on these factors, discipline may be imposed, up to and including suspension or expulsion

HARASSMENT – RACIAL

The Willapa Valley School District shall provide equal educational opportunities and treatment for all students in all aspects of the academic and activities programs without regard to race. The working and educational environment shall be free from racial harassment. Racial and other harassment in the form of name-calling, taunting, gestures, intimidation, conduct, jokes, pictures and slurs is prohibited. Such conduct referencing or directed at an individual or group that demeans that person/group on the basis of race, ethnicity, religion, gender, creed, age, disability or other extraneous factors is prohibited and shall be grounds for disciplinary action, including suspension and/or expulsion from school.

Disciplinary action for students guilty of racial harassment will be dependent upon, but not limited to, the student's attitude, intent, the effect on other students, and/or staff, mitigating circumstances, and the student's disciplinary history. Based on these factors, discipline may be imposed, up to and including suspension or expulsion. A course in cultural and racial diversity may be required as part of the disciplinary procedure for students.

HARASSMENT-SEXUAL

Sexual harassment includes all unwanted, uninvited and non-reciprocal sexual attention as well as the creation of an intimidating, hostile, or offensive school or work environment. This can include:

- sexually suggestive looks or gestures,
- sexual jokes, pictures or teasing,
- pressure for dates or sex,
- sexually demeaning comments,
- deliberate touching, cornering or pinching,
- attempts to kiss or fondle,
- threats, demands or suggestions that favors will be granted in exchange for sex or tolerance of sexual advances.

Disciplinary action for students guilty of sexual harassment will be dependent upon, but not limited to, the student's attitudes, intent, the effect on other students and/or staff, mitigating circumstances, and the student's disciplinary history. Based on these factors, discipline may be imposed, up to and including suspension or expulsion. Law enforcement may be contacted. For counsel and assistance in these resolving matters contact the principal or the Title IX/EEOC Officer.

SUSPENSION

Suspension is a serious penalty for a serious offense. It may be in-school or out-of-school at the discretion of the principal. **Students on suspension are not allowed to attend any school activities.**

STUDENT DRESS

The attire of students has an important influence on the attitude toward learning within any school. The key guideline is that dress and grooming should never interfere with anyone's rights to learn or teach or endanger health or safety.

The following general guidelines are designed to allow enough room for individual expression:

- Shoes must be worn at all times.
- An adequate covering of the body is required. No clothing that is too tight or too revealing is allowed. No undergarments should be showing.
- Clothing, jewelry, or accessories marked with illustrations, words or phrases which are vulgar, obscene, or offensive are not allowed. Articles of apparel, buttons, or pins advertising alcohol, tobacco or drugs will not be allowed.
- No head coverings are to be worn inside the building or classroom from 7:30 a.m. to 3:30 p.m.
- Students are not permitted to wear clothing that is excessively revealing, such as short mini-skirts, low cut pants that reveal the midriff or undergarments, short-shorts, revealing tank tops, loosely fitting and low cut halter tops, mesh t-shirts (unless undergarment is worn) or shirts which expose the midriff or undergarments. Students who wear such objectionable apparel will be asked to cover it up, to remove it, or they will be sent home.

Continued violation of dress code may be subject to further disciplinary action in accordance with school policy and procedures, which may include short-term suspension or other discipline assigned by the principal or designee.

TARDINESS

The Willapa Valley School District considers punctual attendance to be a necessary part of student learning. It is the district's desire to instill a sense of responsibility in each student that will carry over into the world of work. Tardiness cannot be tolerated because of the disruption it causes in the classroom situation. In accordance with this, the following procedures are adopted to insure punctuality.

Students are allowed sufficient passing time between classes to use the bathrooms, get books and drinks of water, etc. Special permission may be granted to the student in the form of a hall pass once class has begun. Teachers are expected to record all students who are tardy to their class in their roll book and on attendance slips. Receiving three (3) tardies during a quarter will result in a warning letter sent home to parents. **After three (3) tardies the student will be required to make up the tardy at a rate of one half (1/2) hour per tardy in the form of school detention** (i.e. a student with four (4) tardies will serve two hours after school). If tardiness becomes extreme, increased discipline measures will be given as prescribed by the principal.

Students will be considered absent if they are more than 30 minutes late for 1st period and more than 10 minutes late for 2nd and 3rd periods.

THREATS

A person shall not communicate to any person any actions he/she shall take to punish or harm another person. All threatening statements will be taken seriously. Students threatening others may be subject to detention, suspension, or expulsion.

TRUANCY

If an absence is unexcused, the student may NOT be permitted to make up any missed assignments.

After one unexcused absence, the parent will be notified and the sanction will begin with 3 hours of detention. After two unexcused absences, a parent conference will be held to discuss the student's attendance and the student will serve an In-School Suspension. After five unexcused absences, Washington State Law mandates that juvenile court be notified with a petition to assume jurisdiction in the case. A **Long-Term Suspension** will be given which may result in expulsion and loss of credits. **Enrichment classes are part of the school day and the same sanctions apply as regularly scheduled classes.** Continued infractions may lead to expulsion

USE OF TOBACCO PRODUCTS

Smoking or use of tobacco products anywhere on or near school grounds is prohibited.(RCW 28A.210.310) Those caught will be suspended, subject to prosecution referral, and repeat offenders may be eligible for expulsion. Being "caught" means:

- ◆ Actually smoking or chewing a product
- ◆ Holding a product
- ◆ A burning tobacco product or a fresh pile of spit'n'chew in the vicinity of a student and no one will claim it.

THE WEAPONS-FREE-SCHOOLS ACT

Willapa Valley High School, including all parking areas around the school, is a weapon free zone (RCW 69.50.435). This includes all manufactured or handmade weapons. Unless otherwise provided by law, in cases involving the possession of a firearm or an air gun the principal/designee **shall, without exception, expel the student.** In cases involving other weapons, the principal/designee shall place the student on long-term suspension, unless expulsion is warranted

under the specific circumstances. Students who make threats with or use a weapon, as described above, will be expelled for one year or more. (RCW 9.41.280)

School Procedures and Policies

ACCIDENT INSURANCE

Students participating in any athletic event must have valid insurance. A pamphlet on student accident insurance is available through the high school office. This insurance is offered by an independent company and is in no way affiliated with the school district.

ARTICULATION/ADVANCED PLACEMENT

Students who receive at least a "B" in certain Tri-District vocational courses or high school Algebra may qualify for free advanced placement credits at Grays Harbor Community College. See your vocational instructor or contact the vocational administrator for more information.

ASB CARDS

All students participating in sports, cheerleading, student council, or any student activity funded by the ASB must have an ASB card. The ASB card is good for admission to home athletic events, reduced admission for out-of-town athletic contests, identification and for lunch purchases. Students may purchase ASB cards from the office for \$15.

ASB ACTIVITIES AND FUND-RAISERS

School activities include, but are not limited to, ASB, Future Business Leaders of America(FBLA), Future For Agriculture(FFA), Future Career and Community Leaders of America(FCCLA), Knowledge Bowl, National Honor Society, Pep Club, Pep Band, Student Council, TASK Force, POSSE, Yearbook, fund-raisers and dances. All activities must be pre-approved by submitting an activity form to the office for ASB and administrative approval. Ask the ASB Treasurer for the rules regarding the handling of money. Failure to submit the approved activity form will allow the ASB to take profits earned into the general ASB fund.

ATHLETIC CODE

All athletes must sign and comply with an ATHLETIC CODE that may be obtained from the office or a coach. Failure to sign the code will limit student participation.

BICYCLES/ROLLER BLADES

Students may lock their bicycles on the bike rack located outside of the junior high. Students are not to ride their bikes during breaks or around school property. Roller blades or skate boards are not allowed at school. Other games must be played on the grass or play fields.

BOOK FINES

All lost textbooks will be replaced by the student at the replacement cost of a new book. Guidelines for fines due to damage are available in the office. Damage includes unnecessary wear due to lack of book covers. Students will be issued one book cover per book. If they wear out, students are responsible for replacement.

THE BULLETIN

Announcements for the daily bulletin, must be submitted to the office by 2:00 p.m. on the day before it is to appear. **Announcements require the signature of a staff member.** Please check the master calendar to avoid scheduling meetings in conflict with other clubs or groups.

BULLETIN BOARDS/SIGNS

All bulletin boards and signs are to be approved by the principal or designee.

THE CAFETERIA

The school cafeteria is maintained as an important part of our school. Students are expected to follow school and classroom rules while using the cafeteria. Lunches may be purchased in the district office daily between 7:30-10:30 a.m. Lunches purchased after 10:30 a.m. will not be credited to the students account until the following day. **Students will not be allowed to charge lunches.** A daily, weekly, or monthly printout is available upon request. Rules specific to the lunchroom:

- Do not put gum on the trays.
- Pushing and crowding in line will not be tolerated.
- Do not handle food unless it is to be purchased. **NO MOOCHING!**
- Failure to obey rules may result in a loss of lunchroom privileges.
- Misconduct will be referred to the building administrator.

CLASSES

Students are required to take six (6) classes per semester. Only one class period may be devoted to being a teacher assistant or an office assistant. Only juniors and seniors are eligible to a teacher or office assistant. Exceptions may be made with the approval of the principal.

CLOSED CAMPUS

We operate a closed campus for high school students. The direct route to the Menlo Store is considered part of our campus; **all other student rules and regulations, including the "Use of Tobacco Products", still apply.** Students may visit the Menlo store only during lunch. Students who live within a short walking distance may go home for lunch if they have parent permission in the form of a note on file in the office and pre-approval by the principal or designee. Students must go straight home and return directly to school--no stopping along the way and no going to the store. Students may not drive, they must walk. Students checking out during lunch must check out with the high school office attendance secretary. Failure to check out will result in disciplinary action. They may not take other students with them. Students may not use or be in vehicles during lunch or any other time during the day.

Grades 7 - 8. Junior high students may not go to the Menlo Store during the school day. The parking lot is also considered off limits. Once Jr. High students arrive at school, they may not leave the school grounds until the end of the school day.

CLUB DESCRIPTIONS

Associated Student Body--The ASB is composed of the High School Student Council and a representative, usually the club/class president, from each of the recognized school clubs/classes. Students grades 7-12 who purchase an ASB card will be a voting member of the Associated Student Body.

Future Business Leaders of America--FBLA is a chance for high school students to become involved in a business leadership program and develop their business skills. FBLA has three regional competition conferences a year that its members attend, and one national competition if students do well at the state conference. FBLA is a required activity for business class competency.

Future For Agriculture--FFA is a driving force in developing leadership in today's youth. Active participation in public speaking, skills contests, chapter meetings, and recognition programs, and committee and community projects provide FFA members with opportunities to develop personal leadership skills. The organization motivates young people to make a positive contribution to their home, school, community, and country. The Willapa Valley FFA program is a very active group that has established a clear goal to achieve state and national recognition for its members and for our community.

Future Career and Community Leaders of America--FCCLA is a student leadership organization that focuses on the family, careers, and community. Students take part in fund-

raisers and leadership opportunities at the local level and develop projects to earn the right to compete at the regional, state, and national level.

Knowledge Bowl--This club provides students the opportunity to compare mental abilities within a competitive response time. The event runs similar to a panel version of Jeopardy using three teams of students. Questions involve areas such as grammar, history, current events, and science. Knowledge bowl is open to any high school student with a willingness to participate.

National Honor Society--The NHS is the front runner of organizations that promotes appropriate recognition for students who reflect outstanding accomplishments in the areas of scholarship, character, leadership, and service. College admissions officers often regard Honor Society membership as a valid indicator that the applicant will succeed at the post-secondary education level. Membership to National Honor Society is granted through nomination by the faculty council. Criteria for nomination include character, leadership, and service. Students will be notified when applications are due. For more information on NHS, see the faculty advisor.

Pep Band-- Pep band is part of the music department and is an extension of the classroom. Students enrolled in band who attend an athletic event that pep band is playing at, are required to play as part of the group. Students are graded for pep band as part of the regular classroom.

Pep Club--This club is open to junior high and high school students who wish to express their school spirit. Activities include making signs, participation in pep assemblies, and attending athletic events.

TASK Force--TASK Force is a group of high school students dedicated to helping other students by providing empathic ears and an understanding friend. They are identified by the student body as people they would want to communicate with. Each year the newly selected TASK Force members go on a weekend retreat to learn to be better peer helpers. As members they also work on projects throughout the year which they feel are important issues at the high school, junior high, and elementary level.

COMPUTER LAB USE

In order for students to use the computer network at Willapa Valley High School, they must first have a signed computer-use contract on file in the High School office. When this is accomplished, a user name and password will be assigned. Students who fail to live up to the conditions of the computer-use contract may lose computer privileges and/or receive disciplinary action from the principal.

The computer labs in the Business Education Department may be available for student use before and after school, depending upon instructor availability. Students may use labs during regular class time only if they have obtained approval from the instructor prior to class beginning. Students without approval will not be permitted to use the lab at that time. No food or beverage is allowed in the computer lab.

COURSE DESCRIPTIONS

For information regarding classes, see the course description guide. A course description guide is available to check out from the library or from your class advisor.

EATING IN CLASS

Food, or beverages are not allowed in any classroom. Vending machines may be used before school, during breaks, lunch, and after school exclusively. Junior high students are not permitted to use the high school machines during lunch. **Students should use the machines at their own risk. ***There will be no refunds!**

ELECTRONIC DEVICES

Students may not bring pagers, cell phones, palm pilots, radios or CD players into any classroom.

ENRICHMENT

Enrichment classes are part of the school day. Rules for enrichment periods are the same as any other regular scheduled class. Enrichment classes will be graded S+, S, S- (satisfactory) or U (unsatisfactory).

FINAL EXAMS

Students may be given comprehensive final examinations in their classes. If a student is unable to take a final exam in any class, arrangements must be made one week in advance, subject to principal approval.

FIRE DRILLS

Fire drills are one long continuous ringing of the bell, which is the signal to evacuate the building quickly and quietly. Students should move at least 50 feet from the building and not gather around the fire equipment when it arrives. Check the evacuation diagrams posted in each classroom for the appropriate evacuation destination. A bell will ring to signal that the building is clear.

EARTHQUAKE DRILLS

Earthquake drills are an intermittent ringing of the bells. Students are to remain where they are and try to get against an inside wall or under a desk or table and remember to face away from windows or doors to protect against breaking glass. In the laboratory, extinguish all burners and stay clear of all hazardous chemicals that may spill. When the bells stop ringing, evacuate the building. Students outside the building should move away from buildings and overhead power lines.

GRADING

The state of Washington has provided a standardized transcript for all schools in the state and has standardized the grading system. In compliance with this, we have standardized the grading system for all teachers, thus letting students and parents know that the grades mean the same, regardless of the class.

Students will receive a mid-term progress report half way through each quarter. They will receive a quarter/semester report card after each term. Mid-term progress reports and quarter report cards will be handed to each student to take home and share with their parents. Semester report card will be mailed home after semester one and two.

A	4.0	95-100	C+	2.3	77-79
A-	3.7	90-94	C	2.0	73-76
B+	3.3	87-89	C-	1.7	70-72
B	3.0	83-86	D+	1.3	67-69
B-	2.7	80-82	D	1.0	60-66
			F	0.0	00-59

GRADUATION HONOR CORDS, SASHES AND MEDALLIONS

Honor cords will be given for an accumulative GPA of 3.000 – 3.199. Honor sashes will be given for 3.200 – 4.000. High honor medallions will be given for 3.700 – 4.000.

GYMNASIUM/WEIGHT ROOM USE

Students using the gymnasium/weight room must have permission and must be supervised by a staff member. Beverages are not allowed in the school gymnasium. Students are reminded that they should not be on the floor with street shoes that will mar the floor or damage the playing surface. The weight-lifting area is completely off limits to all students unless a qualified instructor is present.

HALLS AND HALL PASSES

No student is to be in the halls during class times without his/her agenda as a hall pass. Students in the halls during class time without a proper pass may be recorded as truant and/or be assigned detention.

HONOR ROLL

The Honor Roll is composed of students who have a grade point average of 3.2 - 4.0. Honorable Mention is composed of students who have a grade point average of 3.0 - 3.199. Students who maintain a semester grade point average of 3.5 and above for three consecutive semesters receive a special academic letter award. Students who maintain a semester grade point average of 3.0 - 4.0 for three consecutive semesters receive a Lamp of Knowledge letter award.

INCOMPLETES

When an "incomplete" is put on a student's report card, it will remain on the student's report card for two weeks. If the work is not completed within two weeks, the grade will automatically become an "F." Incompletes will not be given as progress report grades.

Students will only receive an incomplete when they have missed school at the end of a grading period and consequently have been unable to complete the requirements of the class. No incompletes will be given at the end of the school year unless special arrangements are made with the principal. A student who receives an incomplete is still eligible for honor roll after the final grade is turned in. However, due to the two-week extension, the student may not be listed on the honor roll list for the news media.

LIFE SKILLS

Lifetime skills are very important in determining how prepared a student is, not only for high school or college, but also for life. Research says that employers are more concerned about responsibility, study skills, and social interaction than they are with transcripts or grades. We have found that a student's poor academic or progress is primarily due to low skills in one or more of the life skills areas. Therefore, each semester students will receive a life skills report card that addresses study skills, social skills and responsibility skills.

LOCKERS

Lockers, including PE lockers, are available for students to store their belongings with reasonable security. It is recommended that students keep their lockers locked at all times. Students are cautioned against telling their combination to each other or they cannot expect their property to be safe. Students are cautioned not to keep money or other valuables in their lockers. Students are strictly responsible for their own lockers. Flagrant abuse of the locker will result in a student being charged for any damages. Any lockers that do not operate properly should be reported to the office immediately. **Lockers are the property of the Willapa Valley School District. School authorities reserve the right to search lockers at any time throughout the year.**

LOST AND FOUND

Any found items will be placed in the lost and found. Check with the office staff to claim articles. Any items not claimed at the end of the year are donated to a charitable organization.

MEDICATIONS

School personnel will not provide pupils with any medication whatsoever. If a student must take medication from home, he or she must bring the medication in the original container to the office with written instructions from the parent or guardian and physician who prescribed it specifying how it is to be administered.

SCHEDULE CHANGES

Students will have one week at the beginning of each semester to change their schedules. All changes must be made through the High School office by getting a drop/add slip and having it signed by the principal and the teacher whose classes the student wishes to drop or add. The drop/add slip must be returned to the secretary in order for the schedule to be changed in the student records computer.

SCHOLARSHIPS

Willapa Valley High School has many scholarships available for seniors planning their education after high school, whether through a community college, university, or technical college. For more

information talk to the scholarship coordinators: Ms. Hutchins for state and national, and Ms. Larew for local. Due dates are final, no exceptions.

SENIOR TRIP

The senior trip is a privilege and is given to the senior class in place of senior skip days. Students receiving an "F" for the semester in any scheduled class, students receiving an "incomplete" in any class, and students who have not met competencies for any class, or students who have not met graduation requirements by May 25, 2006 by 3:00 p.m. will be required to remain in class during the senior trip so they may attempt to raise their grade to passing or meet the graduation requirements. Individual staff members may have earlier deadlines in order to process grades before the scheduled deadline. Students who have more than 6 absences in any class must appeal for credit and senior trip. Senior skip days are not permitted. If seniors take these unauthorized days they may lose their senior trip privileges. Trips outside of Washington State must be approved by the Board of Directors.

STUDENT PARKING

Students are allowed to drive to school and park within the designated student area. All students must park in the paved lot at the side of the high school building. Only staff and visitors will be allowed to park in the gravel lot across from the high school building. Students must not drive between crosswalks on Viking Way while busses are present, but may exit towards Raymond or by Kelly's Kreative Hair. Short-cuts through the gravel lot is not an option. Vehicles that are improperly parked in designated areas may be towed away at the owner's expense. The privilege of driving to school may be revoked if a student operates his/her vehicle in a dangerous or illegal manner.

STUDENT PHONE CALLS, PHONE USE and FLOWER DELIVERIES

Only important telephone messages regarding family emergencies will be taken into the office and transmitted to the students. **Students will not be released from class to accept or return phone calls except in matters of extreme importance.** A student phone for school related business is located between the junior and senior high school buildings. All other phones are off-limits to students.

The office will notify students if flowers and gifts have arrived. Students will be instructed to pick them up after school is out--not during class time. Flowers should be delivered at home whenever possible.

TEACHER AIDES

Teacher aides are standardized throughout the school. Students will receive one-half-credit per semester and the grade will be pass/fail and will not figure into the grade point average. To qualify as a TA, the student must complete an application, have teacher or staff recommendation, principal approval, and complete a work-based learning packet. Only one class period a semester may be dedicated to being a TA. All exceptions may be made with approval by the principal. The instructor is responsible for supervision of the student during that class period.

TRI-DISTRICT CLASSES

Sophomores through seniors who wish to enhance their schedule with classes not currently offered or which are already full, may take a class through the Tri-District Cooperative. Students taking Tri-District classes must maintain their course work in their classes affected by taking Tri-District. Accumulating seven days of absence from a class per semester must have their records, notes, and classroom performance examined in an attendance. Students are provided with transportation to and from class and cannot drive their own vehicle or ride with another student.

TRI-DISTRICT CONTINUED

Students who miss the Tri-District bus will not be picked up and transported to their scheduled class or to their home district. Students missing the bus will remain where they are until another scheduled bus is able to transport them. Students left at Willapa Valley will remain in ISS for that period or until the next bus arrives. The first time a student misses the Tri-District bus a conference will be held with the student to make them aware of the importance of attendance and to discuss consequences of missing again. The second time, and each time thereafter, a student misses the tri-district bus they will receive one day of Saturday school or risk losing Tri-District privileges.

VISITORS

To have a visitor, the student must request a Visitor's Permission Slip at least one day in advance of the visit. Each teacher and the principal must give permission. A student may only have one guest at a time and guests must be 12 years of age or older.

WORK RELEASE

Students who are of junior or senior standing may request work release for a portion of the school day. Students must have taken Diversified Occupations to qualify for work release. Please see Ms. Rohr or Ms. Larew for conditions and application.

WILLAPA VALLEY HIGH SCHOOL ***"HOME OF THE VIKINGS"***

- Page 18 has the current Bell Schedule.
- Page 19 has the current Graduation Requirements

**WILLAPA VALLEY JR./SR. HIGH SCHOOL
BELL SCHEDULE**

REGULAR SCHEDULE

Day A Periods 1, 2, 3
Day B Periods 4, 5, 6
Period 1/4 - - 8:25-10:10
10 minute Break
Period 2/5 - - 10:20-12:05
Junior High Lunch - - 11:00-11:30
High School Lunch - - 12:05-12:35
12:35 First Bell
Period 3/6 - - 12:40 -2:25
5 minute Break
Enrichment - - 2:30-3:00

EARLY-RELEASE SCHEDULE

Period 1/4 - - 8:25-9:35
5 minute break
Period 2/5 - - 9:40-10:50
5 minute break
JH Period 3/6 - - 10:55-11:00
Junior High Lunch - - 11:00-11:30(split first period)
JH Period 3/6 - - 11:30-12:35
HS Period 3/6 - -10:55-12:05
High School Lunch - - 12:05-12:35

TWO-HOUR-DELAY SCHEDULE

HS Period 1/4 - - 10:25-11:50
JH Period 1/4 - - 10:25-11:00
Junior High Lunch - - 11:00-11:30(split first period)
Continuation of JH Period 1/4 - - 11:30-12:25
High School Lunch - - 11:50-12:20
JH & HS Period 2/5 - - 12:25-1:40
5 minute break
JH & HS Period 3/6 - - 1:45-3:00

WILLAPA VALLEY GRADUATION REQUIREMENTS (22 Total Credits)

MATHEMATICS (2 CREDITS)

Applied Math I & II
 Consumer Math
 Pre Algebra
 Algebra I/Geometry*(beginning with the class of 2003)
 Algebra II/Geometry
 Advanced Algebra/Trigonometry
 Advanced Math
 Pre-Calculus

ENGLISH (4 CREDITS)

Senior English
 College Prep
 English I, II, III

SCIENCE (3 CREDITS)

Applied Bio/Chem
 Biology I
 Chemistry
 Environmental Science
 Physics
 Anatomy/Physiology
 +Aquaculture I/II
 +Agriculture Science
 Sociology/Psychology
 +Horticulture I, II, III
 +Forestry

SOCIAL STUDIES(3 1/2 CREDITS)

US History*
 World History
 Current World Problems/Survival Skills*
 Washington State History*/**
 Geography

PHYSICAL EDUCATION(2 CREDITS)

General PE*
 Life Time Sports/Team Sport Waiver

FINE/GRAPHIC ARTS(1 CREDIT)

Art I/II/III Floral Design
 Band Living Environments
 Choir
 Graphic Arts/Yearbook

OCCUPATIONAL ED. (1 CREDIT)

All classes with a "+" in front of them

ELECTIVES (5 1/2 CREDITS)

+Personal Choices*
 +Ag. Metals
 +Power Mechanics
 +Woods I, II
 +Beginning Microcomputer Applications
 +Advanced Microcomputer Applications
 +Accounting I/II
 +Languages
 +Work Experience (WEACLE)
 +Small Engines
 +Foods/Nutrition
 +Relationships
 +Clothing
 +CAD
 +Desktop Publishing
 +Accounting

* Valley requirements

** taken in 8th grade meets the requirement

Additional Requirements

Portfolio
 Senior research paper or project
 Community Service: 40 hours (to be completed by graduation)