

## **Walla Walla Public Schools Core Values**

Quality | Integrity | Accountability | Respect | Courtesy

## **Walla Walla High School Mission Statement**

### **Improved Student Performance**

\*Build Collaborative Leadership and Professional Learning Communities and maintain a vision, direction, and focus for student learning.

\*Focused and aligned Curriculum, Instruction, and Assessment.

\*Personalizing School Environment where students develop sense of belonging and ownership over the direction of one's learning.

**CODE OF PROFESSIONAL  
CONDUCT  
CHAPTER 181-87 WAC**

**WAC 181-87-005 PURPOSE.**

The sole purpose of this chapter is to set forth policies and procedures related to reprimand, suspension, and revocation actions respecting certification of education practitioners in the state of Washington for acts of unprofessional conduct. It is recognized that grounds for the discharge, non-renewal of contracts, or other adverse change in contract status affecting the employment contracts of education practitioners are broader than stated herein. The grounds set forth as unprofessional conduct in this chapter shall not limit discharge, non-renewal of contracts, or other employment action by employers of education practitioners.

**WAC 181-87-010 PUBLIC POLICY GOALS OF CHAPTER.**

The public policy goals of this chapter are as follows:

- (1) To protect the health, safety, and general welfare of students within the state of Washington.
- (2) To assure the citizens of the state of Washington that education practitioners are accountable for acts of unprofessional conduct.
- (3) To define and provide notice to education practitioners within the state of Washington of the acts of unprofessional conduct for which they are accountable pursuant to the provisions of chapter 181-86 WAC.

**PROFESSIONAL  
ACCOUNTABILITY**

**WAC 181-87-015 ACCOUNTABILITY FOR ACTS OF UNPROFESSIONAL CONDUCT.** Any educational practitioner who commits an act of unprofessional conduct proscribed within this chapter may be held accountable for such conduct pursuant to the provisions of chapter 181-86 WAC.

**ADMINISTRATIVE PROVISIONS**

**WAC 181-87-020 APPLICABILITY OF CHAPTER TO PRIVATE CONDUCT.**

As a general rule, the provisions of this chapter shall not be applicable to the private conduct of an education practitioner except where the education practitioner's role as a private person is not clearly distinguishable from the role as an education practitioner and the fulfillment of professional obligations.

**WAC 181-87-025 EXCLUSIVITY OF CHAPTER.**

No act, for the purpose of this chapter, shall be defined as an act of unprofessional conduct unless it is included in this chapter.

**WAC 181-87-030 PROSPECTIVE APPLICATION OF CHAPTER AND AMENDMENTS.**

The provisions of this chapter shall take effect ninety calendar days after adoption and shall apply prospectively to acts of unprofessional conduct committed after such effective date. Unless provided to the contrary, any revision shall take effect six months after adoption and shall apply prospectively from such effective date.

**WAC 181-87-035 EDUCATION PRACTITIONER-DEFINITION.**

As used in this chapter, the term "education practitioner" means any certificate holder licensed under rules of the Professional Educator Standards Board to serve as a certificated employee.

**WAC 181-87-040 STUDENT-DEFINITION.**

As used in this chapter, the term "student" means the following:

- (1) Any student who is under the supervision, direction, or control of the education practitioner.
- (2) Any student enrolled in any school or school district served by the education practitioner.
- (3) Any student enrolled in any school or school district while attending a school related activity at which the education practitioner is performing professional duties.
- (4) Any former student who is under eighteen years of age and who has been under the supervision, direction, or control of the education practitioner. Former student, for the purpose of this section, includes but is not limited to drop outs, graduates, and students who transfer to other districts or schools.

**WAC 181-87-045 COLLEAGUE-DEFINITION.**

As used in this chapter, the term "colleague" means any person with whom the education practitioner has established a professional relationship and includes fellow workers and employees regardless of their status as education practitioners.

## **ACTS OF UNPROFESSIONAL CONDUCT**

### **WAC 181-87-050 MISREPRESENTATION OR FALSIFICATION IN THE COURSE OF PROFESSIONAL PRACTICE.**

Any falsification or deliberate misrepresentation, including omission, of a material fact by an education practitioner concerning any of the following is an act of unprofessional conduct:

- (1) Statement of professional qualifications.
- (2) Application or recommendation for professional employment, promotion, certification, or an endorsement.
- (3) Application or recommendation for college or university admission, scholarship, grant, academic award, or similar benefit.
- (4) Representation of completion of in-service or continuing education credit hours.
- (5) Evaluations or grading of students and/or personnel.
- (6) Financial or program compliance reports submitted to state, federal, or other governmental agencies.
- (7) Information submitted in the course of an official inquiry by the superintendent of public instruction related to the following:
  - (a) Good moral character or personal fitness.
  - (b) Acts of unprofessional conduct.
- (8) Information submitted in the course of an investigation by a law enforcement agency or by child protective services, regarding school related criminal activity.

### **WAC 181-87-055 ALCOHOL OR CONTROLLED SUBSTANCE ABUSE.**

Unprofessional conduct includes:

- (1) Being under the influence of alcohol or of a controlled substance, as defined in chapter 69.50 RCW, on school premises or at a school-sponsored activity involving students, following:
  - (a) Notification to the education practitioner by his or her employer of concern regarding alcohol or substance abuse affecting job performance;

(b) A recommendation by the employer that the education practitioner seek counseling or other appropriate and available assistance; and

(c) The education practitioner has had a reasonable opportunity to obtain such assistance.

(2) The possession, use, or consumption on school premises or at school-sponsored activity of a Schedule 1 controlled substance, as defined by the state board of pharmacy, or a Schedule 2 controlled substance, as defined by the state board of pharmacy, without a prescription authorizing such use.

(3) The consumption of an alcoholic beverage on school premises or at a school sponsored activity involving students if such consumption is contrary to written policy of the school district or school building.

**WAC 181-87-060 DISREGARD OR ABANDONMENT OF GENERALLY RECOGNIZED PROFESSIONAL STANDARDS.**

Any performance of professional practice in flagrant disregard or clear abandonment of generally recognized professional standards in the course of any of the following professional practices is an act of unprofessional conduct:

(1) Assessment, treatment, instruction, or supervision of students.

(2) Employment or evaluation of personnel.

(3) Management of moneys or property.

**WAC 181-87-065 ABANDONMENT OF CONTRACT FOR PROFESSIONAL SERVICES.**

Any permanent abandonment, constituting a substantial violation without good cause, of one of the following written contracts to perform professional services for a private school or a school or an educational service district is an act of unprofessional conduct:

(1) An employment contract, excluding any extracurricular or other specific activity within such contract or any supplementary contract.

(2) Professional service contract.

**WAC 181-87-070 UNAUTHORIZED PROFESSIONAL PRACTICE.**

Any act performed without good cause that materially contributes to one of the following unauthorized professional practices is an act of unprofessional practice.

(1) The intentional employment of a person to serve as an employee in a position for which certification is required by rules of the Professional Educator Standards Board when such person does not possess, at the time of commencement of such responsibility, a valid certificate to hold the position for which such person is employed.

(2) The assignment or delegation in a school setting of any responsibility within the scope of the authorized practice of nursing, physical therapy, or occupational therapy to a person not licensed to practice such profession unless such assignment or delegation is otherwise authorized by law, including the rules of the appropriate licensing board.

(3) The practice of education by a certificate holder during any period in which such certificate has been suspended.

(4) The failure of a certificate holder to abide by the conditions within an agreement, executed pursuant to WAC 181-86-160, to not continue or to accept education employment.

(5) The failure of a certificate holder to comply with any condition, limitation, or other, order or decision entered pursuant to chapter 181-86 WAC.

(6) PROVIDED, That for the purpose of this section, good cause includes, but is not limited to, exigent circumstances where immediate action is necessary to protect the health, safety, or general welfare of a student, colleague, or other affected person.

**WAC 181-87-080 SEXUAL MISCONDUCT WITH STUDENTS.**

Unprofessional conduct includes the commission by an education practitioner of any sexually exploitive act with or to a student including, but not limited to, the following:

(1) Any sexual advance, verbal or physical;

(2) Sexual intercourse as defined in RCW 9A.44.010;

(3) Indecent exposure as defined in RCW 9A.88.010;

(4) Sexual contact, i.e., the intentional touching of the sexual or other intimate parts of a student except to the extent necessary and appropriate to attend to the hygienic or health needs of the student;

(5) PROVIDED, That the provisions of this section shall not apply if at the time of the sexual conduct the participants are married to each other.

**WAC 181-87-085 FURNISHING ALCOHOL OR CONTROLLED SUBSTANCE TO STUDENTS.**

Unprofessional conduct includes the illegal furnishing of alcohol or a controlled substance, as defined in chapter 69.50 RCW, to any student by an education practitioner.

**WAC 181-87-090 IMPROPER REMUNERATIVE CONDUCT.**

Any deliberate act in the course of professional practice which requires or pressures students to purchase equipment, supplies, or services from the education practitioner in a private remunerative capacity is an act of unprofessional conduct.

**WAC 181-87-093 FAILURE TO ASSURE THE TRANSFER OF STUDENT RECORD INFORMATION OR STUDENT RECORDS.**

The failure of a principal or other certified chief administrator of a public school building to make a good faith effort to assure compliance with RCW 28A.225.330 by establishing, distributing, and monitoring compliance with written procedures that are reasonably designed to implement the statute shall constitute an act of unprofessional conduct.

**WAC 181-87-095 FAILURE TO FILE A COMPLAINT.**

The intentional or knowing failure of an educational service district superintendent, a district superintendent, or a chief administrator of a private school to file a complaint pursuant to WAC 181-86-110 regarding the lack of good moral character or personal fitness of an education practitioner or the commission of an act of unprofessional conduct by an education practitioner is an act of unprofessional conduct.

**OFFICE OF PROFESSIONAL PRACTICES**

The Office of Professional Practices, a division under the auspices of the Superintendent of Public Instruction, is charged with enforcement, including discipline of educational practitioners for violation of the Professional Code of Conduct. The office receives, investigates, and makes legal findings regarding complaints. A nine member professional advisory committee reviews appeals from proposed disciplinary actions. Educators who violate the code may be reprimanded or their license to practice may be suspended or revoked.

The Office of Professional Practices also reviews charges that an applicant for or the holder of professional certification lacks good moral character or personal fitness. These standards are set forth in WAC 181-86-013 and address commission of criminal acts and other behavior which endanger children. Commission of criminal acts may not be directly related to professional conduct but they do reflect upon the trustworthiness of serving as a professional educator.

Complaints or requests for additional information may be addressed to:

Office of Professional Practices  
DR. TERRY BERGESON  
SUPERINTENDENT OF PUBLIC INSTRUCTION  
OLD CAPITOL BUILDING, PO BOX 47200  
OLYMPIA WA 98504-7200  
1/98 DS/201/98

## **GENERAL STAFF PROCEDURES**

GENLHB

### **WORK DAY POLICY**

The main purpose of a work schedule is to permit a school system to operate most efficiently for the education of children. Schedules shall be tailored to enable the staff to operate at its most efficient level of performance throughout the workday and best meet the needs of the instructional program.

Teachers shall be at school available for the benefit of students and parents at least 30 minutes before their first assignment in the morning and at least 30 minutes after their last commitment in the afternoon.

Teachers are to be in their rooms at the beginning of the class period and the class should begin immediately. Using these guidelines, workdays at Walla Walla High School shall be as follows: The total length of the workday shall be 7 and 3/4 hours, which shall include at least a continuous 30 minute duty free lunch period. All Certificated Staff are required to attend staff meetings

### **EMERGENCY SCHOOL CLOSURE AND DELAYED OPENING**

In situations which necessitate the shortening of the school day, (i.e. inclement weather and/or hazardous road conditions, etc.) all employees will be expected to report to work as soon as weather and/or road conditions are safe. It shall be the responsibility of each employee to contact his/her immediate supervisor as early as possible if the employee will be late for the scheduled start of school.

If the determination is made to hold school in the District, all employees are to report to work unless they are ill or are absent on approved District business.

### **LEAVING A CLASS DURING CLASS TIME**

*Teachers must not leave a class unattended.* This policy is for the protection of the teacher since the question of personal liability is, indeed, sobering.

Should an emergency arise which would necessitate leaving a class temporarily unattended, one of three alternatives should be employed:

Notify the administration **immediately**

Obtain the assistance of another teacher in your department to cover the class until you return, or

Notify a neighboring teacher, requesting direct supervision of your class until you return.

### **STUDENT SUPERVISION**

At no time should students be left in your classroom without supervision. This includes before and after school, lunch, and passing periods.

### **CHANGE OF CLASS LOCATION**

If a class meets in a location other than its assigned classroom, even for one class period, please notify the office of the alternate location.

### **KEYS**

#### ▪ **Checking out keys:**

Keys are obtained from the Office Manager upon the opening of school in the fall.

For returning staff, keys, which are no longer needed because of either a change of classroom or a change in teaching assignment, should be returned to the Head Secretary.

#### ▪ **Loaning keys:**

**UNDER NO CIRCUMSTANCE ARE SCHOOL BUILDING KEYS TO BE LOANED TO STUDENTS.**

- **Duplication of keys:**  
**UNDER NO CIRCUMSTANCE SHOULD SCHOOL BUILDING KEYS BE DUPLICATED.**
  
- **After hours access to the building:**  
If you must enter the building after regular school hours or on the weekend, you must have your pass number in order to deactivate the alarm system. You can receive your pass number from the administration.
  
- **Lost or stolen keys:**  
*If keys are lost or stolen, please report this to the Head Secretary **immediately**.* Do not wait for a period of time hoping that the keys will be found. **Report the loss immediately.**

#### **AFTER-HOURS BUILDING ACCESS**

To access the building after hours or on the weekend/holidays, certificated employees must have their deactivation number in order to deactivate the school wide alarm system. Keypads for alarm deactivation are located in the main office, copy shop, science building, auditorium, large gym, vocational building, library, and the commons.

#### **ROOM SECURITY**

Teachers should not keep articles of value in or about their desks. Students should be instructed to leave valuables at home and not keep them in their lockers. Money should not be left in the buildings. All money collected from student/school projects must be deposited with the bookkeeper daily.

Teachers should **lock rooms** whenever they are gone for any length of time in order to protect the property of the school. Do not lend your key to students and do not leave your keys unattended on your desk.

When securing rooms, make sure windows are shut and secured and doors are closed tight and latched.

#### **IDENTIFICATION BADGES**

For security purposes and in the event of an emergency all staff are strongly encouraged to wear their identification badges in order that staff can be quickly identified.

#### **LEAVING THE BUILDING DURING THE SCHOOL DAY**

##### School Related

If a teacher finds it necessary to leave the building during the school day for school related business, (preparation period, lunch, before school or after school) s/he should sign out (and sign back in) in the office.

##### Temporary Absence (2 hours or less)

An employee who needs to be absent from duty for a period of less than two (2) hours for an emergency, community service, or an educational growth activity may be excused by the principal, if in the judgment of the principal, duties can be covered to the satisfaction of all concerned.

#### **STAFF ILLNESS & INJURY**

Teachers who are unable to report to work because of illness should either order a sub on-line (Substitutes On-Line) or in case of an emergency contact ***the principal's secretary no earlier than 6 AM on the morning of the absence.***

All athletic substitute request should go through the athletic office and the principal's secretary.

All teachers should keep a lesson plan available in their desk and a copy should be in Sue Bloom's office for the assistance and convenience of the substitute teacher in the case of an emergency.

**All staff accidents should be reported to the principal's secretary as soon as possible**, for the necessary record keeping as well as the required forms whether or not medical attention is required.

### **PREPARATION FOR SUBSTITUTE TEACHERS**

Each teacher is expected to be prepared in the event of an absence or unexpected emergency. Whether the substitute teacher is a colleague or an on-call substitute, common courtesy and good public relations require that each teacher provides the following:

- Prepare a “Substitute Folder” for each subject you teach in the event that an emergency should occur. This folder should contain:
  - A current seating chart,
  - Notations on any students who may have exceptional medical needs,
  - Class behavioral expectations and any special or specific behavioral management plans for specific students or a specific class.
  - Lesson plans, which could be facilitated by a substitute whose teaching background and experience level may be vastly different than yours,
  - A copy of the “building crisis plan”
  - A copy of “in-house” phone numbers
  
- **Provide copy to the Main Office;** teachers are expected to keep their “substitute folder” updated, accurate and useful.

### **MAILBOXES**

Teachers should **check their mailboxes each morning and evening** for messages, mail, and notices.

### **STAFF PARKING**

A designated parking space is assigned to each staff member. The Dean of Students will supervise the parking permits. You will be given a parking permit that correlates with your parking space. If you have any experience any problems with your parking space or permit contact the Dean of Students or Campus Security.

### **BOOK PROCEDURE**

In order to make the students responsible for the care and return of schoolbooks, the following procedure will be used:

Payments for lost books and excessively damaged books will be made in the office

At the end of the semester, in one-semester classes, and at the end of the year, in full-year classes, the subject teacher completes a hold slip for lost or damaged books and have them signed by the student.

The hold slips are turned in to the business office after they have been completed. The slips will be filed in the student's permanent record card.

In the case of seniors, a hold slip is completed for every unsatisfied account and turned in to the business office prior to graduation so it can be attached to the diploma. Seniors will not receive their diplomas or transcripts until all bills have been cleared.

At the end of the year, book charge sheets are submitted to the business office.

Department heads are responsible to issue teachers in their departments books for their classes. It is the teachers’ responsibility to return the books to the department head or the appropriate storage area assigned by department heads at the end of the year or at the appropriate time.

### **LOST BOOK CHARGE**

Students must pay the cost of replacement for lost books regardless of the age of the book if that book is to be used the following year. If a damaged book can be rebound, the charge is \$8.

### **BOOK CHARGE SHEETS**

Book charge sheets are to be used by all teachers issuing books or school equipment. List each student's name, grade and I.D. #, book number and condition of the book on the Book Charge Sheet form. *Students should write their name and period in ink in the front of the book on the space provided when the book is issued.* This will assist in returning a lost book to the rightful owner.

Teachers should check the book charge sheet at least once a quarter to see that the students are using the books assigned to them. Teachers in the English, math, science, and social studies departments shall give a copy of their book charge sheets to the department head at the beginning of each semester.

Book charge sheets are to be kept with grade/attendance books. The book charge sheets are filed in the main office at the end of each school year and used to verify whether missing books have or have not been returned.

### **HOLD SLIPS**

Teachers are to make hold slips (signed by the student) at the end of the semester in which a class is completed, for students who owe money, books, or equipment. Turn hold slips in to the business office to be placed in the student's record folder. If later, the book is returned to you, *please* notify the office so that the hold slip may be removed from the student's record.

Before beginning the hold slip procedure, every effort should be made to have the student return the book or pay for it in the office.

A hold slip may prevent students from getting their grades. **It will affect the release of the diploma and transcripts.**

Teachers should make every effort at the end of school to see that books are cleared before submitting hold slips. Replacement price must be assessed.

### **SUPPLIES**

The school district stockroom carries a large inventory of basic classroom supplies. These supplies are located in the Copy Center. Sarah Stone handles these supplies for us. Please see her about supplies before ordering through any other sources. The only supplies that are in the main office are flammable items and they are under the supervision of Susan Morasch.

Supplies not carried in the district stockroom must be ordered through the principal's secretary (basic education) or the vocational education director (vocational education).

All orders must be placed on the proper requisition form and a purchase order obtained prior to the purchase. Forms are available from the principal's secretary (basic education) or the vocational director (vocational education).

### **PASS SLIP POLICY**

***All students must have a hall pass tag or a written pass to be out of class.*** Make sure the students are given *explicit* instructions as to where they are to go when leaving the room. Each teacher will be issued three (3) identical passes at the beginning of the school year for student use. The attendance list will serve as a pass to the office for the students listed at the beginning of second period each day. Students will be summoned to the office via a pass slip delivered to the room.

Students excused from a class for extracurricular activities will be released either with a pass slip or an alphabetized list (*including grade & I.D. #s*) turned in to the attendance office via e-mail one (1) day prior to the trip..

Students will be allowed to use the phone in the office during class time **only** in case of an *emergency and if they have a pass slip from the classroom teacher.*

Each student dismissed from class to go to the library must have a pass slip and go directly to the library. Classes excused to go to the library must be accompanied by the teacher.

### **CLASS DISMISSAL POLICY**

*Classes are not to be dismissed early, unless administrative approval has been received. This includes 1<sup>st</sup> and 7<sup>th</sup> period classes.*

***TEACHERS ARE TO BE WITH THEIR ASSIGNED CLASSES AT ALL TIMES.***

***STUDENTS ARE NOT TO BE EXCUSED FROM CLASS TO BE ON CAMPUS WITHOUT SUPERVISION UNLESS THEY HAVE A PASS OR ARE COMPLETING A CLASSROOM ASSIGNMENT.***

***STUDENTS, INCLUDING TA'S, WILL NOT BE ALLOWED TO LEAVE CAMPUS FOR STAFF ERRANDS.***

Students leaving the campus for any reason during the school day, (except during their lunch hour with Junior/Senior Responsibility), must have parental permission to leave campus and check out through the attendance office.

### **STUDENT AIDES**

Teachers may have one student aide per day and not during prep time, unless permission for additional assistance has been granted by the administration. Student aides must be juniors or seniors. ***Student aides are not to be used for recording grades or attendance in a teacher's grade book or on their computer.*** They will be graded on a pass/fail basis. ***They must have a pass to be out of class.***

### **ROOM CARE**

Teachers should keep in mind the following points concerning their assigned room(s):

If you are sharing a room/work space, please coordinate with the other person(s) regarding security, organization, equipment, etc.

**Do not use tape on the chalkboards and painted surfaces.**

**Do not change your thermostats.** *If your room temperature is not correct, please contact the custodian or the office.*

Before leaving the room in the evening, adjust blinds to the same height, close and lock windows, turn off lights and make sure that all doors and windows are closed and locked. Shades are to be drawn during the winter months to conserve energy.

Teachers are expected to maintain a good physical climate in their rooms. Lights, ventilation, and bulletin boards are among the essential things they are obligated to supervise.

It is important that the cold air returns (grated areas on window ledges) in the classrooms are not damaged or covered with materials as they are part of the air circulation system.

### **EATING IN CLASSROOMS, LOCKER LOBBIES AND GYMS**

Food and/or drink will be permitted in the classroom only as the teachers designate, such as: enhancement or enrichment of a lesson; positive reinforcement; or other times with teacher supervision.

When food and/or drink is allowed in the classrooms, it is the teacher's responsibility to make arrangements for obtaining and delivering the food and/or drink to the room.

Lunches should be eaten in the Commons. Lunches may be eaten in the classroom, providing a staff member is present for supervision. **Students are not to eat lunches in the gyms.**

### **ASSEMBLIES**

All teachers are expected to be with their assigned classes or groups during *each period of the day* and **all teachers are expected to attend all assemblies** unless excused by the administration. Please sit in assigned areas with the students during assemblies and help maintain appropriate behavior. Your assigned supervision is included in the staff handbook.

### **BUILDING USE IN THE EVENINGS**

Teachers will be held responsible for the conduct of the students who they admit to use the building in the evening. Please complete a *Building Schedule Application* form at least one day in advance of any meeting or rehearsal to take place in the evening or on weekends. These forms are available in the activity office and should be returned to that office upon completing the form. The activities coordinator, will coordinate the schedule, place it on the activity calendar, and notify the facilities manager. The auditorium should also be scheduled through the activities coordinator. All calendared items can be seen on the Wa-Hi Home Page. There you can check for conflicting activities and building availability.

All gymnasium facility and field requests should be made through Don Wilkins and the athletic office.

### **WEEKLY BULLETIN**

Announcements for the weekly teacher's bulletin must be turned in to the principal's secretary by 1:00 PM on Thursday. Please go over the weekly bulletin with your students each week. Post the bulletin where students will have access to it. The weekly bulletin is on the Walla Walla High School Web Site.

### **SCHOOL MASTER CALENDAR**

The school master calendar is maintained in the activities office. It is the official calendar for all activities. Teachers who are advisors of classes or groups who plan activities must first contact the activities coordinator. All actual entries on the calendar are to be made by the activities coordinator. A *Building Schedule Application* must be completed if you are requesting use of the building. This calendar can be seen on the Wa-Hi Home Page.

### **STAFF TRAVEL**

Before any staff member plans a trip that involves school time, transportation, and/or expense, a *Trip Request* form must be completed. Please see the principal's secretary to obtain the form. These forms must be completed and submitted to the secretary immediately to allow sufficient time for processing and arranging substitute time, if necessary. ***Out of state trips*** must be approved by the Board and must be submitted at least **30 days in advance**.

Reimbursable items must adhere to definitions and need required documentation.

#### Meals

In normal cost areas (example Pasco, Spokane, and Yakima) breakfast \$10.00, lunch \$12.00, dinner \$17.00.

In high cost areas (example San Francisco, Seattle, and Los Angeles) contact the building secretary for appropriate rates. The District's high cost areas are established by the Federal Office of Management and Budget (OMB). Contact the Business Office for a complete list of the District's high cost areas if you have a question.

Conference meals in meeting settings are fully reimbursable **at actual** cost of the meal. A receipt will be needed to claim a conference meal in meeting settings over the per diem.

Taxable meals are any meals which are claimed without an overnight stay. These meals must be entered in the shaded areas on the travel expense voucher form dated 10/1/2005. Any forms submitted incorrectly will be returned for correction.

**Lodging - Actual** lodging receipts must accompany Travel Expense Voucher. Canceled checks, Xerox copies of bills or billing statements are not considered receipts.

If claiming a lodging reimbursement for person(s) in addition to yourself, one of the other parties must initial the bill. All reimbursable lodging must be documented on the Travel Expense Voucher.

#### **Mileage**

Will be reimbursed at a maximum of \$.445 a mile and for point to point travel.

#### **Other Transportation**

**Actual** transportation receipts must accompany Travel Expense Voucher (examples are taxi stamped receipt, carrier ticket and airline ticket).

#### **Registration**

**Actual** registration receipts must accompany Travel Expense Voucher. Examples are conference/class registration forms, credit registration forms and receipts.

A registration flyer will be used only if no other receipts are available at the conference/class.

#### **Sundry Expenses**

**Actual** miscellaneous receipts must accompany Travel Expense Voucher (examples are cash register tapes, book order receipts and supplies receipts).

Payee must complete, sign, and date the Travel Expense Voucher before it will be processed.

### **STUDENT INJURIES**

If a student is injured, please notify the nurse's office at once. It is required that an accident insurance form is completed on the day an accident or injury occurs. Forms are available from the nurse.

### **SCHOOL NURSE - CLINIC**

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

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

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

A current written authorization from the parent and health professional (*the health professional must be prescribing within the scope of their prescriptive authority*) must be completed and on file in the clinic.

The approved medication form is available from the school. The form outlines the amount of medication and time it is to be given, and requires both the doctor's and parent's signatures.

The medication must be in the original container and properly labeled.

Medication is to be brought to school by the parent. The medication will be counted and verified by the parent and assigned school personnel.

### **VISITORS**

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

### **PHONE MESSAGES**

Students will not be called to the phone during class time. They will be contacted during the school day *between periods only, for parental emergency messages*. The phone in the main office is not to be used by the students except in the case of an emergency, or for necessary school business. *Students must have a pass slip* from the teacher when making a call during class time. Teachers are welcome to use the office phones.

**COMMERCIAL DELIVERIES**

Commercial deliveries will be made to students only at the conclusion of the school day at 3:04 PM. One announcement will be made over the public address system at that time.

**GUEST SPEAKERS**

All guest speakers must gain administrative approval before coming on campus to speak to a particular class. All guest speakers must check-in at the main office the day of their speaking engagement.

**GUIDELINES FOR MOTION PICTURE ASSOCIATION OF AMERICA**  
**RATED (MPAAR) VIDEO USE**  
**Walla Walla Public Schools**

- I. All such films and video materials must have instructional value, be related to the goals and objectives of the instructional program, be included in the lesson plan and be appropriate for the age and maturity level of the students being taught.
- II. The teacher wishing to use the MPAAR videos must:  
 preview all videos and films in their entirety.  
 Complete the “Classroom MPAAR Movie/Video Approval Form”  
 Secure approval from the building administrator  
 Send a “MPAAR Video/Film Parent Permission Form” home with each student as appropriate  
 Provide a supervised viewing assignment of the same value for students who opt out.

Grade Level and Motion Picture Ratings

<b>Shown At Grade Level</b>	<b>MPAA Rating</b>	<b>Permission Requirements:</b>
K – 12	G rated	No parent permission required for grades K-12
6 - 12	PG rated	With Principal approval and written parent permission required for grades 6-12
6 - 12	PG13 rated	With Principal approval and written parent permission required for grades 6-12
9 - 12	R rated	With Principal approval and written parent permission required for grades 9-12
	NR 17 and X rated	Not appropriate for any grade level

Videos must be obtained and shown in compliance with the copyright rules and statutes.

Videotapes made by taping off-air for use at school may be used if fair-use guidelines for copyright are followed. These guidelines vary depending on the program being broadcast. Consult with individual producers for specific limitations.

For a school to use a video without paying royalties for a public performance, **ALL FOUR** of these criteria must be met:

- \*use must take place in a classroom or similar place devoted to instruction;
- \*use must be part of the regular instructional process not for extra-curricular, reward or recreational use;
- \*use must be in face-to-face instruction;
- \*the video must be a lawfully made or acquired copy.

**TECHNOLOGY STANDARDS FOR COMPUTER EQUIPMENT**  
**WALLA WALLA HIGH SCHOOL**

**The following standards are set for computers in the regular education program:**

Only authorized, school approved, software will be installed on any district/school computer and network. This includes software downloaded from the internet. Documentation of licenses for all software is required.

All software installations require approval and will be done by the computer technology COOrdinator, or contracted technician with the approval of the principal.

When requested, any and all codes for access to a network or computer will be submitted to the computer technology coordinator. This will occur at times of maintenance (i.e. software updates, troubleshooting a problem, etc.....).

Students and staff will adhere to all Network policies and procedures established by Walla Walla Public Schools. Staff members are responsible for information on the machine.

All disks brought from outside will be scanned for virus protection purposes prior to being utilized on any regular education computer.

No students are allowed on classroom computers without direct supervision of a designated staff member.

Computers in regular education programs are to enhance educational activities. Consequently, computer games are not appropriate.

Staff and students are not to disconnect and/or move computer equipment without approval from the computer coordinator, or building principal.

An up-to-date record will be maintained, by the computer technology coordinator, listing all computer software being utilized by each regular education program. Changes in this document will be made when software is approved for installation.

The custodial responsibility and security for any software stored in the department will be the responsibility of department leaders. Software must be kept in a secure location that will not compromise the use license, and must be accessible to a service repairperson when necessary.

**RULES FOR HANDLING MONEY IN ASSOCIATED STUDENT BODY ACCOUNTS**  
**AND**  
**SCHOOL SPONSORED CLUBS AND ACTIVITIES**

All cash received from dues, sales, etc., must be deposited in the appropriate account with the bookkeeper, in return for an official receipt stating the amount, the source of funds, and the account to which deposited. Expenses should never be paid out of cash on hand, as this would not allow the A.S.B. Treasurer to keep a complete record of receipts and expenditures and it is prohibited by state law. **All monies are to be deposited daily.** Appropriate paperwork must be completed

A purchase order must be completed and approved by the principal or his designee prior to the acquisition of goods and services.

Bills will be paid by check upon receipt of the statement or bill.

The student body treasurer and bookkeeper balance the books once a month and issue a monthly financial statement to each organization.

There must be an accurate accounting of all financial transactions by the teacher, advisor, or coach that is responsible for supervising such activities.

## **ADMINISTRATIVE PROCEDURES REGARDING FIELD AND ACTIVITY TRIPS**

### **FIELD & ACTIVITY TRIPS**

All field trips and buses/vans are to be scheduled through the principal's secretary, Sue Bloom, two weeks prior to the trip. *Under no circumstances is a staff member to call for transportation without clearance through the office. After completing arrangements with Mrs. Bloom, the teacher must complete a Trip Request form. This form is necessary to arrange for substitute coverage.*

Alphabetized lists, including grade and I.D. #'s, of the students excused from classes for athletic trips, assemblies, or other activities must be turned in to the *attendance office at least one (1) day prior to the trip.*

For out-of-town field trips, the advisor is required to take the original copy of the emergency card with them on the trip. A copy of the card is on file in the activity office as well as an activity contract.

Trips that involve more than 8 hours of driving time (roundtrip) require an overnight stay.

### **FIELD TRIPS**

For field trips at the secondary level that are made during the normal class period, one teacher per class is required. One teacher and one adult, not necessarily a school employee, is required for field trips in excess of one-half day.

### **ACTIVITY TRIPS**

On overnight trips, there shall be a minimum of two supervisors per bus. At least one supervisor shall be a school employee. Two school employees shall be required as supervisors if more than twenty pupils are involved.

For regular activity trips which include ski buses, pep bands, drill teams, and music festivals, there shall be a minimum of one supervisor for each 20 pupils or a minimum of two supervisors per bus. These supervisors are in addition to the driver. At least one supervisor will be a staff member representing the school of the students involved.

**Any time students are taken off campus on a school sponsored trip/activity, the supervisor MUST have a copy of each students' medical release form in his/her possession. Students must also have a signed activity contract on file in the activities office.**

For in-town music trips, there shall be at least one teacher per bus.

For out-of-town trips, there shall be at least one coach for teams numbering 25 players or less. Teams having more than 25 players are required to have two coaches as chaperones per bus.

**All participants must travel to and from the scheduled activity in transportation provided by the school district. Any exception to this rule must be approved by the supervisor and cleared in advance through an administrator. A parent release form is required. These forms may be picked up in the athletic/activity office.**

## **WALLA WALLA PUBLIC SCHOOLS RULES FOR OUT-OF-TOWN TRIPS**

No trips will be made without a chaperone in attendance on the bus.

The chaperone is responsible for student behavior and will discharge this responsibility in such a way that the driver can give his sole attention to driving the bus. If a problem arises which is not noticed by the chaperone, the driver will call this to his attention rather than assuming the discipline himself. Only when this chain of responsibility breaks down and the safety of the students is involved will the driver take direct action.

There will be no moving about or excessive noise especially when traveling through a town or congested area.

Emergency doors are to be used for removal of equipment only.

No pupil shall open a window on the bus without first getting permission from the driver.

Portable radios are not permitted unless used with headphones. The school bus radio may be operated at the driver's discretion.

Food and beverages will be permitted on the buses only if special permission is granted by the bus driver and chaperone. However, if the chaperone and driver allow them to do so, it is with the understanding that the students will clean up the bus at the end of the trip. The chaperone is responsible for seeing that this is done.

Students will follow all other rules for riding school buses.

After arriving at the trip destination, the driver will make the bus available for use as directed by the chaperone.

The advisor is required to take the original copy of the emergency medical cards with them on the trip.

## **STUDENT DISCIPLINE PROCEDURES FOR TEACHERS**

DISCSHB

### **AUTHORITY TO IMPOSE DISCIPLINE, SUSPENSION, OR EXPULSION**

Each certificated teacher, each administrator, each school bus driver, and any other school employee designated by the Walla Walla School District Board of Director shall possess the authority to impose discipline upon a student for misconduct which violates rules of the district established pursuant to WAC 392-400-225 and to impose an emergency removal from a class, subject, or activity upon a student pursuant to WAC 392-400-290.

Notwithstanding any provision of this section to the contrary, each teacher is empowered to exclude any student who creates a disruption of the educational process in violation of the building disciplinary standards while under the teacher's immediate supervision from his or her individual classroom and instructional or activity area for all or any portion of the balance of the school day or until the principal or designee and teacher have conferred, whichever occurs first: Provided that, except in emergency circumstances as provided for in WAC 392-400-290, a teacher shall have first attempted one or more alternative forms of corrective action: Provided further, that in no event without the consent of the teacher shall an excluded student be returned during the balance of the particular class or activity period from which the student was initially excluded. **Policy # 3200**

Teachers are responsible for the conduct of all students assigned to them. All teachers should be consistent in demanding certain basic standards of discipline from their students.

All teachers are asked to help with the general conduct of all students on campus. The individual teacher should make every attempt to correct infractions of rules or cases of misbehavior. If a teacher feels unable to sufficiently handle the matter or that further action is required, the incident should be referred to a building administrator.

If it becomes necessary for a teacher to dismiss or suspend a student from a class, the office must be notified at the time of dismissal and the student must then be sent to the office. The student will report to the office daily during the period in question until a final disposition has been made.

A conference with the student, teacher, and a counselor or administrator must precede any final ultimatums from a teacher regarding the student's status in a specific class.

Students may be required to remain after their regular school dismissal time. They shall not be detained for more than thirty (30) minutes. In cases involving rural bus students, arrangements must be made in advance with their parents if they will miss their regular bus ride.

When a student has been removed from school for disciplinary purposes, the teachers involved will be notified by the administrator.

### **DEFINITIONS APPLICABLE TO STUDENT MISCONDUCT**

As used in Policy and Procedure 3200 the term:

"Discipline" shall mean all forms of corrective action or punishment other than suspension and expulsion and shall include the exclusion of a student from a class period: Provided that the student is in the custody of a school district employee for the balance of such period. Discipline shall also mean the exclusion of a student from any other type of activity conducted by or in behalf of the school district. **WAC 392-400**

"Suspension" shall mean the denial of attendance (other than for the balance of the immediate class period for "discipline" purposes) at any single subject or class, or at any full schedule of subjects or classes for a stated period of time. A suspension also may include a denial of admission to or entry upon real and personal property that is owned, leased, rented, or controlled by the school district.

**WAC 392-400**

“Short-term suspension” shall mean a suspension for any portion of a calendar day up to and not exceeding ten consecutive school days. **WAC 392-400**

“Long-term suspension” shall mean a suspension which exceeds a “short-term suspension” as defined above. **WAC 392-400**

“Expulsion” shall mean a denial of attendance at any single subject or class or at any full schedule of subjects or classes for an indefinite period of time. An expulsion also may include a denial of admission to or entry upon real and personal property that is owned, leased, rented, or controlled by the school district.

**WAC 392-400**

“School business day” shall mean any calendar day, exclusive of Saturday, Sunday, and any federal and school holidays, upon which the office of the superintendent of the school district is open to the public for the conduct of business. A school business day shall be concluded or terminated upon the closure of said office for the calendar day.

**MISCONDUCT RULES**

The types of misconduct for which discipline, short-term suspension, long-term suspension, or expulsion which may be imposed upon a student shall include, but not be limited to, the following school district rules:

**Verbal or Physical Attacks** – an attack, either physical or verbal, on another person or any threat to physically or verbally harm another person.

**Engaging in Criminal Acts in General** – Engaging in criminal acts (whether criminally convicted or not) or acting with an intent to accomplish such a criminal act.

**Disorderly and/or Disruptive Conduct** – creating a disturbance and/or using written, verbal, or physical abuse during school hours or at any or all school-sponsored activities.

**Harassment** – Including, but not limited to, verbal, physical, or sexual harassment. (see Policy 6590)

**Intimidation** – A threat of force or violence (spoken or unspoken) directed toward any person that causes another person fear.

**Malicious Mischief** – An act that willfully causes physical damage to the property of another and/or the school district.

**Theft** – Obtaining or exerting unauthorized control over the property or services of another or the value thereof, with intent to deprive the person of such property or services.

**Threat** – Communicating directly or indirectly the intent to cause bodily injury to a person or to cause physical damage to the property of a person.

**Tobacco Products** – The possession or use of tobacco products on school grounds or at school activities.

**Interference** – Behavior of a student that substantially disrupts the educational process or interferes with any staff member who is fulfilling his/her duties and responsibilities.

**Alteration of School Records** – Falsifying or altering a school record or any communication between home and school.

**Cheating** – Knowingly submitting work of others represented as his/her own or aiding of cheating by others.

**Inappropriate Use of Technology** – Accessing information designated as off-limits, computer pirating, hacking, tampering with hardware and software, electronic use of harassing and abusive or obscene language, or using the network to annoy or offend others.

**Trespass** – Being in an unauthorized place under school jurisdiction and/or refusing to leave when ordered to do so.

**Vandalism or Malicious Destruction of School Property** – Intentionally damaging or destroying without permission anything owned by the district.

**Bomb Threats and False Alarms** – Making or participating in a bomb threat or a false alarm.

**Alcoholic Beverages and/or Controlled substances or drug paraphernalia on district premises or at any school sponsored activity.**

In addition to the above general rules, individual schools are authorized to develop and implement building discipline plans specifying additional expectations and consequences for student behavior. Such plans shall be reasonable in nature and shall have the primary purpose of creating an orderly and appropriate educational environment within the building.

#### **EXCEPTIONAL MISCONDUCT RULES**

The type of actions considered as exceptional misconduct which shall be cause for immediate imposition of long-term suspension, emergency expulsion, or expulsion shall include but not necessarily be limited to the following school district rules:

Possession or Use of Firearms or Dangerous Weapons – Including explosives, illegal weapons such as, but not limited to, knives, martial arts weapons, tear gas or mace, pellet/BB guns or anything that could be interpreted to be a weapon or cause physical injury. Walla Walla Public Schools has a no tolerance policy toward persons who are in any way involved with a weapon on school property or at a school activity. Weapons violations will be handled according to Board Policy 4210.

Assault of Staff or Students involving a weapon – Violence, physical threats, verbal abuse, or intimidation with any item used as a weapon.

Arson

Theft or Damage of Property – Cost of repairing or replacing is in excess of \$250.00.

#### **EMERGENCY REMOVAL FROM A CLASS, SUBJECT, OR ACTIVITY**

A student may be removed immediately from a class, subject, or activity by a certificated or classified instructor or an administrator and sent to the building principal or his/her designee provided that the teacher or administrator has good and sufficient reason to believe that the student's presence poses an immediate and continuing danger to the student, other students, or school personnel, or an immediate and continuing threat of substantial disruption of the class, subject, activity, or educational process of the student's school. The removal from the classes, subjects, or activities shall continue until (a) the danger or threat ceases, or (b) the principal or his/her designee acts to impose discipline, a short-term suspension, a long-term suspension, or an emergency expulsion, or to initiate an expulsion.

**WAC 392-400-290**

#### **EMERGENCY EXPULSION**

“Emergency expulsion” shall mean that a student may be excluded from school prior to a hearing if the superintendent or his/her designee or the building principal or his/her designee reasonably believes the student is in immediate and continuing danger to himself/herself, other pupils, teachers, school administrators, or the educational process of the school district. Such emergency expulsions shall continue until the pupil is reinstated by the suspending authority or until a fair hearing is held and a final determination reached. Such an emergency expulsion shall be stayed, whether or not appeal is made to the board of directors, unless the hearing officer hearing the case shall find that the student continues to present an immediate and continuing danger to himself/herself, other pupils, teachers, school administrators, or the educational process of the school district. **WAC 392-400-295**

## **STUDENT ATTENDANCE PROCEDURES FOR TEACHERS**

ATTENSDH

Teachers are **REQUIRED** to take attendance each period and record all absences in their grade book. The absences are to be recorded as to whether they are **EXCUSED** or **UNEXCUSED**.

Teachers report all absences on Skyward each period.

Absence reports must include the following information each period: date, room number, class period, teacher's name and ID#, students' name and ID#.

A master list of absentees is compiled throughout the day by the attendance office. As many parents or guardians as possible are contacted each day by phone. The phone calls are made from the list compiled each period.

At the end of each day, a *Required Admit List* is developed. This list includes all students who have been absent during the day, all day, or individual periods. All students on this list are required to obtain an admit from the attendance office prior to being admitted to class. The attendance office provides each department and the staff room with a list of students who had an unexcused absence in class(es) the previous day. Students on the list must present an admit slip (excused or unexcused) to the teachers whose class they missed. If students do not have an admit, they are sent to the office at the start of second period to obtain one. *There are to be **NO** exceptions to this procedure.*

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

*Students who must leave the campus after the start of their first class **must** check out through the attendance office.* Students driving off campus during the noon hour would be the only exception, *provided they are going to return for afternoon classes.* If they are not going to return for class after the noon hour, they must check out prior to leaving the campus. If an emergency arises while they are off campus during the noon hour that will prevent their return to classes, the parent or guardian must contact the school as soon as possible indicating the reason for the absence.

Students needing to *leave school because of illness or injury are to check out through the clinic (or attendance office).* Parental permission is secured before they are sent home or for medical treatment.

Students who have been absent from school on the day of an extracurricular activity are not allowed to participate in such an activity unless the absence is excused. If the absence is because of illness, students will not be allowed to participate in the extracurricular activity unless permission is granted by the administrator in charge of attendance.

Teachers are to report all cases of truancy to the attendance office as soon as possible.

### **STUDENTS NO LONGER IN ATTENDANCE**

Definition of terms used regarding student no longer in attendance:

**WITHDRAWN** -- student has voluntarily checked out of school because of transfer or other reasons, etc.

**DROPPED** -- student has left school because of lack of interest, poor attendance, behavioral reasons, etc.

If a student who has withdrawn or been dropped does not come to you within a week with a check-out slip for your signature and if that student has not returned books or paid for materials, ***PLEASE TURN ALL HOLD SLIPS IN TO THE OFFICE LISTING PROPERTY AND/OR AMOUNT OWED.***

Teachers are to keep a record of withdrawals and entries into their classes in their grade book. New entries will be listed in the weekly bulletin.

All schedule changes must be cleared through the counseling office. If a schedule change becomes necessary, all teachers involved must sign the authorized change. It is then returned to the counselor who made the change.

***STUDENTS SHOULD NEVER BE DROPPED FROM CLASS WITHOUT A DROP SLIP FROM THE OFFICE.*** If it is necessary to suspend a student from class, send the student directly to the office and notify the principal, associate principal, assistant principal, or counselor.

***Attendance assistants (students)*** are not allowed to sign any slips. All slips issued by the office must be signed by the principal, assistant principals, counselors, nurse, or secretaries.

***ALL STUDENTS AND TEACHERS ARE TO ATTEND ASSEMBLIES, UNLESS OFFICIALLY EXCUSED.*** Students who are excused will report to a designated area.

Every student is expected to attend all scheduled classes each day, ***Unless Officially Excused.*** A teacher may require a student to remain after school for ***a maximum of 30 minutes*** providing parents have been contacted and arrangements have been made.

Students are expected to conform to the rules and regulations established for Walla Walla High School and the Walla Walla Public School District. All teachers are asked to assist in the execution of these policies.

#### **ATTENDANCE REFERRAL PROCEDURE**

**Mrs. Ruecker -- A -- D**

**Mrs. Hanson -- E -- K**

**Mrs. Franklin -- L -- Q**

**Mr. Wellington -- R -- Z**

The counseling staff will be involved in the follow-up aspect of the attendance procedures. Each of the counselors has been assigned a portion of the student body by alphabet and will be responsible for working with student attendance problems up to the point that the problem becomes a disciplinary matter. ***The counselors are not responsible for disciplinary actions.*** When the counselors feel a problem needs disciplinary action, they will refer it to an administrator.

When referring students because of attendance problems (tardiness, extended and/or excessive absences, truancy, etc.), please use the following guidelines:

Students who have quit coming to class -- ***counselors***

Questions or comments about students who are having academic problems because of attendance -- ***counselors***

Students considering quitting school -- ***counselors***

General attendance problems (i.e., admits, pre-trips, attendance procedures, etc.) -- ***assistant principals responsible for discipline and attendance/attendance office secretary***

Attendance problems that should result in automatic action (i.e. truancy, etc.) -- ***assistant principals responsible for discipline and attendance***

## **Walla Walla School District Athletic Eligibility Policy**

In order to maintain athletic eligibility during the current nine week period, the student/athlete shall maintain passing grades in a minimum of five full-time subjects. (Any class taken one period daily for the duration of the nine weeks shall be considered a full-time subject.) The students' grades will be checked at mid-quarter and at the end of each quarter to determine their eligibility.

### **Previous grading period**

A student shall have passed at least five full-time subjects in the preceding grading period in order to be eligible for inter-scholastic competition the following nine weeks. Students who did not pass five full-time subjects the previous grading period will be declared ineligible. If, at the end of the next five weeks, the student is passing at least five full-time subjects, the student may then be reinstated for interscholastic competition. Each student is eligible on the Monday of the sixth week.

### **Mid-quarter check:**

At the start of fifth week of each quarter, teachers will be given lists of students who are currently participating in a sport. They will be asked to indicate all athletes who are currently failing in one of their classes.

Students who were passing five classes at the previous grading period but who were identified by the five week grade check as not currently passing five classes.

These students will be contacted and have one week to raise their grades to meet the academic eligibility requirements. During this period they will be eligible for "practice only". At the end of the one week period they will bring a grade report to the athletic office of their grade status. If the grades are raised to meet requirements they will be eligible for competition. If they have not successfully raised their grades they will be "practice only" until the next grading period. If at the grading period they have met academic requirements, they are eligible for competition, if not they are "practice only" until the next grade check.

### **Wa-Hi Athletic Pass Policy for Staff**

Wa-Hi staff members will be admitted to home athletic contests by their ASB picture pass. Staff pictures will be taken at the beginning of the school year.

Walla Walla High School staff may purchase family passes for a total cost of \$20.00 per family. Each family member will be issued their own personalized pass. See the Athletic Office. High School and College aged family members are not eligible for these passes.

**WALLA WALLA HIGH SCHOOL**

**SHOP & LABORATORY USE POLICY**

SHOPSHB

The following policy regarding usage of Wa-Hi's lab and shop areas is implemented to insure that both safety and security are maximized.

Lab and shop areas consist of: Agriculture Shop, Automotive Shop, Related Technology Lab, Computer Labs, Family & Consumer Science Kitchens, Art Room, Gyms, and Weight Room.

Shop and lab areas are not to be used by staff members or individuals from the community without an instructor of the respective program being present or without specific permission being given by one of the following individuals:

Building Principal

District Athletic Director (primarily PE/Athletic areas)

District CTE Director (primarily vocational areas)

Facilities Manager

Assistant Principals

Under no circumstances, shall anybody with access to shop or lab areas give or loan their key(s) to other people to use these areas without an instructor present.

Students are not to use any shop or lab area, at any time, unless they are being *directly supervised* by an instructor from the particular area.

Access to the *shop areas* during non-school hours will be regulated so that one of the administrators listed above will be notified when a *shop area* is being utilized by employees of the school district.

The Wa-Hi staff member in attendance will be responsible for proper maintenance of equipment and clean up of the equipment and area utilized.

Individuals utilizing the agriculture and automotive shops will be expected to provide their own equipment and tools.

Access will only be granted to those individuals who indicate a specific need for these facilities.

Nobody, including staff, may work in a shop area utilizing power tools or equipment without having another person accompanying them for safety.

Under no circumstances will any school district employee deviate from established Walla Walla School District procedure regarding use of school equipment. *Walla Walla School District Policy 5225*

Individuals or groups that are not part of the regular school district program shall not utilize Wa-Hi facilities during school hours.

Instructional staff is asked to report to their immediate supervisor actions contrary to this policy regarding lab and shop usage by individuals or groups.

## THE WALLA WALLA HIGH SCHOOL LIBRARY

LIBSHB

**HOURS:** 7:15 AM - 3:45 PM

### **GUIDELINES:**

Scheduling use of the library is done on a first-come, first-serve basis, but teachers may not reserve a particular period for more than 7 days. Teachers *must* consult with library staff before reserving library space. There will be a limit of two classes (about 60 students) to use the computers. There may be times that an additional class may be in the library at the discretion of the librarian.

Teachers (and substitute teachers) are required to accompany and remain in the library with their classes, maintaining order and quiet.

A limit of 3 students can be sent to the library, without a teacher, providing they have *individual passes*.

T.A.'s assigned to a teacher will be allowed in the library (*with a pass*) to perform a specific task for their teacher. *The library is not an option for T.A.'s to use as a study hall.*

1<sup>st</sup> & 7<sup>th</sup> periods are study hall options for students without a class.

Students may use the library during their lunch hour for studying if there is available space.

No food or drinks in the library (staff or students).

The library will not be used for detention.

### **PROCEDURES:**

Book Loans -- 3 weeks with a 2 week renewal.

Periodicals -- Must remain in the library

### **CATALOGS:**

IMC Catalog – On Line

### **REQUESTS FOR IMC MATERIALS:**

On Line

## **BOARD POLICIES**

### **ASBESTOS MANAGEMENT**

In April 1997, the mandatory three-year inspection of the Walla Walla Public Schools facilities was successfully completed. This inspection is required by the Asbestos Hazard Emergency Response ACT (AHERA) of 1986. AHERA regulations also required that annual notification be given to teachers, workers and the students' parents/guardians to update them on the status of asbestos in their schools and of the availability of the management plans. Walla Walla Public School conducts six-month periodic surveillance inspections in September and March to check the condition of the updated copies of the AHERA Management Plans that are located in the district plant facilities office and the administrative office of each school. For more information, contact the Plant Facilities Director (Asbestos Designated Person) for the district (325 S. Park Street, Walla Walla, WA 99362, 527-3018).

### **CHILD CUSTODY (POLICY #3126)**

The parents/legal guardians who enroll a student in school will be considered as the residential parent/legal guardian of the student. The residential parent/guardian is responsible for decisions regarding the day-to-day care and control of the student. Parents, guardians or defacto parents have the two-fold right to receive information contained in the school records concerning their child and to forbid or permit the disclosure of such information to others subject to the authority granted to the residential parent/guardian.

The district, unless informed otherwise, assumes that there are no restrictions regarding the nonresidential parents/guardians right to be kept informed of the student's school progress and activities. If restrictions are made relative to the above rights, the residential parent/guardian will be requested to submit a certified copy of the court order which curtails these right(s). If these restrictions are questioned by the nonresidential parent/guardian, the issue will be referred to law enforcement authorities for resolution.

Unless there are court-imposed restrictions, the nonresidential parent/guardian, upon request, will be given grade reports, notices of school activities, reports of disciplinary actions, or notices of teacher or principal conferences or summaries.

The student is not permitted to visit with or be released to anyone, including the nonresidential parent/guardian, during school hours without the approval of the residential parent/guardian, or an appropriate public authority.

The residential parents/guardians shall have access to their children and their classrooms pursuant to RCW 28A.605

### **DIRECTORY INFORMATION (POLICY #3233)**

Federal law allows the school district to release certain student directory information for legitimate education purposes. Directory information is defined as the student's name, address, age, birthplace, participation in officially recognized school events and programs, weight of athletic team members, awards, diplomas, and photographs. Directory information shall not be released for commercial reasons and purposes. The superintendent shall establish procedures governing the release of directory information.

### **DISTRICT OFFERS PARENTS AN OPT OUT FOR MILITARY RECRUITERS**

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

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

**ELECTRONIC INFORMATION SYSTEM (NETWORKS) (POLICY #2022)**

The board of directors recognizes that the district is connected to a statewide communications system (the K-20 Network) which provides Internet access and interactive video conferencing. This network allows unprecedented opportunities for students, staff, and the educational communities to communicate, learn, access, and publish information. The board believes that the resources available through this network and the skills that students will develop in using it are of significant value in the learning process and student success in the future. These new opportunities also pose many new challenges including, but not limited to, access for all students, age-level appropriateness of material, conservation of resources, security/privacy/confidentiality, and cost of maintaining the system. The district will endeavor to ensure that these concerns are appropriately addressed, but cannot ensure that problems will not arise.

By connecting to this network, the board intends only to provide a means for educational activities and does not intend to create a first amendment forum for free expression purposes. The district dedicates the property comprising the network and grants access to it by users, only for the educational activities authorized under this policy and procedures and under the specific limitations contained therein.

The superintendent shall provide training and procedures that encourage the widest possible access to the K-20 Network by students, staff, and the educational community, while establishing reasonable controls for the lawful, efficient, and appropriate use and management of the system.

**STUDENT RECORDS (POLICY # 3231)**

The district shall maintain those student records necessary for the educational guidance and/or welfare of students, for orderly and efficient operation of schools and as required by law. All information related to individual students shall be treated in a confidential and professional manner. When information is released in compliance with state and federal law, the district and district employees are immune from civil liability unless they acted with gross negligence or in bad faith. Student records are the property of the district but shall be available in an orderly and timely manner to students and parents/guardians. "Parent/guardian" includes the state department of social and health services when a minor student has been found dependent and placed in state custody. A parent/guardian or adult student may challenge any information in a student record believed inaccurate, misleading or in violation of the privacy or other rights of the student.

Student records shall be forwarded to other school agencies upon request. A high school student may grant authority to the district which permits prospective employers to review the student's transcript. Parental or adult student consent shall be required before the district may release student records other than to a school agency or organization, except as otherwise provided by law.

A grades report, transcript, or diploma shall not be released until a student has made restitution for damages assessed as a result of losing or damaging school materials or equipment. If a student has transferred to another school district that has requested the student's records, but the student has an outstanding fee or fine, only records pertaining to the student's academic performance, special placement, immunization history, attendance, history of violent behavior, violent offenses, sex offenses, inhaling toxic fumes, drug offenses, liquor violations, assault, kidnapping, harassment, stalking or arson, and discipline actions shall be sent to the enrolling school. The content of those records shall be communicated to the enrolling district within two school days and copies of the records shall be sent as soon as possible. The official transcript will not be released until the outstanding fee or fine is discharged. The enrolling school shall be notified that the official transcript is being withheld due to an unpaid fee or fine.

The superintendent shall establish procedures governing the content, management and control of student records.

**EDUCATION OF STUDENTS WITH DISABILITIES UNDER SECTION 504 OF THE REHABILITATION ACT OF 1973 (POLICY #2162)**

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Students may be considered disabled under this policy even though they are not eligible for services pursuant to the Individuals with Disabilities Education (IDEA).

Section 504 of the Rehabilitation Act of 1973 is a civil rights law that protects the rights of individuals with disabilities in programs and activities that receive federal financial assistance from the U.S. Department of Education. A Child is a “qualified disabled person” under Section 504 if he or she (1) has a physical or mental impairment that substantially limits one or more major life activities (such as caring for one’s self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working), has a record of such an impairment, or is regarded as having such an impairment; and (2) is between the ages of 3 to 21 years old.

The district shall comply with the federal policies that require free appropriate public education, child find, equal educational opportunity, confidentiality of information, parent/guardian involvement, participation in least restrictive environment, evaluations, placement, reevaluation, programming to meet individual needs, placement procedures, nonacademic services, procedural requirements, appropriate funding, accessibility, special issues related to drug or alcohol addicted students, special considerations for students having AIDS or HIV infection, and special issues related to ADD/ADHD students.

**SAFETY AND CIVILITY IN SCHOOL (POLICY #3205)**

Vision:

Students and staff learn and work in schools that are free from violence, intimidation, threats, harassment and fear. Because of wise, consistent enforcement of the rules and ethical decision making by both youth and adults, the school environment is attractive to students and creates the most favorable conditions in which to learn.

**SPECIAL PROGRAMS (POLICY #2108)**

The district, within its financial capacity, will offer programs that are designed to meet the needs of educationally disadvantaged students. Eligible students may receive services from any of three special needs programs –special education, learning assistance (LAP) or Title I of the No Child Left Behind Act of 2001.

**STUDENTS’ RIGHTS AND RESPONSIBILITIES (POLICY # 3200)**

In order to maintain and advance the district’s mission, it shall be the responsibility and duty of each student to pursue his/her course of studies, comply with written rules of the district which are adopted pursuant to and in compliance with WAC 392-400, RCW 28A.04.132, RCW 28A.305.160, RCW 28A.600.010, RCW 28A.600.200 and submit to reasonable corrective action or punishment imposed by the district and its agents for violation(s) of such rules.

No student shall be deprived of the right to an equal educational opportunity without due process of the law. Detailed information concerning students’ rights, responsibilities, discipline, disciplinary action and due process may be found in Walla Walla School Board Policy and Procedures 3200 and WAC 392-400.

The Procedures that contain WAC 392-400 and information regarding student due process may be obtained upon request during business hours at the principal’s office at each school building or by contacting the Personnel Department at the Walla Walla Public Schools Administration Building at 364 South Park.

**PUBLIC DISCLOSURE (POLICY #4040 – Public Access to district records):**

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

**WEAPONS (POLICY #4210 – Regulation of Dangerous Weapons on School Premises):**

Students who are found in possession of weapons on school property are subject to a one-year mandatory expulsion, subject to appeal and notification of law officials and parents.

**USE OF TOBACCO ON SCHOOL PROPERTY (POLICY #4215)**

The board of directors recognizes that the use of tobacco may create a health hazard for tobacco users as well as non-users. In order to protect the health of students, staff, and the general public, and to provide a healthy working and learning environment, the use of tobacco products on school district property or in school district buildings is prohibited.

Smoking or use of any kinds of lighted pipe, cigar, cigarette, or any other lighted smoking equipment, material, or smokeless tobacco products shall be prohibited on all district property, on other properties leased or rented to the district for any educationally related purposes, and in district-owned vehicles.

Notices advising district employees, students, and the public of this policy shall be posted in appropriate locations in all district buildings, vehicles, and other district facilities. Employee and student handbooks shall include notice that using tobacco on school property is prohibited. Employees and students are subject to discipline for violations of this policy, and school district employees are responsible for the enforcement of the policy.

**COMPULSORY ATTENDANCE (POLICY #3121)**

Parents/guardians of any child eight years of age and under eighteen years of age shall cause such child to attend school and such child shall have the responsibility to and therefore shall attend for the full time when such school may be in session unless the child is enrolled in an approved private school, an educational center as provided in chapter 28A/205 RCW or is receiving home-based instruction. Parents/guardians of any child six or seven years old, who have enrolled the child in school, shall cause the child to attend school for the full time when such school may be in session, unless the child is formally withdrawn from enrollment by the parents/ guardians.

The superintendent shall exercise his/her authority to grant exceptions when he/she determines that:

The student is physically or mentally unable to attend school.

The student is attending a residential school operated by the Department of Social and Health Services;

The student's parents/guardians have requested a temporary absence for purposes agreed to by the district and which will not cause a serious adverse effect on the student's educational process;

The student is sixteen years of age, regularly and lawfully employed and either has parent/guardian permission or is emancipated pursuant to chapter 13.64 RCW;

The student has met graduation requirements, and

The student has received a certificate of educational competence pursuant to RCW 28A.305.190.

Any law enforcement officer authorized to make arrests can take a truant child into custody without a warrant and must then deliver the child to the parent/guardian or to the school.

The district shall not require enrollment for either (a) a minimum number of semesters or trimesters or (b) a minimum number of courses in a semester or trimester which exceeds the enrollment time or courses necessary for a student to meet established course, credit, and test requirements for high school graduation.

**EXCUSED AND UNEXCUSED ABSENCES (POLICY #3122)**

Regular school attendance is necessary for mastery of the educational program provided to students of the district. Students at times may appropriately be absent from class. The following principles shall govern the development and administration of attendance procedures within the district:

Absences due to illness or a health condition; a religious observance, when requested by a student's parents/guardians; school-approved activities; family emergencies; and as required by law, disciplinary actions or short-term suspensions shall be excused. The principal may, upon request by a parent/guardian, grant permission in advance for a student's absence providing such absence does not

adversely affect the student's educational progress. A student, upon the request of a parent/guardian, may be excused for a portion of a school day to participate in religious instruction provided such is not conducted on school property outside of the school, or involves the school to any degree.

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

An excused absence shall be verified by the parent/guardian, adult, emancipated or appropriately aged student, or school authority responsible for the absence.

As a means of instilling values of responsibility and personal accountability, a student whose absence is not excused shall experience the consequences of his/her absence. A student's grade may be affected if a graded activity or assignment occurs during the period of time when the student is absent.

The school shall notify a student's parent/guardian in writing or by telephone whenever the student has failed to attend school after one unexcused absence within any month during the current school year. The notification shall include the potential consequences of additional unexcused absences. A conference with the parent/guardian shall be held after two unexcused absences within any month during the current school year. A student may be suspended or expelled for habitual truancy. Prior to suspension or expulsion, the parent/guardian shall be notified in writing in his/her primary language that the student has unexcused absences.

A conference shall be scheduled to determine what corrective measures should be taken to ameliorate the cause for the student's absences from school. If the parent/guardian does not attend the conference, the parent/guardian shall be notified of the steps the district has decided to take to reduce the student's absences.

Not later than the student's fifth unexcused absence in a month the district shall enter into an agreement with the student and parents/guardians that establishes school attendance requirements, refer the student to a community truancy board or file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010.

If such action is not successful, the district shall file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010 by the parent/guardian, student, or parent/guardian and student no later than the seventh unexcused absence within any month during the current school year or upon the tenth unexcused absence during the current school year.

All suspensions and/or expulsions shall be reported in writing to the superintendent within 24 hours after imposition.

The superintendent/designee shall enforce the district's attendance policies and procedures. Because the full knowledge and cooperation of students and parent/guardians are necessary for the success of the policies and procedures, procedures shall be disseminated broadly and made available to parents/guardians and students annually.

**Discrimination, Harassment, Intimidation and Bullying Prohibited** (Policy #6590 - Unlawful Discrimination, Harassment Intimidation, and Bullying Prohibited):

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

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