

Wenatchee High School
STUDENT/PARENT HANDBOOK
2018-2019

Wenatchee High School
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Wenatchee, WA 98801
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Wenatchee School District #246
235 Sunset Ave.
Wenatchee, WA 98801
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PREFACE

The Wenatchee High School Student Handbook contains the policies and procedures that govern the operation of Wenatchee High School. The student handbook guides student success. The policies and procedures are approved by the Wenatchee School District Board of Directors and meet all legal requirements for Washington State Public High Schools. Each student is responsible for knowing the contents of the handbook and for abiding by the rules and regulations outlined therein.

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CONTACT INFORMATION

HOURS OF OPERATION

School Hours:	6:45 AM - 4:00 PM
Main Office Hours:	7:00 AM - 4:00 PM
Attendance Office Hours:	7:00 AM - 4:00 PM
Library Hours	7:30 AM - 3:15 PM

CONTACT INFORMATION

	Number	Ext.
Main Office	663-8117	
Athletics	663-3384	
ASB Office	664-3678	
Attendance	663-6903	
Assessment	663-8117	707
Deans' Den	663-8117	743
Family Advocate	663-8117	702
Counseling	665-7618	
Career & Technical Education	662-8754	
Career Center	663-8117	714
College Mentor	663-8117	721
School to Work Liaison	663-8117	750
Health Room / Nurse	663-8117	738
GEAR UP	663-8117	159
Security	663-8117	245
School Psychologist	663-8117	194

WHS ADMINISTRATION

Eric Anderson , Principal	663-8117	703
Ricardo Iniguez , Associate Principal	663-8117	706
Donna Moser , Assistant Principal	663-8117	740
B.J. Kuntz , Dean of Students	663-8117	359
Jacob Bucholz , Dean of Students	663-8117	746
Dennis Conger , CTE Director	662-8754	
Jim Beeson , Athletic Director	663-8117	724

GUIDANCE COUNSELORS

Stephanie Stuber (A - CL)	663-8117	727
Will White (Cm - Ha)	663-8117	709
Tonya Luinstra (Hb - Me)	663-8117	728
Doug Taylor (Mf - R)	663-8117	736
Mary Howie (S - Z)	663-8117	726

SPECIALISTS

Lorena Pulido / David Vasquez - Migrant Graduation	663-8117	739
Bob Sanford - Social Services Specialist	663-8117	211
Molly Butler - Academic Intervention Specialist	663-8117	340
Shelly Jelsing - Social Emotional Learning Specialist	663-8117	718

INFORMATION & GUIDELINES

BELL SCHEDULE

MONDAY		TUESDAY - FRIDAY	
PERIOD 1	9:45 - 10:50	PERIOD 0	7:00 - 8:05
PERIOD 2	10:55 - 12:00	PERIOD 1	8:15 - 9:40
LUNCH	12:00 - 12:30	PERIOD 2	9:50 - 11:15
PERIOD 3	12:45 - 1:50	LUNCH	11:15 - 11:45
PERIOD 4	1:55 - 3:00	PERIOD 3	12:00 - 1:25
		PERIOD 4	1:35 - 3:00

CHANGE OF ADDRESS

Please report a change of address or phone number(s) to the Counseling Office. Please include cell phone numbers if applicable. Please call 665-7618 for the Counseling Office to report these changes and additions.

WITHDRAWAL FROM SCHOOL

A parent, guardian, or Power of Attorney MUST be present, WITH identification to withdraw a student from Wenatchee High School. The parent, guardian or POA's signature is required on the withdrawal form and all applicable paperwork must be completed. ALL fines and fees must be paid before a transcript will be forwarded (RCW 28A.635.060).

SCHEDULE CHANGES / CLASS WITHDRAWALS

Every effort will be made to place students in courses that are appropriate for their abilities and future educational or career interests. Maximum student and parent input will be allowed during the time when course selections are made. Once those selections are made, we will honor them to the extent possible. No changes will be made in these selections after this form is finalized except for the following reasons:

1. A required course for graduation is failed during the current year or,
2. A course is taken during summer school, which fulfills requirements.
3. Exceptional circumstances, including dropping a class after the time frame outlined by our counseling services. Any student can pick up a Drop Class form at the counseling office.

Any course dropped after 15 days will receive a "W" on the student's transcript. Courses dropped after the quarter mark of the semester will receive an "F" grade on the transcript.

PRIDE

WHS encourages students to follow clear expectations around their behavior. PRIDE expectations were developed in collaboration with students and staff. All students and staff are to focus on being positive, inclusive, determined and engaged in their work and learning. Students' conduct in the classroom will be such that it will not disrupt the teaching/learning process. If situations arise, the classroom teacher initially handles student misbehavior and contacts parents when warranted. If behavior continues, students will be referred to the office for more support.

STUDENT SAFETY

Harassment, Intimidation & Bullying

Harassing behaviors are taken seriously and will not be tolerated. If you witness, or are the target of this behavior it is critical that it be reported to an administrator as quickly as possible. You may speak to any administrator to make a report, or you may use the **"Student Concern Report Form" on the homepage of the WHS website**. When a report is made, it will be investigated fully by administration and appropriate action will be taken based on the findings.

Harassment, intimidation, or bullying means any intentional electronic, written, verbal, or physical act when the intentional electronic, written, verbal, or physical act:

- Physically harms a student or damages the student's property; or
 - Has the effect of substantially interfering with a student's education; or
 - Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
 - Has the effect of substantially disrupting the orderly operation of the school.
-
- Because the above definition includes the use of electronic devices and/or social media, T.H.I.N.K. before you post online or use an electronic device for the purpose of hurting, degrading, or trolling others.

T - Is it **True?**

H - Is it **Helpful?**

I - Is it **Inspiring?**

N - Is it **Necessary?**

K - Is it **Kind?**

Earthquake Emergency

If an earthquake is to occur please follow direction from staff.

Fire Emergency

When the fire alarm sounds, all students and building personnel will evacuate the building immediately. Students must leave their classroom and proceed directly to the designated exit. Teachers will take attendance and will stay with their classes. All classroom doors and windows must be closed. Intentionally pulling a fire alarm will result in police contact and disciplinary action.

Lockdown Emergency

A Lockdown is administered when there is a physical threat emergency. The lockdown notification will sound and please follow directions provided by the system and by staff. Please keep in mind that the physical threat can be inside of the building or outside of the building.

Sheltered-in-Place Emergency

A shelter-in-place is a air quality emergency. The Shelter-in-place notification will sound and please follow directions over the system and by staff. Please keep in mind that the air quality concern may occur in the building or outside of the building.

ATTENDANCE

In order to maximize instructional time and encourage student responsibility, Wenatchee High School has implemented a system for classroom attendance. Students will be required to scan into class using the barcode on their student ID card. Students may also access a digital copy of the barcode using the Skyward mobile app on their phone. Every classroom space will have a scanner available to record attendance. If a student does not scan their card in the classroom, they will be marked as absent by the skyward system. The absence will remain unexcused until the office is provided an acceptable excuse by parent/guardian or school authority. 48 hours (2 school days) is allowed to excuse an absence if it meets acceptable criteria. If a student is late to class, they must sign in at a tardy kiosk and bring the printed note to the classroom before they will be allowed to enter.

HOW DO I EXCUSE AN ABSENCE OR TARDY?

Within 48 hours of returning to school:

- Write a note with date(s) & reason for absence(s) and turn in to the attendance office.
- Email the attendance office directly with the date(s) & reason for absence(s).
- Call the attendance office and speak to an attendance secretary.
- Unacceptable reasons will not be excused and will be noted as "Not Excused".
- Past absences (absences that have already occurred) cannot be excused by voicemail.

EXCUSED ABSENCES

Students, at times may appropriately be absent from class. The following are valid excuses for absences:

- Participation in a district or school approved activity.
- Illness, health condition or medical appointment for student in question. After 5 days of excused absence for illness, a doctor's note is required.
- Family emergency
- Observance of a religious or cultural holiday
- Court
- Post-secondary visitation or scholarship interview
- Absence directly related to student homeless status
- School Discipline or corrective action
- Principal and parent/guardian agreed upon activity. May be denied by administrator if absence causes a serious adverse effect on the student's educational progress.

MID-DAY ABSENCES

Once students have arrived on campus, students are expected to attend all classes, on time. Absences or tardies that take place mid-day cannot be excused after the fact (i.e. excusing an absence from 2nd period the day after the absence). These types of absences **WILL NOT** be excused if parents/guardians do not notify the school in advance, or if students do not follow the appropriate checkout procedure.

WILL ABSENCES AFFECT GRADES?

Absences may affect the grade and credit earned for a course depending on each teacher's syllabus. Each student will receive a copy of the course syllabus and a copy of the syllabus will be posted in the classroom.

WHEN IS A STUDENT MARKED TARDY?

A tardy is defined as a student entering a class after the light has turned off. Students who are tardy will not be allowed to enter class until they present the printed ticket they receive from the tardy kiosk after signing in.

WHAT IF MISTAKES ARE MADE IN TAKING ATTENDANCE?

If a student believes a mistake was made, the student is responsible for talking with the teacher to get a signed note, which he/she takes to the attendance office for clearance.

CAN WORK BE MADE UP AFTER AN ABSENCE?

Yes, but it is the student's responsibility to make up work for excused absences, school related absences such as field trips, or suspensions. The teacher's syllabus will explain the makeup policy for that class.

If an absence is excused, the student will be permitted to make up all missed assignments outside of class under reasonable conditions and time limits established. Except in participation-type classes, a student's grade may be affected because of the students inability to make up the activities conducted during a class period.

Students may be removed from a class or provided a reduced schedule for habitual tardiness or attendance violations.

LEAVING CAMPUS DURING SCHOOL

Student safety is a prime concern at Wenatchee High School. During school hours, students shall not leave campus without parent / guardian or school authority advance approval. Students shall be in class during all times unless approved in writing by the current teacher or school authority. In the event a student is not feeling well or has a circumstance that requires they leave campus, parent / guardian or school authority must approve the absence prior to the student leaving campus. Students must check out at the attendance office / with the nurse before leaving school in all circumstances except school activities, running start, tech center, or during lunch if student has off campus privileges.

SKIP DAY

Wenatchee High School does not permit a "school skip day" nor "senior skip day". Students involved in such activities will be regarded as truant from the school and subject to discipline.

STUDENTS ON CAMPUS

Students are to be on campus only at times they have scheduled classes or attending a school sponsored event. Failure to follow this guideline may result in criminal trespass charges. Wenatchee High School will provide supervision for students during school operational hours and school sanctioned events

CELL PHONES / ELECTRONIC DEVICES

Cell phones and other electronic devices (iPods, headphones, etc.) are allowed at school. Devices that create a disruption to the learning environment may be confiscated. Violation of this policy may result in student being sent to office. Office disciplinary actions will be as follows: **1st offense**-school discipline; **2nd offense and continued offences**-phone held until parent conference.

COMPUTER NETWORK / ACCEPTABLE USE POLICY

Wenatchee School district offers a variety of electronic resources to students and staff. Electronic media (such as Internet) is a rich resource the value of which overshadows the possibility of undesirable material. As a condition of each user's right to use any type of computer related electronic media (including Internet) all students must agree to use the system in an acceptable manner, as stated in Board Policy 2022.

SURVEILLANCE EQUIPMENT

Wenatchee High School reserves the right to use surveillance equipment at all times to support the safety of our staff and students within the building which includes grounds surrounding the school buildings.

DRESS CODE

Appearance and attire at school should be neat, clean and within the bounds of decency, health and safety. Dress and appearance shall not be disruptive of the educational process of learning objectives. This dress policy is in accordance with District Policy 3224.

- Dress Standards
 - i) The following standards are provided to assure the safety and well-being of all students and staff. The key is that school attire should be modest and appropriate. Dress may not be disruptive to the learning environment. In order to maintain a learning environment, here are a few keys:
- Modesty Dress Code
 - i) Tops must have a modest neckline and shoulder line.
 - ii) Clothing and/or other accessories that would be considered a disruption to the learning environment are prohibited. Any clothing that goes against our curriculum, respect toward others, or is sexually suggestive is also prohibited.
- Safety Dress Code:
 - i) Footwear must be worn at all times.
 - ii) Head coverings – beanies and religious head coverings are permitted, while the wearing of any other head cover is prohibited. Including, but not limited to baseball caps, cowboy hats, bandanas, scarves, hair nets, etc.
 - iii) Clothing that may also be disruptive to the learning environment and are not permitted are: chains, sharp protruding objects protruding from necklaces, collars, bracelets, and rings, sunglasses, charms or jewelry depicting any kind of weapons, alcohol, tobacco, drug or drug paraphernalia.
 - iv) Clothing identified as “gang-like” and are not permitted are: Playerz 69, Playboys/Playgirls (bunny logo), Dallas Cowboys, 5-point star, Oakland/LA Raiders, Los Angeles Dodgers, Colonia Chiques, SSL logo, Old English script, “13” or “14” or “22”, Surenos, Nortenos, Smile now/Cry later (in words or the theatrical mask), Bandanas, Hanging belts (the loose end past the buckle that is hanging down), 8-ball symbols, Marijuana leaf, Clothing with “ICP”, “Insane Clown Posse” or any graphics of “Hatchet Man” representing “Insane Clown Posse”, (gang and violence related), gloves or anything demonstrating affiliation with local gangs.
 - v) Clothing must not be gang-related or reflect gang involvement (as determined by school administrators and SRO). (Plaid button up shirt (any color), Oversized pants, Oversized plain white t-shirts)
 - vi) Clothing is not to be tied, pinned, or banded
 - vii) Clothing and/or accessories must not include sunglasses, gloves, rubber bands at the ankles, socks pulled up to bottom of shorts, shirts or blankets draped around neck, hair picks in hair, headbands.
 - viii) Personal grooming must not depict or imply gang membership or affiliation—i.e.: notched eyebrows, lines or symbolism shaved in hair.
 - ix) Pants may not be pinned or nailed to shoes. BOTH pant legs must be consistent in length. Wearing one up and one down will not be permitted.

This list may be added to as additional brands are identified as being gang related by local law enforcement. Students failing to meet the requirements of the Dress Code will be asked to make any necessary changes. Failure to make these changes, or repeat violations of the Dress Code may result in suspension for insubordination.

RESPECT FOR THE LAW AND THE RIGHTS OF OTHERS

The student is responsible as a citizen to observe the laws of the United States, the State of Washington, and/or its subdivisions. While in the school, the student shall respect the rights of others. Students who involve themselves in criminal acts on school property, off school property at school-supervised events, or off school property - and which acts have a detrimental effect upon the maintenance and operation of the schools or the District - are subject to disciplinary action by the school and prosecution under the law.

DRUG AND ALCOHOL POLICY

From **STUDENT CONDUCT** Procedure 3240P

(5) Alcohol, Chemical Substances and Tobacco Products

A student shall not knowingly possess, use, transmit, be under the influence of, or show evidence of having used any alcoholic beverage, illegal chemical substance or opiate, or tobacco product.

From School Board Policy 3241

Behaviors Resulting in an Immediate Referral to Administration - RCW 28A.600.040

EXCEPTIONAL MISCONDUCT

- Alcohol/Drugs -- Use or Possession
- Tobacco -- Use or Possession
- Alcohol, Drugs -- Sale or Delivery > These behaviors require Emergency Expulsion

RANGE OF SANCTIONS

Corrective Actions or Punishments: As a general rule, the Wenatchee School District expects that each educational site works to improve student behavior prior to removal from school. The following guidelines are in effect for students to establish a range of corrective actions which may be imposed as a consequence of exceptional misconduct on the first offense. The appeal process for Short and Long-Term Suspensions shall remain in effect for Short and Long-Term Suspensions imposed as a result of this procedure. These are guidelines, and certain incidents may require advancing the discipline to align with the severity of the behavior.

- Possession or use of alcohol or any controlled substance:
Minimum = Long-Term Suspension
Maximum = Expulsion

WSD D/A PROGRESSIVE DISCIPLINE GUIDELINES

These guidelines are intended to provide a measure of consistency among all schools, while permitting flexibility to impose alternatives as circumstances warrant.

I. First Offense:

Possession of drug paraphernalia, possession and/or use of controlled substances, marijuana, alcohol and/or other substances intended to alter mood, or purported controlled substances not taken at the direction of a physician, will be grounds for an Emergency Expulsion to be converted to a Long-Term Suspension.

At the high school level, Long-Term Suspension may be for the remainder of the semester or not to exceed 90 days, whichever is greater, subject to the limitations of WAC 180-40-260(5).

At both high school and middle schools levels, the Long-Term Suspension may be reduced/converted to a Short-Term Suspension if the student provides evidence of having scheduled a drug assessment within 24 hours, and having complied with all health care recommendations, and may be accompanied by one or more of the following:

- A. Referral to law enforcement agency
- B. Referral to prevention intervention specialist/counselor
- C. Behavioral contracting
- D. Other appropriate alternatives

Failure to complete health care recommendations may be grounds for additional sanctions.

II. Second Offense:

A second offense may result in:

- A. Expulsion
- B. Long-Term Suspension
- C. Referral to law enforcement agency
- D. Implementation of additional alternatives
- E. Extension of alternatives for first offense

III. Sale or delivery of all drugs, alcohol, controlled substances or purported controlled substances shall be cause for referral to a law enforcement agency, Emergency Expulsion, and recommendation for Expulsion.

IV. Student use of tobacco products is prohibited in district facilities, vehicles, or on district property. Students will be subject to progressive discipline for violation of policy.

RANGE OF SANCTIONS

Wenatchee High School adheres to the school district policy of progressive discipline. The range of sanctions is progressive and repeated offenses in any one category or combination of categories will result in more severe sanctions. Board Policy 3241 and Procedure 3241P.

POLICE AT WHS

WHS is fortunate to have Officer Jerad Reinfeld as our school resource officer. His collaboration with WHS administration is vital in our efforts to increase safety and prevention for students. It is the philosophy and belief of the administration at WHS that the responsibility for dealing with student discipline violations rests with us. Thus, we will make every effort to handle such problems in-house, according to the policies and procedures established by the district and the school. However, when violations of state laws or municipal ordinances occur, or when students or parents refuse to work within the established policies of the district and school, or where security of person or property appears to be in jeopardy, we will not hesitate to work with police.

DRUG DETECTION DOG

A law enforcement dog may be brought onto the campus and into the school periodically for the purpose of detecting drugs. Students will not be told of the time of the inspection. Student lockers and backpacks may be opened when reasonable suspicion exists to warrant such action.

TECHNICAL DETECTION OF ALCOHOL AND/OR OTHER DRUGS

Technical detection of alcohol and other drugs is supported by board policy. Breathalyzers, specific devices, and practices will be used when there is reasonable suspicion.

FOOD AND DRINK

Food service will be available when classes are not in session. Students are required to clean up after themselves. Throwing food (participation in a food fight) is unacceptable and a safety concern. Any student involved in any way in a food fight will receive disciplinary action. In addition, seniors will not be allowed to participate in the graduation ceremony.

LUNCH PROCEDURES

Wenatchee HS has one 45 minute lunch for all students. Juniors or Seniors leaving campus for lunch will exit with proper ID out of the athletics or main doors. Upon return, all students will enter the **main entrance** with ID visible. Students eating lunch on campus are encouraged to find a comfortable space. Students may eat in the cafeteria, classrooms (w/ teacher supervision), courtyard, or non-carpeted hallways. No food will be allowed in the gym/athletic spaces.

OPEN / CLOSED CAMPUS

Wenatchee High School is an open campus at lunch time ONLY for qualified juniors and seniors. Students are NOT to loiter in surrounding areas or in the WHS parking lot during hours of school operation (6:45 AM – 4:00 PM). The privilege of open campus may be revoked at any time by school administration. Once students have left campus for lunch, they are not the responsibility of Wenatchee High School.

HALL PASSES

All students must have a hall pass, specific ID cards, or check out slips to be in the halls. This applies to ASB members, annual and newspaper staff members, teacher's aides, tech center students, students with early dismissal permission and any student who finds it necessary to enter the halls. Hall passes are not generally permitted the first and last 15 minutes a class period.

LOCKER ASSIGNMENTS

Students are assigned a locker upon request. To request a locker please see the Dean's Den secretary. Students are responsible for the care and cleanliness of their assigned lockers. Lockers should be kept locked and other students should not be given the combination. The school will not be responsible for articles stolen from your locker, but if you have evidence relating to who stole your property, the school may be of help to you in recovering your stolen item. The lockers are Wenatchee School District property and school officials retain the authority to inspect student lockers (RCW 28A.600.220). Lockers may also be searched when there is reasonable suspicion of inappropriate contents.

FINES AND FEES

Any items issued to a student and/or athlete (i.e. uniforms, locks, class equipment etc) is the responsibility of the student. A fine may be added to a student's account to recover any lost or damaged school district property. Class fees are assessed and charged to student accounts at the beginning of each semester. Diplomas and transcripts will be withheld until ALL fines or fees are cleared. Athletic clearance may be withheld for students with outstanding fines and fees. Payment plans may be available. Students are encouraged to make arrangements for paying any and all fines with the bookkeeper. In Addition, any school district whose property has been lost or willfully cut, defaced, or injured, may withhold the grades, diploma, and transcripts of the person responsible for the damage or loss (RCW 28A.635.060) until the student or parent/guardian has paid for the damages, unless the student is transferring to another secondary institution, in which case the student's permanent record shall be released promptly to the receiving school.

DELIVERIES

Personal items such as lunches, books, backpacks, etc. brought for students during the day by a parent/guardian will be held at the front desk. If the student is unaware the items were being brought in, the student's name will be put on the reader board. Students will be expected to come to the office to pick up their items. In order to reduce classroom interruptions and protect the learning environment, deliveries of personal items will NOT be made to classrooms.

MESSAGES FOR STUDENTS

Student messages will only be accepted from the student's parent/guardian for emergency situations only. Messages will NOT be delivered to classrooms, unless approved by the principal or designee. Personal arrangements for transportation, appointments, etc. should be made prior to school time. Parents needing to release their student during the school day are asked to send a note in advance or come to the Attendance Office to complete checkout procedures. Phone calls for this purpose are discouraged.

PUBLIC DISPLAY OF AFFECTION

Students are expected to exercise self-control and respect for the reputation of others. Specifically, kissing and inappropriate displays of affection are not allowed. Students are not to sit on each others' laps, lay on the floors together, or situate themselves in private areas for such affection.

PARKING LOT

A search of a motor vehicle may be made based on reasonable suspicion when related to possible school rules violation. Any student parking on school grounds in an unauthorized area will be cited with a parking ticket and may be towed away without notice at the owner's expense. Warning signs are posted on campus stating such action may be taken.

PARKING PRIVILEGES

In accordance with WAC 180-40-040 and district policy 3241, school authorities are empowered to supervise and control private transportation of students on the way to and from school, at school and, in addition, requires student-operated vehicles to be registered and parked according to the policy of the school. Those students driving motor vehicles to Wenatchee High School will be required to adhere to the following:

- Students will required to park in the front lot only.
- Parking will be first come first served until parking spots are full.
- Students may not park in spaces that are marked visitors, handicapped or in the staff lot in the back of building. Do not park on curbs painted red or yellow. Violations will result in fines, tickets, or the vehicle being towed.

SKATES / SKATEBOARDS, SCOOTERS, WHEELED SHOES, ETC.

Students are prohibited from riding devices including, but not limited to, skates/in-line skates, skateboards, scooters, wheeled shoes etc. at school or school activities. These items are disruptive and present a safety hazard and may be confiscated. This applies to all District properties.

SCHOOL BUSES

- The driver is in full charge of the bus and pupils. Pupils must obey driver promptly and willingly. School bus drivers have the authority to discipline students for misconduct related to School District Rules (WAC 392-400.230).
- Students who do not obey the rules of good bus conduct may lose their privilege to ride to and from school on the bus as determined by the building principal or his designee.
- Students are expected to abide by all school rules and behavior expectations while under the supervision of the bus driver.

SIGNS, POSTERS, ANNOUNCEMENTS, AND PRINTED HANDOUTS

The main office must approve signs before they are posted. An individual organization, which sponsors the signs that are posted, is responsible for their removal when the event is over. Any printed handouts must have the approval of the administration. Signs/posters must be posted on bulletin boards only, unless prior approval is given.

VISITOR POLICY

School age visitors are not allowed at Wenatchee High School during the regular school day. Exceptions allowed by the principal in advance on a restricted basis.

TECH CENTER STUDENT EXPECTATIONS

Students who attend the tech center will need to have a tech center sticker on their ID card. Card must be available to show staff at all times. When arriving back from tech center in the morning, students are to remain in the commons or sign in at the library to complete homework. Students are not allowed to be in hallways when they arrive. Also, students who miss the bus to go to tech center will be responsible for their own transportation to tech center. Students must leave campus when their day at WHS is finished. Just a reminder, failure to attend your class at the tech center will be an unexcused absence. You will need to have a parent excuse you directly from the tech center by calling their attendance office, if warranted.

ACADEMICS

INCOMPLETES

Students will have 10 days after the conclusion of each semester in which to complete the work necessary to remove the incomplete status. If the student has not accomplished this step, then the incomplete will automatically convert to an F at the end of the 10 day extension. Special arrangements for special circumstances may be arranged through the teacher and the administration.

PASS/FAIL AGREEMENT

A pass/ fail agreement for a class will be considered for students who are experiencing overwhelming circumstances that are impacting their education. Students also receiving special education services have the option to earn a pass/fail grade, if their IEP identifies the accommodation. Students need to see their counselor, or the assistant principal to discuss.

PLAGIARISM

- Fabricating is the phrasing first used by the Columbia University Graduate School of Journalism, the cardinal sin. Faking quotations, faking "facts," reporting things that did not happen is not only reprehensible, it could be actionable in court.
- All work in every class must be a student's own original work. Sources must be credited if their ideas, words or information is used. Plagiarism is never acceptable.
- Plagiarizing as defined by Webster, is "to steal and pass off as one's own the ideas or words of another." It is unethical and -- in cases involving creative work -- usually illegal.
- Duplicating work is defined as submitting the same work to more than one instructor or publication without the prior knowledge and agreement of both.
- Cheating is using resources prohibited by the teacher on assignments or tests. Providing answers to someone during a test or allowing someone to copy your work will also be considered cheating.
- Consequences:
 - loss of all credit for the assignment, test or activity with no possibility for another attempt
 - parent contact
 - administrator referral
 - possible failure of the course

ASSESSMENT

Cindy Murie - 663-8117 (ext. 707)- M-F 8:00 - 3:00- Location-Main Office

Washington State students are tested regularly to assess their progress as they move through school. Graduation years between 2018-2021 are required to pass (1) math, and (1) ELA (English Language) assessment. More information regarding state assessments, graduation requirements and test dates can be found on the bulletin board across from the counseling office, or contacting Assessment Coordinator Cindy Murie in the main office or email at murie.c@wenatcheeschools.org

STUDENT SERVICES & SUPPORT

COLLEGE & CAREER READINESS

Job Shadow - 663-8117 (ext. 750) - Tuesday & Thursday: 8:00 AM - 3:00 PM

Accessing the opportunity to explore careers you are interested in will be helpful when planning your after high school plans. Our School to Work Liaison is here to collaborate and support you in completing job shadows and internships. Kate Anderson's office is located next to the security office near the math hall.

Career Center - 663-8117 (ext. 114) - Located in Library - M-F: 8:00 AM - 3:30 PM

Wenatchee High School is proud to offer a complete and up-to-date Career Center. Students and parents can access support around college entrance testing, college information, scholarships, recommendations, and job building skills. The Career Center is located in the Library.

College Mentor Program - 663-8117 (ext. 721) - Library- M,W,F: 8:00-2:00 Tu: 5:30-8:30 PM

The CMP program is dedicated to support first generation and/or low income seniors, non-AVID, or seniors facing unusual hardships and are on track to graduate with a minimum 2.0GPA who are planning to attend college. Accepted students are matched to a community volunteer-mentor who will help you through the post-secondary (2-, 4-year community/college, technical school or career training) admissions and scholarship/financial aid application process.

- **All seniors (even if you are not assigned a mentor)** can access support and resources during the Tuesday evening College Mentor Nights in the WHS Library, 6-8pm. Begins mid-September and extends through May.

GEAR-UP - 663-8117 (159) - Office # 159 - Int. Lang. Dept. - M-F: 8:00 AM - 3:00 PM

GEAR UP is a college and career readiness grant provided to support students to expand their educational opportunities in preparation for life after high school. Supports offered for tutoring, college applications, college visitations, and financial resources for books, camps, and internships are available. The GEAR UP site directors are eager to assist. Room 159.

GUIDANCE COUNSELING:

Counseling Office - 665-7618 - M-F: 7:30 AM - 3:30 PM

Five full-time counselors and two bilingual graduation specialists serve the guidance needs of students. Students are encouraged to consult a counselor when help is needed. Please make appointments in the counseling center for services.

Special Education Guidance - 663-8117 (ext. 194) - M-F: 8:00 AM - 3:30 PM

Students who receive Special Education services are expected to stay informed on their academic progress and on track to graduate status. Please see Mrs. VanWey and/or Mrs. Hedman with questions around credits, classes, and schedules.

DEANS' DEN

BJ Kuntz & Jake Bucholz - 663-8117 (ext. 743) - M-F: 7:30 - 4:00

The Deans' Den located next to the counseling department is available for all students in need of support. Students struggling with academics, attendance, behavior, social & emotional issues, family dynamics, or extreme stress at home are encouraged to reach out to their assigned dean for support.

ACADEMIC SUPPORT

After School Program - 663-8117 (ext. 111)

The after school program is offered Monday-Thursday from 3:00-5:00 in the Library. All students looking for an environment to study, use the computer, or to receive more support on school work are welcome. Students will sign in and have permission to sign out and leave when they are ready to head home. The program will encourage students to join peers in collaborative study groups to deepen their learning. Any questions on the program, please contact Chris Hockett, the After School Coordinator. He can be reached through email at hockett.chris@wenatcheeschools.org

Honor Society Tutoring- 663-8117 (ext. 260)

Wenatchee High School Honor Society is committed to assisting students with one/one tutoring. If you are interested in receiving some additional support from a fellow student, please see Mrs. Symonds for placement in room 260.

Learning Center - Room 209

Students receiving Special Education services are encouraged to use the Learning Center as an accommodation when needed. Small group instruction is available as well as quiet time to complete individual assignments with limited distractions. Students using the LC will need to arrive with a LC pass filled out by student and signed by their classroom teacher. NO student will be permitted without pass.

After school Credit Retrieval - Resource Lab (Library) - M-Th: 3:15 - 4:15 (Starts in Oct.)

After school credit retrieval is designed to assist juniors and seniors desiring to retrieve credit from failed courses. Interested students can access a registration form from the counseling office.

Library - M: 8:00 AM- 3:30 PM Tu-F: 7:15 AM - 3:30 PM HWC: 3:00 PM - 5:00 PM

Library computer use must adhere to the expectations outlined in the WSD acceptable use policy. The privilege of using the computers can be revoked if the Acceptable Use Policy is not followed.

Google Email: Go to Google.com and click "sign-in" - enter your email and password.

- Format: (e.g. 2015smithjohn@wenatcheeschools.org)
- Password: wsd0XXXXX (your ID#)

Skyward Login:

- Go to www.wenatcheeschools.org/whs - Click on skyward tab on bottom right
- Enter Login ID and Password
- If you forgot, click "Forgot your login/password" and follow prompts.

AVID - (See your counselor for more information)

The AVID elective class is designed to support students in the development of the skills necessary to move on to a 4-year college or university following high school. A typical AVID student would be a 1st generation college student, or a member of an underrepresented group at colleges and universities. The AVID elective class focuses on academic skills, social skills, the college application process including college visits, navigating the financial aid system and the college application itself.

AP/Support Class - (See your counselor for more information)

Students enrolled in rigorous courses have the option to also enroll in an AP/Academic Support class designed to provide time and space to work closely with other students on completion of the coursework assigned in those courses under the direction of a certificated teacher.

Online Tutoring - (See your counselor for login information)

Wenatchee High School has contracted with "The Princeton Review" to provide free online tutoring services to students of WHS. Tutoring/HW Help is available 24/7 and takes place on a secure website where all communication between the tutor and student is recorded. Tutors are available in over 40 subject areas including all AP courses taught at Wenatchee High School.

STUDENT CONCERN REPORT

Administration- Main Office, Deans' Den, confidential link on website

Students are often the first to notice when the people around them are struggling. Observing and supporting other students is an important element in keeping WHS a safe place for all. If you are concerned or alarmed about another student's well-being, choices, or safety, please reach out to administration or complete the form online.

DRUG / ALCOHOL SUPPORT

Intervention Specialist - 663-8117 (ext. 124), M-F: 8:00 AM - 3:00 PM

Our intervention specialist is here to serve students who self report and students identified through a referral. Mrs. McCubbin's office is located in the International Languages pod. She can also be reached by phone or email to set up an appointment. Email: mccubbin.a@wenatcheeschools.org.

HEALTH SERVICES:

WHS Nurse's Office: 663-8117 (ext. 738) - Inside attendance office - M-F: 8:00 AM - 3:30 PM
Wenatchee High School has one full-time nurse located on-site. In the absence of the nurse, first aid will be administered as necessary through the Attendance Office where staff has been trained to respond to emergencies. If the nature of the emergency is severe and staff is unable to reach any parent or emergency contact, an ambulance will be summoned, if appropriate.

Students who become ill at school are to report to the health office with a note from their teacher. Efforts will be made by the health room staff to contact parents/guardians to determine whether the child should be sent home. When students become ill, they are not to leave the school grounds until the nurse's office has given permission and the student has been checked out at the attendance office.

MEDICATION AT SCHOOL (PURSUANT TO BOARD POLICY 3416)

Prescribed and 'Over the Counter' medications may be an important component of a student's wellness plan. To prudently manage student health and safety, Wenatchee School District has placed certain guidelines. This addresses how any medication is used at school. These guidelines will be given to every student each year. You will find the specific guidelines in the back of our handbook.

Briefly:

Prescribed medications taken at school, or that may be stored at school, must have an accompanying Authorization for Medication Administration #SN-02 form completed by the prescribing health care professional. The exception is asthma inhalers, if no backup is provided to the office.

Students in middle and high school may carry a small quantity of 'Over the Counter' (OTC) medication equal to a one-day dose, provided their parents have given their child permission to do so. Students in all grades shall be granted permission to self-carry rescue medication provided certain criteria are met.

EMOTIONAL SUPPORT

Deans' Den Assistant- 663-8117 (ext. 743) - M-F: 7:00 AM - 4:00 PM

Wenatchee High School works closely with our partners in the community who provide counseling services to students. If you would like to talk about the options available to you, speak to your guidance counselor, your dean, or Mrs. Luna.

CRISIS SUPPORT

WHS Social Services Specialist - Bob Sanford - 663-8117 - M-F: 7:30 AM - 4:00 PM

Students and/or families at times may need intensive support to ensure their physical and emotional safety. WHS encourages students and families to reach out to our staff or community resources below.

- Crisis Phone Line: 509-662-7105
- Crisis Text Line: Text "HEAL" to 741741
- SAGE Support for Domestic Violence / Sexual Assault: 509-663-7446

HOUSING/UNACCOMPANIED YOUTH/ FINANCIAL SUPPORT

Assistant Principal-Donna Moser - 663-8117 (ext. 720) Location: Main office

Many students struggle at times with consistent guardianship and housing. If you are having challenges at home that are impacting your ability to provide for your basic needs, safety, or housing, please visit the main office. There are many resources that can be allocated for you to stay on track to graduate.

FAMILY ENGAGEMENT

FAMILY EDUCATION AND RESOURCE SUPPORT

Family Advocate - 663-8117 (ext. 705) - Main Office - M-F: 7:45 AM - 3:30 PM

Navigating through WHS can be daunting for parents and families. Our bilingual family advocate is available in the main office to support all WHS families. Resources, educational opportunities, and outside agency referrals are available through her office.

COFFEE WITH THE PRINCIPAL

Administration - 663-8117 - Main Office

Coffee with administration is hosted by our family advocate on a monthly basis. Parents are invited to attend an open dialogue hour to discuss ideas and answer questions. The hour provides time for all stakeholders to improve communication while offering support to one another. Families will receive phone calls about the events and information will be posted to our website and Facebook page.

PARENT ADVISORY GROUP

Principal Eric Anderson - 663-8117- Main Office

Wenatchee High School has formed a Parent Advisory Group that meets monthly to discuss high school issues and to seek feedback. Parents must have a student enrolled at WHS. The WSD School Board is responsible for selecting the 12 members of the advisory group working to accurately represent the high school's demographics. Translation services are provided. If you have any questions about the Parent Advisory Group, please contact Principal Eric Anderson.

BOOSTER CLUBS (MUSIC AND ATHLETICS)

WHS Booster Clubs are facilitated by the parents of students involved in athletics, annual, and music programs. Parents wishing to get involved should contact the specific departments directly.

SUPPORTING YOUR STUDENT

Check skyward account

Each parent and student have their own login information. It is recommended that parents log-in weekly to review grades and attendance for each class. Pay specific attention to any missing assignments. If your student has missing work, give your student a deadline to turn in all missing work. One week is recommended. If you have not signed up for skyward access, you can download a form off the our website or pick one up at the main office.

Communicate with Teachers

Communication with teachers is key in helping your student excel at Wenatchee High School. The following are recommended ways to communicate with your student's teachers.

- Attend Open House and parent-teacher conferences
- Email or call teachers with questions or concerns
- Teacher emails are available via skyward or can be found on the WHS website.

If your student is struggling with attendance or academic performance, contact the school.

- Schedule a meeting with Dean of Students and/or teachers.
- Encourage and support your student to attend homework center for academic support.
- Ensure student has adequate sleep and an area at home to do homework.
- Consider removing cell phone and computer access from your student before bed.
- Be sure student has access to a quality breakfast, lunch and dinner each day.

Manage Student Attendance

Require your student to attend school all day, every day unless given prior permission from you. Only excuse absences that are legally appropriate : sickness, legal responsibility, appointment, family emergency. You may excuse absences in any of the following ways:

- Write a note indicating date & reason for the absences and have your student deliver the note to the attendance office.
- Email the attendance office directly with the date, and reason for absence.
- Call the attendance office, however, if you do not speak directly to an attendance secretary, write a note or call back.
- Any student that is absent for 5 days is required to provide a note from a doctor.

If your student is struggling with social- emotional- substance abuse, contact your student's school counselor.

- Schedule outside counseling appointment for student to talk with a mental health professional.
 - Your student's counselor or Dean can help with this process if needed.

If your student has a significant change or stressor, please notify the school.

- Stress at home, change in family dynamics, and/or health of family members
- Change in medication, behavior, or sleep patterns

STUDENT GOVERNMENT, ACTIVITIES & ATHLETICS

FIELD TRIPS

When students participate in school sponsored trips, they are expected to follow all WHS rules, guidelines & handbook expectations. Students traveling on overnight trips will be required to sign and acknowledge additional expectations in order to participate.

ID Card & ASB Sticker

All students are provided with one (1) free ID card once they have their picture taken. The ID card is required for attendance purposes. While on school property, students should have their ID card on them at all times. If a replacement card is needed due to loss or damage, the fee for replacement will be \$5. Replacement cards can be purchased and printed in the ASB office.

The following stickers may be applied to the ID card:

Off-Campus - This sticker, which is earned by meeting the off-campus requirements, allows junior and senior students to leave campus at lunch. A new off-campus sticker is applied each quarter based on the previous quarter's attendance. All students who choose to leave for lunch should have their ID with sticker visible when leaving campus as well as arriving.

ASB - The ASB sticker (\$30) allows free admission to most all home athletic events and participation in all school groups which draw money from A.S.B. funds. Any student who is a member of, or participates in, an Athletic team sport, Activity (including Band, Jazz Band, Orchestra, Chamber Choir, Vocal Jazz, Choraliars and Concert Chorus) and/or ASB club(s) is required to purchase an ASB card.

AM or PM TECH - The TECH sticker identifies students who need to leave or arrive on campus mid-day to attend the Wenatchee Valley Technical Skills Center. TECH students should have their ID with sticker visible when leaving or arriving on campus for security purposes.

Running Start - The Running Start sticker identifies students needing to leave or arrive at various times throughout the day due to attending classes at Wenatchee Valley College. Running start students should have their ID with sticker visible when leaving or arriving on campus for security purposes.

ASB CLUBS AND ORGANIZATIONS

The following extra-curricular activities are available to students:

ASB Sponsored Activity	Advisor	ASB Sponsored Clubs	Advisor
Apple Leaf	Tamara Giacomazzi	Art Club	Don Collins
ASB Student Gov.	Brent Grothe	DECA	Sierra Larkin
Choral Music	Dawn McCormick	Debate	Dave Carlson
Golden Apple Band	Jim Kovach	Drama Club	Paul Atwood
Knowledge Bowl	Chris Cloke	Earth Club	Joyce Block
Mariachi	Ramon Rivera	Equestrian Club	Thera Judd
Math Club	Nathan Stewart	FBLA	Loren Brown
National Honor Society	Mary Symonds	FFA	Dan Ellwood
Orchestra	Beth Jensen	German Club	Carrie Christensen
Panther-ettes	Tina Olson	INSPIRE	Amy McCubbin
Sport Medicine	Dale Blair	Interact Club	Jon Magnus
WaWa (yearbook)	Travis Williams	Japanese Cultural Club	Adam Macdonald
Sr. Class Adviser	Brandon Harle	Link Crew/Ignite	Molly Butler
Jr. Class Adviser	Tami Walters	Key Club	Diane Owen
Soph. Class Adviser	Brent Grothe	MECHA	Susana Velazquez
Freshman Class Adviser	Koni McLean	People First	Kelly Sims
		Random Acts of Kindness	Shelly Jelsing
		Skills USA	Reed Carlson
		Sound Crew	James Wallace
		Spanish Club	Fredrick Lenard
		Speech and Debate	Dave Carlson
		Technology Students Assoc.	Doug Merrill

Sports

FALL:

Cross Country
Football
Soccer (Girls)
Swimming (Girls)
Volleyball
Cheerleading
Apple-ettes

Susan Valdez
Scott Devereaux
John Springer
James Elwyn
Emily Mclean
Dani Schafer-Cloke
Lindsay Loudin

WINTER:

Basketball (Boys)
Basketball(Girls)
Bowling(Girls)
Swimming (Boys)
Wrestling
Cheerleading
Apple-ettes

Travis Williams
Patrick Loftus
Jeff Leavitt
James Elwyn
Ed Valdez
Dani Schafer-Cloke
Lindsay Loudin

SPRING:

Baseball
Golf(Boys)
Golf (Girls)
Soccer(Boys)
Softball
Tennis(Girls and Boys)
Track(Boys and Girls)
Cheerleading
Apple-ettes

Jeff Zehnder
Scott Paine
Doug Merrill
Dennis Tronson
Brent Grothe
Cindy Noyd
Bob Bullis
Dani Schafer-Cloke
Lindsay Loudin



School Dances

ADMISSION

- 1) The two (2) formal dances are: Homecoming, and Senior Prom. Homecoming is open to all students from Wenatchee HS and Westside HS. Prom is open to Wenatchee HS and Westside HS Juniors and Seniors only, however, they may invite a freshman or sophomore guest. Out of district guests are permitted for Homecoming and Prom **only**.
- 2) A WHS student may have one (1) guest accompany them to the Homecoming, and/or Senior Prom only. **Guests will not be permitted to other dances.**
- 3) Wenatchee students shall pick up guest passes from the Athletics/Activities Office. All guests must be 20 years old and younger. Students who are in 8th grade or lower will not be allowed to attend WHS dances.
- 4) Wenatchee students must register their guest by Wednesday noon prior to the dance. Only one guest per student is allowed.
- 5) Every guest who attends the dance will be required to show an I.D. card to an Administrator or designee. Guests must show and leave at the door an I.D. card, A.S.B. card, or driver's license.

HOURS

All dances will begin at 8:00 and end at 11:00 unless otherwise specified. Once a person has left any dance, he/she shall not be re-admitted. No one will be admitted after 10:00 PM.

CONDUCT

- 1) Students and guests who do not conduct themselves in a satisfactory manner shall be requested to leave the dance. Students who bring an eligible guest to social functions of Wenatchee High School shall be held accountable for the actions of their guests. There is zero tolerance for inappropriate dancing. The following dance movements or styles are inappropriate for the high school setting and are therefore not permitted:
 - a) No lewd or sexually suggestive dancing (freaking, grinding, dirty dancing, etc.)
 - b) No movements that advocate violence (moshing, slamming, etc.)
 - c) No movements that threaten student safety (body surfing, piggy back, etc.)
- 2) If a student (or guest) chooses to dance inappropriately, they will be asked to leave the dance without refund and disciplinary action up to and including suspension from future dances.
- 3) Dance attendees may be asked to submit to alcohol/drug detection devices if there is reasonable suspicion the attendee may be under the influence of a substance.

DRESS

Dress for all dances and social functions shall be that which is appropriate to the occasion. Students/guests who wear attire that is deemed to be inappropriate by school administration will not be admitted to the dance.

WENATCHEE SCHOOL DISTRICT NO. 246

STUDENT RIGHTS

As citizens of the United States students have certain constitutional rights. The school system cannot unduly infringe on those rights. The school may, however, set reasonable limits on those rights in order to meet the district's obligations to educate.

- 1) The Wenatchee School District shall not deny any pupil equal educational opportunity or discriminate against any pupil because of national origin, race, religion, economic, status or sex. Furthermore, no pupil shall be denied such opportunity solely because of pregnancy, marital status, previous arrest, previous incarceration or a physical, mental sensory handicap.
- 2) Pupils shall have the right of freedom of speech and of the press; to the degree courts have applied it within the public schools. This means that the right is subject to limitation in official publications and in compliance with legitimate instructional concerns.
- 3) Pupils have the right to peaceably assemble their government subject to the right of the school to regulate the time, place, and manner of the exercise of the right.
- 4) Pupils have the right to the free exercise of religion and to have their school free from sectarian control or influence, subject to reasonable limitations upon the time, place, and manner of the exercising such right.
- 5) Pupils shall have the right to be secure in their persons, papers and effects against unreasonable searches and seizures, recognizing that no right of privacy exists as to lockers issued for student use.
- 6) No pupil shall be deprived of an equal educational opportunity by a school district without due process of law.
- 7) Pupils shall have the right to be free from unlawful interference in their pursuit of an education while in the custody of the school district.
- 8) The Wenatchee School District affirms the protections under Title IX of the Civil Rights Act to provide equitable participation opportunities in interscholastic activities.
- 9) Pupils have the right to be involved in school activities provided that they meet the reasonable qualifications of the sponsoring activity.
- 10) Pupils have the right to know the requirements of all courses of study and to know on what basis the grade will be determined.
- 11) All pupils have the right to consult with teachers, counselors, administrators, and other school personnel.
Pupils have the right to elect their peers to student government, and all students have the right to seek and hold office subject to the provisions of the ASB constitution.

STUDENT RESPONSIBILITIES

In order to maintain and advance the mission of Wenatchee High School, it is the responsibility and duty of each student to:

- 1) Diligently pursue a course of study which is designed to maximize his/her potential while developing the knowledge, skills and attitude necessary to become life-long learners and responsible contributing citizens.
- 2) Attend school daily and to be on time to all classes.
- 3) Be aware of, and obey all school rules.
- 4) Express opinions and ideas in a respectful manner without libel or slander.
- 5) Act in a manner that will not detract from the education of any other student.
- 6) Respect the rights of others and exercise self-discipline.
- 7) Follow established procedures in seeking changes in school rules.
- 8) Identify oneself to school staff when requested on any school property or at any school activity.
- 9) Follow the reasonable requests of school staff members.
- 10) Comply with written school rules that are adopted to carry out WAC 392-400-225 and RCW 28A.600.010.
- 11) Submit to reasonable corrective action or punishment imposed by school staff for violation of school rules.

GUIDELINES FOR STUDENT BEHAVIOR

PANTHER PRIDE

POSITIVE(*Positivo*)

Positive means encouraging and supporting others while maintaining a hopeful and enthusiastic attitude. (*Positivo significa motivar y apoyar a los demás mientras se mantiene una actitud entusiasta y prometedora.*)

RESPETUOSO(*Respectful*)

Respetuoso significa ser considerado y propio, tratando a los demás de la manera que le gustaría ser tratado. (*Respectful means being considerate and appropriate, treating others the way you want to be treated.*)

INCLUSIVE(*Inclusivo*)

Inclusive means creating unity by embracing, including and valuing everyone. (*Inclusivo significa crear unidad aceptando, incluyendo y valorando a cada uno.*)

DETERMINADO(*Determined*)

Determinado significa estar comprometido a superar obstáculos manteniéndose enfocado y perseverando hasta el final. (*Determined means committed to overcoming obstacles by remaining focused and persevering to the end.*)

ENGAGED(*Comprometido*)

Engaged means being fully present, curious, and interactive. (*Comprometido significa estar completamente presente, curioso, e interactivo.*)

WHS staff and students worked together to establish our school wide expectations. The **Panther PRIDE Experience** not only strives to provide the best environment for our staff, students and community but contributes to a healthy lifestyle.

School Wide Behavior Matrix

	Lunchroom and Common Areas	Hallway	Bathroom	Parking and Bus Ramp	Library and Computer Labs	Assembly and Events
Positive <i>-Positive means encouraging and supporting others while maintaining a hopeful and enthusiastic attitude.</i>	<ul style="list-style-type: none"> -Smiling and saying hello -Using appropriate language -Helping each other 	<ul style="list-style-type: none"> -Smiling and saying hello -Using appropriate language 	<ul style="list-style-type: none"> -Avoiding gossip 	<ul style="list-style-type: none"> -Smiling and saying hello -Using appropriate language 	<ul style="list-style-type: none"> -Viewing this area as an opportunity to grow and learn -Using appropriate language 	<ul style="list-style-type: none"> -Encouraging and supporting others' efforts -Finding the value in the experience
Respectful <i>-Respectful means being considerate and appropriate, treating others the way you want to be treated.</i>	<ul style="list-style-type: none"> -Leaving it better than you found it: throwing your trash away -Using please and thank you -Keeping appropriate physical boundaries 	<ul style="list-style-type: none"> -Leaving it better than you found it -Keeping noise levels within your group -Keeping appropriate physical boundaries 	<ul style="list-style-type: none"> -Flushing -Washing hands -Picking up after yourself: throwing your trash in the garbage 	<ul style="list-style-type: none"> -Leaving it better than you found it -Waiting your turn -Keeping appropriate physical boundaries 	<ul style="list-style-type: none"> -Leaving it better than you found it -Keeping voices quiet -Following library and computer lab rules 	<ul style="list-style-type: none"> -Leaving it better than you found it -Treating the space appropriately -Listening actively and responding properly
Inclusive <i>-Inclusive means creating unity by embracing, including and valuing everyone.</i>	<ul style="list-style-type: none"> -Welcoming people to sit with you -Treating others with kindness -Showing patience: taking turns 	<ul style="list-style-type: none"> -Greeting others (smiles, hellos, high fives) -Being considerate of each others' space 	<ul style="list-style-type: none"> -Being considerate of each others' space -Being nice to everyone 	<ul style="list-style-type: none"> -Greeting others (smiles, hellos, high fives) -Being considerate of each others' space 	<ul style="list-style-type: none"> -Helping others with educational tasks -Being considerate of each others' space -Being considerate of others who need to use the technology 	<ul style="list-style-type: none"> -Opening up space for someone else to sit -Encouraging and allowing diverse perspectives
Determined <i>-Determined means committed to overcoming obstacles by remaining focused and persevering to the end.</i>	<ul style="list-style-type: none"> -Keeping the areas clean -Managing your time well 	<ul style="list-style-type: none"> -Getting where you need to be on time while being polite to others -Keeping to the right to help traffic flow 	<ul style="list-style-type: none"> -Getting in, getting out, and getting back to class 	<ul style="list-style-type: none"> -Getting where you need to be while being polite to others 	<ul style="list-style-type: none"> -Coming prepared to work -Finishing work and assignments 	<ul style="list-style-type: none"> -Moving to the seats promptly and efficiently -Listening to and following instructions
Engaged <i>-Engaged means being fully present, curious, and interactive.</i>	<ul style="list-style-type: none"> -Serving only what you are going to eat -Participating in ASB/club lunchtime activities 	<ul style="list-style-type: none"> -Watching where you are going: yielding to cross traffic -Being aware of your surroundings 	<ul style="list-style-type: none"> -Using bathroom for intended purpose 	<ul style="list-style-type: none"> -Watching where you are going -Being aware of your surroundings 	<ul style="list-style-type: none"> -Staying focused on your educational task -Using the technology in an educational manner 	<ul style="list-style-type: none"> -Participating appropriately -Being open to the experience -Staying focused on the experience

