

Wilson High School



Ram Handbook 2019 – 2020

**DEVELOPING
COMPETENT, CONTRIBUTING CITIZENS**

Woodrow Wilson High School
1202 North Orchard Street
Tacoma, Washington 98406
253.571.6000
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Wilson High School Mission Statement

Develop Competent Contributing Citizens

Woodrow Wilson High School Code of Conduct

We seek to create an environment that fosters quality learning, helps students develop a sense of respect, and promotes accountability for actions.

We are opposed to all forms of discrimination, including slurs, jokes, labeling, and aggressions.

We believe everyone has the right to be treated in a fair manner with dignity and respect.

We believe our school must be free of violence, intimidation, discrimination, and harassment.

We support freedom of expression without infringing upon the rights of others.

We believe that enforcing the Wilson discipline policy in an impartial manner is necessary to maintain a successful learning environment.

We will support and cultivate a positive learning environment.

Students – Did You Know?

Each year students leave their mark behind to inspire other students to reach higher than they have before. Below you will find many of the ways you may do that and be recognized for your accomplishments.

- A **3.2 GPA** or higher gets you a red and white **Honor Cord** to wear at graduation
- A **3.8 to a 4.0 GPA** gets you a **Gold Honor Cord** to wear at graduation
- A **GPA of 4.0** allows you the privilege of being a **Wilson High School Valedictorian**
- **3.2 to 3.79 GPA** gives you the title of **Wilson High School Commended Scholar**
- Earn a **3.8 GPA** and you are a **Superintendent's Scholar** and your name is put on a perpetual plaque hanging on the wall by the Career Center.
- Outstanding male and female student awards
- Male and female Athletes of the Year Awards
- You can aspire to be a National Merit Scholar and/or a Washington State Scholar!
- Hundreds of scholarship dollars available to you through the Career Center.

FIGHT SONG

Onward for colors true
Hail to red, white, and blue.
Hail, hail O Wilson High
The leaders and the best
Proudly we fight for fame
To win this and every game
Hail, Hail to Wilson High
The champions of the West
R – A – M – S yes

ALMA MATER

Oh, we love our Alma Mater, this we vow today;
Joys and sorrows we have shared are in our hearts to stay.
When we leave your hallowed halls, footsteps soon grow dim;
Voices echo and depart, but memories will live.

We salute the bold red, white, and blue with its heritage of old;
We will ne'er forget them, truth and honor they uphold.
Soon our journey must begin, then we'll all depart;
Wilson loyalty will live deep in every heart.

School Mascot: The Ram

School Colors: Red, White & Blue

Principal's Greeting

August 7, 2019

Dear Rams,

We made it through our first year with a new administrative team and the classes of 2019 through 2022! Our steadfast staff kept this ship running, avoiding all major icebergs, and I cannot believe this year's graduating class will be the class of 2020! Wow!

In our quest to *redefine distinction* this past year, we discovered ways to provide more equitable instruction for students, increased student voice and diversified course options as well as more high interest offerings. We look forward to continuing this work for a first-class high school experience for all students.

Our theme this year is absolutely a continuation of these ideas. This year's theme will date me as a child who came of age in the 1980s and 1990s. (I'm getting old!) The only video games I ever played were *Super Mario Brothers*, *Metroid*, *The Legend of Zelda* and *Tetris*. Remember the "reset button" on the Nintendo? (Your parents do.) I loved that button, because I was not very good at the games. Many of you know I often use that button as a metaphor in our conversations. Here's the thing about the button: it provided me an opportunity to go back and tune what I did last time, show improvement and start again. I still had to have knowledge about different elements of the game. I still had to know where the dragon was, but I knew that (with some adjustments) I could save that princess! This year, we're going to HIT THE RESET BUTTON. We will continue with the things we do well, but hit the reset button in areas of need. Example: was there a class last year you could have aced but you floated by and got a C? Why? What adjustments can you make THIS YEAR to ensure you get the grade you are capable of? How could you have hit the reset button and showed up on time or gone in to meet with your teacher or redone an assignment that would have made a significant difference in your grade? Another example: our climate survey from a couple years ago showed that parents didn't feel there are opportunities for volunteering and leadership at the school or District levels. Reset button! I commit to communicating those opportunities. I know there is a perception that high school students don't want their parents around, but in my experience, that is not true. For many students, all they want is for Mom (or Grandpa or their favorite caring adult) to come to a game, a concert or a staffing meeting.

We ask that students please continue to communicate with teachers, counselors, administrators and attendance specialists to ensure success in high school. We DO NOT believe in parents stepping back from involvement and events because it isn't grade school anymore! Students should invite their families to get involved! You all deserve to have adults in your lives who love you, keep you accountable and provide that balance of pressure and support you need as teens.

In Partnership,
Bernadette Ray

DAILY BELL SCHEDULE

6 PERIOD DAY

WARNING BELL	7:25
1 ST PERIOD	7:35 – 8:30
2 ND PERIOD	8:35 – 9:30
3 RD PERIOD	9:35 – 10:30
1 ST LUNCH	10:35 – 11:05
4 TH PERIOD	11:10 - 12:05
4 TH PERIOD	10:35 – 11:30
2 ND LUNCH	11:35 – 12:05
5 TH PERIOD	12:10 – 1:05
6 TH PERIOD	1:10 – 2:05
HALL/CAMPUS CLEARED	2:30

WEDNESDAY BELL SCHEDULE

6 PERIOD DAY

WARNING BELL	745
1 ST PERIOD	7:55 – 8:45
2 ND PERIOD	8:50 – 9:40
3 RD PERIOD	9:45 – 10:40
1 ST LUNCH	10:45 – 11:15
4 TH PERIOD	11:20 - 12:15
4 TH PERIOD	10:45 – 11:40
2 ND LUNCH	11:45 – 12:15
5 TH PERIOD	12:20 – 1:10
6 TH PERIOD	1:15 – 2:05
HALL/CAMPUS CLEARED	2:30

Special Note: You can find **all** our bell schedules on Wilson's website <https://www.tacomashools.org/wilson/Pages/default.aspx>. Click on "Resources" and then "Bell Schedule" to reference our Ram Team bells, Assembly Bells etc.

RIGHTS AND RESPONSIBILITIES



RIGHTS OF STUDENTS

- To attend school unless removed under due process as specified in the Education Code.
- To attend school in a secure academic and social climate, free of fear and violence.
- To enjoy the full benefit of their teachers' efforts, undiluted by the disruptive student.
- To have ready access to a designated counselor.
- To be fully informed of school rules and regulations.

RESPONSIBILITIES OF STUDENTS

- To attend school and classes regularly and on time.
- Participate in Ram Team.
- To be prepared for class with the appropriate materials and work.
- To know and obey school rules and regulations.
- To agree and abide by the Anti-Bullying Agreement (Pledge) that Ram Team teachers have students read and sign at the beginning of their school year.
- To respect the rights of school personnel, fellow students, and the public in general.
- To demonstrate pride in the appearance of Wilson High School buildings and grounds.

RIGHTS OF PARENTS

- To expect that their children will spend their time at school in a safe, wholesome, stimulating atmosphere engaged in productive activity under the care and direction of a dedicated staff.
To be informed of District policies and regulations and school rules.
- To review their child's record with a staff member providing assistance.

RESPONSIBILITIES OF PARENTS

- To visit school periodically to participate in conferences with teachers, counselors, or administrators regarding the academic and behavioral status of their children.
- To provide supportive action by making sure that your child has enough sleep, adequate nutrition, and appropriate clothing before coming to school.
- To maintain consistent and adequate control over their children and to approve of reasonable control measures as applied by school personnel.
- To cooperate with the school in bringing about improvements designed to enhance the educational program offered students.
- To provide the school with current information regarding legal address, phone number(s), medical data, and other facts which may help the school to serve their children.
- To become familiar with District policies and school rules and regulations.

RIGHTS OF TEACHERS

- To expect and receive the attention, effort, and participation of the students attending their classes.
- To have parental and administrative backing when enforcing rules designed to provide an optimum learning climate.
- To teach with interruptions held to an absolute minimum.

RIGHTS OF TEACHERS CONTINUED

- To enjoy the same level of respect and courteous treatment accorded members of the class individually and collectively.

RESPONSIBILITIES OF TEACHERS

- To consider the personal worth of each individual student as a single, unique, important human being.
- To attempt to equip each learner with the knowledge, skills, attitudes, and values required for successful living.
- To assess divergent ideas, opinions, and expressions objectively and deal with them in a balanced, non-biased manner.
- To keep parents and students informed with timely and periodic reports, including all pertinent data related to the student's school experience and updating HAC biweekly.
- To consistently critique their own performance with the objective of an ever growing professional stature.
- To initiate and enforce individual classroom rules consistent with school and District policies.

RESPONSIBILITIES OF ADMINISTRATORS

- To provide leadership that will establish, encourage, and promote quality teaching and effective learning.
- To promote student achievement as the primary goal of Wilson High School.
- To establish, publicize, and enforce school and District policies and rules that facilitate effective learning and promote attitudes and habits of good citizenship among the students.
- To request assistance from the District's support services and community agencies and resources in all cases indicating such action.
- To make a determined effort to stay attuned to expressions of students/staff/parent/community concerns and to react with sensitivity toward them.
- To promote and embrace diversity with all students/staff/parents/community.

Tacoma School District Website Information

District Web Site Address: <http://www.tacoma.k12.wa.us/>

Classroom web sites: under **For Students Classroom Websites** under Wilson
Home Access Center: under **"Students" Or "Parents"**, then **"Login To HAC"**

Wilson High School Website

Wilson High School Web Site www.wilsonrams.org

Administration and Support Staff

Principal	Bernadette Ray	Room #130	bray@tacoma.k12.wa.us	571-6130
Assistant Principals	Alli Bennett	Room #129	abennet@tacoma.k12.wa.us	571-6129
	Rindi Hartman	Room #127	rhartm1@tacoma.k12.wa.us	571-6127
	Karl Hoseth	Room #125	kkannie@tacoma.k12.wa.us	571-6125
Counselors	Rich Coleman	9-12 th A-E	rcolema@tacoma.k12.wa.us	571-6134
	Sharice Madison	9-12 th F-Li	smadiso@tacoma.k12.wa.us	571-6136
	Kari-Ellen Elsdon	9-12 th Lo-Ri	kelsdon@tacoma.k12.wa.us	571-6140
	Matthew Burns	9-12 th Ro-Z	mburns@tacoma.k12.wa.us	571-6135
Career Counselor	Nancy Sprick	Career Center #142A	nsprick@tacoma.k12.wa.us	571-6148
College Prep Advisor	TBA	Career Center #142B	@tacoma.k12.wa.us	571-6145
HERO Advisor	Phanat Ny	Office # 217	pny@tacoma.k12.wa.us	571-6144
Instructional Coach	Annette Hockman	Room 222	ahockma@tacoma.k12.wa.us	517-6030
Nurse	Dolores Apostle	Office #119	dapostl@tacoma.k12.wa.us	571-6119
Psychologist	Denise Bower	Office #138	dbower@tacoma.k12.wa.us	571-6138
Speech Therapist	Lisa Fernando	Office #132	lfernan2@tacoma.k12.wa.us	571-6128
ASB Advisors	Alisa Howard Sharice Madison	ASB Room 116	ahoward@tacoma.k12.wa.us smadiso@tacoma.k12.wa.us	571-6116
Athletic Director	John Portenier	Gym Office #717	jporten@tacoma.k12.wa.us	571-6071
Librarian	Hallie Johnston	Library #216	hjohnst@tacoma.k12.wa.us	571-6014
Security	Eddie Edmond	Room #112	eedmon@tacoma.k12.wa.us	571-6112
	Tracy Brazzle	Room #300A	tbrazzl@taocma.k12.wa.us	571-6037
Police Officer	Keith Miner	Office #141	kminer@tacoma.k12.wa.us	571-6141
Chief Custodian	David Burnson	Boiler Room	dburnso@tacoma.k12.wa.us	571-6070
Head Cook	Sue Peterson	Kitchen	speters@tacoma.k12.wa.us	571-6060
Secretaries	Charlott McFarland	Office Coordinator	cmcfarl@tacoma.k12.wa.us	571-6022
	Jaime Howell	Main Office	jhowell@tacoma.k12.wa.us	571-6122
	Cindy Cail	Attendance 9 th -11 th	ccail@tacoma.k12.wa.us	571-6113
	Jeannette Chantler	Attendance 12 th	jchantl@tacoma.k12.wa.us	571-6123
	Bridget Pong	Guidance/Transcripts	bpong@tacoma.k12.wa.us	571-6139
	Sandy Brooks	Scheduling #133	sbrooks@tacoma.k12.wa.us	571-6133

Telephone/E-mail List of Teachers

Name	Phone #	E-mail	Rm#	Subject
Aardal, Mark	571-6002	maardal@tacoma.k12.wa.us	202	Social Studies
Alwert, Dave	571-6077	dalwert@tacoma.k12.wa.us	Wt. Rm.	PE
Arnekev, Dorraine	571-6053	darnekl@tacoma.k12.wa.us	503	Math
Baurichter, Paul	571-6076	pbauric@tacoma.k12.wa.us	Gym	PE
Birge, Michelle	571-6004	mbirge@tacoma.k12.wa.us	204	LAP Math
Blazey, Pilar	571-6010	pblazey@tacoma.k12.wa.us	210	Spanish
Brown, Chelsea	571-6072	cbrown9@tacoma.k12.wa.us	Sm. Gym	PE
Bradley, Taleaha	571-6026	tbradle@tacoma.k12.wa.us	226	Business & Yearbook
Cadena, Lance	571-6049	jcadena@tacoma.k12.wa.us	409	Multimedia
Chantler, Brent	571-6034	bchantl@tacoma.k12.wa.us	304	English
Chase, Cathy	571-6079	cchase3@tacoma.k12.wa.us	807	Glassblowing
Christensen, Louisa	571-6044	lchrist1@tacoma.k12.wa.us	412	FACSE
Clegg, Don	571-6003	dclegg@tacoma.k12.wa.us	203	Social Studies
Coffin, Gina	571-6029	gcoffin@tacoma.k12.wa.us	229	Special Education
Dommer, Kathleen	571-6041	kdommer@tacoma.k12.wa.us	311	Special Education
Ebert, Audrey	571-6006	aebert@tacoma.k12.wa.us	206	CTE Health
Erickson, Charlene	571-6047	cericks@tacoma.k12.wa.us	426	Autism-Special Education
Fokes, Brian	571-6057	bfokes@tacoma.k12.wa.us	507	Math
Friel, Jenni	571-6109	jfriel@tacoma.k12.wa.us	109	Science
Gordon, Claire	571-6106	cgordon@tacoma.k12.wa.ua	106	Science

Hansen, Ann	571-6104	ahansen@tacoma.k12.wa.us	104	Science
Hanson, Aaron	571-6107	ahanson@tacoma.k12.wa.us	107	Science
Herb, Mike	571-6062	mherb@tacoma.k12.wa.us	1116	Band
Hollingsworth, Sam	571-6028	shollin@tacoma.k12.wa.us	228	Business Education
Hollister, Paul	571-6086	phollis@tacoma.k12.wa.us	806	CTE Art
/*89/ *	571-6048	ahoward@tacoma.k12.wa.us	408	Family Science
Huynh, Duong	571-6039	dhuyh@tacoma.k12.wa.us	309	English
Jankanish, Mike	571-6005	mjankan@tacoma.k12.wa.us	205	Social Studies
Johnson, Liu	571-6007	ljohns@tacoma.k12.wa.us	207	Social Studies
Judson, Rob	571-6052	rjudson@tacoma.k12.wa.us	502	Math
Landau, Jessica	571-6079	jlandau@tacoma.k12.wa.us	807	Glass Blowing
Lauka, Caroline	571-6008	clauka@tacoma.k12.wa.us	208	Social Studies
Leach, Gregg	571-6054	gleach@tacoma.k12.wa.us	504	Math
McDonald, Lisa Marie	571-6081	lmcdona@tacoma.k12.wa.us	801	Art
Marlowe, Daniel	571-6103	dmarlow@tacoma.k12.wa.us	103	Science
Mueller, Susi	571-6035	smuelle@tacoma.k12.wa.us	305	English
Neely, Christine	571-6059	cneely@tacoma.k12.wa.us	517	Math
Neely, Colonel David	571-6193	dneely@tacoma.k12.wa.us	902C	JROTC
Nguyen, Quoc	571-6038	qnguyen@tacoma.k12.wa.us	308	English
Purdin-Golding, Sarah	571-6101	spurdin@tacoma.k12.wa.us	101	Health
Raymond, Jacque	571-6032	jraymon@tacoma.k12.wa.us	302	Special Education
Rehberg, Virginia	571-6105	vrehber@tacoma.k12.wa.us	105	Science
Richardson, Ken	571-6108	krichal@tacoma.k12.wa.us	108	Science
Robinson, Amad	571-6011	arobin2@tacoma.k12.wa.us	211	Special Education
Rogers, Cameron	571-6033	crogers@tacoma.k12.wa.us	303	English
Sadler, Bruce	571-6021	bsadler@tacoma.k12.wa.us	221	ELL
Seago, Billy	571-6027	wseago@tacoma.k12a.us	231	American Sign Lang.
Shelton, Courtney	571-6066	cshelto@tacoma.k12.wa.us	1116	Orchestra
Shepherd, Wendy	571-6063	wshephe@tacoma.k12.wa.us	1106	Vocal Music
Simmons, Joshua	6083/6156	jsimmon@tacoma.k12.wa.us	803	Art
Solmiren, Yvonne	571-6051	ysolmir@tacoma.k12.wa.us	521	Math
Springer, Tom	571-6042	tspring@tacoma.k12.wa.us	312	English
Stanley, Bettina	571-6009	bstanle@tacoma.k12.wa.us	209	French
Svinth, Kevin	571-6001	ksvinth@tacoma.k12.wa.us	201	Social Studies
Tabares, Isis	571-6025	itabare@tacoma.k12.wa.us	225	Spanish
Turnbull, Kirk	571-6058	kturnbu@tacoma.k12.wa.us	508	Math
Twitchell, David	571-6040	dtwitch@tacoma.k12.wa.us	310	English
Whitley, Major James	571-6093	jwhitle@tacoma.k12.wa.us	901A	JROTC
Willard, Breanne	571-6102	bwillar@tacoma.k12.wa.us	102	CTE Science
Wojtanowicd, MacKenzie	571-6023	mwojtan@tacoma.k12.wa.us	203	Special Education
Woodard, Kathy	571-6020	kwoodar@tacoma.k12.wa.us	220	Special Education

COUNSELING CENTER

Wilson High School has four counselors who look forward to getting to know you personally. Students are assigned a counselor based on the first letter of their last name.

Last Name Begins With:

A-E 9 th -12 th	Rich Coleman	571-6134
F-Li 9 th – 12 th	Sharice Madison	571-6136
Lo-Ri 9 th -12 th	Kari Ellen Elsdon	571-6140
Ro-Z 9 th - 12 th	Matthew Burns	571-6135
Career Counselor:	Nancy Sprick	571-6143
College Prep Advisor:	TBA	571-6145
HERO Advisor:	Phanat Ny	571-6144
Guidance Secretary:	Bridget Pong	571-6139

The counseling staff provides the following services to all students:

- Enrollment and orientation for students who are new to Wilson.
- Assistance to students in the development of their educational plans, class selection, and graduation requirements.
- Support in dealing with personal issues, concerning self-esteem, relationships, communication, motivation, problems, abusive situations, and chemical dependency.
- Information and assistance regarding career and college planning.
- Information and assistance to students and families in need of services from community agencies.
- Timely credit reviews.
- Assistance in exploring available educational options when having difficulty in the regular school program.

We also encourage parents to phone or e-mail to confer with the counselors regarding any concerns they may have. **Please be sure to call for an appointment to see a counselor.**

STUDENT GOVERNMENT

Wilson High School's student council is made up of students who are elected to represent the student body to ensure student input in the planning of student activities and the distribution of student body funds that are raised through activity card sales and other fundraisers. All expenditures of ASB student funds require the approval of the student council. The student council officers and representatives must take a leadership class for a grade and credit.

To serve on the student council a student must:

- Follow all attendance and behavior rules of the Athletic & Activity Contract.
- Be a full-time student at Wilson, taking at least 4 classes
- Class officers must maintain a 2.5 GPA
- ASW officers must maintain a 3.0 GPA
- Have an ASB Card

ASSOCIATED STUDENTS OF WILSON (ASW)

ASW OFFICERS

President:	Natalie Olsen
Vice President:	Ella Dorsey
Treasurer:	Audrey Streun
Secretary:	Tessa Nolan
Athletic Treasurer:	Jackson Dorsey

ASSOCIATED STUDENT BODY CARD

The Wilson ASB card is the main source of income for the Associated Student Body. Students who purchase ASB cards receive reduced admission to events, games, and dances, parking stickers, and “Wilson” gear. Since revenue for athletic uniforms and student activities are derived from the sale of ASB cards, every member of any school sponsored team or organization is required to purchase an activity card. No refunds for any reason.

Your ASB card will get you into all Tacoma Public high school games FREE!! Discounts are given for tickets to every WHS casual, semi-formal, and formal dances. ALL students who participate in any clubs, athletics, cheerleading, drama, choir, band, orchestra, etc. **must purchase an ASB card.** ASB and fundraisers provide revenue to these clubs and sports.

CLUBS/ACTIVITIES OFFERED AT WILSON & ADVISOR

CLUB/ACTIVITY	ADVISOR	CLUB/ACTIVITY	ADVISOR
Art Club	Ms. McDonald	Knowledge Bowl	Mr. Johnson
Band	Mr. Herb	Korean Club	Mr. Huynh
BSU (Black Student Union)	Mr. Huynh	Multicultural Student Union	Johnson/Stanley
Cheerleading	Ms. Hardwick & Ms. Dailey	Not One More	Ms. Lauka
Choir	Ms. Shepard	Orchestra	Ms. Shelton
Daffodil Pageant	Ms. Christensen	Prostart	Christensen/Corley
Drama Club	Mr. Serface/Swtizer	Orchestra	Ms. Shelton
Environmental Club	Ms. Willard	Running Club	Mr. Ring
Feminist Club	Ms. Gordon	Sports Medicine	Ms. Ebert
French Club	Ms. Stanley	Student Council	Howard/Madison
GSA	Ms. Rehberg	Students for Life	Mr. Leach
JROTC	Col. Neely	Unified Sports	Birge/Fokes
Jr. Statesman Club	Mr. Jankanish	Youth Leading Change	Ms. Purdin-Golding
Key Club	Ms. Solmiren	Waterpolo	Ms. Brown & Ms. Ernst

ATHLETICS

Athletic participation is completely voluntary and a privilege. Involvement in the athletic program does require you to give a lot of yourself. You must be willing to make a commitment of your time and energy beyond the normal school day. Turning out for a sports team requires duties on your part. You must maintain a 2.0 G.P.A. in order to participate in competition and attend all classes regularly. It is expected that your conduct will be appropriate at all times. To assume lesser standards would be an injustice to you and a disservice to Wilson High School.

Student athletes must purchase an ASB card and have on file with the Athletic Director a current medical physical, parent permission and contract form. Student athletes must have medical insurance and also submit an Emergency Medical Information form. These forms are available in the main office, from the athletic director located up in the gym or on the School District web site www.tacomaschools.org.

The number of teams each program has depends on the number of participants. Some of the programs will have a selection process. Coaches have the responsibilities to evaluate and select students for participation. Only the coach is authorized to make selections for team membership and playing time.

SPORTS AVAILABLE AT WILSON & COACHES

Fall

Sport

Cross Country (Boys & Girls)
Football
Golf (Boys & Girls)
Soccer – (Girls)
Swimming – (Girls)
Tennis – (Boys)
Volleyball
Waterpolo (Boys)
Cheer Squad

Head Coach

Sam Ring/Linda Gramento
Amad Robinson
Joe Guzzo
Terry Gresswell
Lauren Oak
Quoc Nguyen
Ann Hansen
Chelsea Brown
Maureen Hardwick &
Kasey Dailey

Winter

Sport

Basketball (Boys & Girls)
Swimming – (Boys)
Wrestling – (Boys)
Wrestling – (Girls)
Bowling – (Girls)

Head Coach

Mike Cocke'/Michelle Birge
Don Higgins
Josh Dickerson
Keith Lovins
Ken Richardson

Spring Sports

Sport

Baseball – (Boys)
Soccer – (Boys)
Fast pitch
Tennis – (Girls)
Track (Boys & Girls)
Waterpolo – (Girls)

Head Coach

Derek Jennings
Jason Gjertsen
Jess Wicker
Quoc Nguyen
Cam Rogers/Alisa Marzano
Megan Ernst

CODE OF CONDUCT

ASSEMBLIES

Wilson students have the **PRIVILEGE** of attending assemblies, concerts, dances, field trips, sports and other out of class activities. In order for students to continue to have these **PRIVILEGES**, they are required to adhere to the following:

1. No rude, disruptive, insubordinate, obnoxious, or disrespectful behavior.
2. When the lights go down, or the speaker steps to the microphone, or the conductor/director steps on stage, the audience should immediately become quiet and attentive.
3. No talking, noises, gum cracking, side conversations, etc. It is appropriate to carry on a side conversation with someone near you during the applause, but you should immediately become quiet and attentive after the applause is over.
4. During the performance, there should be no moving around the venue. If there is a need to move, wait until the selection has ended and move during an appropriate applause time.
5. Applause for performance and appreciation should be appropriate. There should be no obnoxious clapping, or continued clapping when the majority of the audience is finished.
6. No yelling out performers' names or comments of any kind.
7. No behaviors that take any attention off of the planned program, the performers on stage or the right of the audience to focus their enjoyment and attention on the activity.
8. If a student member in the audience brings undue attention on him or herself, he/she will be removed from the assembly. Depending on the reason for removal from an assembly, a student may be subject to missing future out of class activities, including dances, concerts, plays, field trips, sporting events etc.

Wilson High School has a positive reputation. We take great pride in our assemblies, concerts and other performances. Let's keep it that way!

DANCE CODE OF CONDUCT AND RULES

Purchasing tickets & Guests:

1. Dances on Wilson's campus are from 8:00 PM to 10:00 PM. Senior Prom is from 8:00 PM to 11:00 PM.
2. Most dances have ticket presales the week before the event. If tickets are available to purchase at the door during the event, there will not be presale tickets available the day of the event. This provides our staff time to organize and sort the authorized presale list for that evening. Names of students who have repurchased tickets will be kept and verified when tickets are presented at entry.
3. Attendees must show picture ID card with ASB to get the ASB ticket price.
4. (Homecoming and Prom only) Wilson students may bring dance guests (1 guest per student) who are high school students or recent high school graduates. All guests must be preapproved by Wilson administration. Guests must present ID to confirm identity and age in order to enter dance. Acceptable forms of identification are driver's license, school ID badge, military ID or other formal ID card. Guests must abide by the TPS Code of Conduct and Dress or they will not be admitted to the dance.
5. PROM ONLY:
 - Seniors need to be in good standing for graduation
Excessive absences/tardies or violation of any school or district policy may limit a student's eligibility to attend prom.
 - A principal may meet with the senior to create a contract for special permissions.

DANCE CODE OF CONDUCT AND RULES CONTINUED

- All prom guests must follow the same guidelines as seniors.
 - Underclassmen must be passing at least 5/6 classes and be in good standing in order to be approved.
 - All non-Wilson guests and underclassmen are required to be approved through the guest form process.
6. Students must show Wilson I.D. at the door to be admitted.
 7. To attend a dance, students must be free of debt.
 8. The ability to attend any dance may be jeopardized by poor attendance and/or grades. ASB events are geared towards celebrations and rewards.

Day of the Dance:

1. Dances on Wilson's campus are from 8:00pm to 10:00pm
2. Students and guests must show Wilson I.D. at the door to be admitted.
3. Names of students who have pre-purchased tickets will be kept and verified when tickets are presented at entry.
4. Dress code is strictly enforced. Students not following the dress code (see below) will not be allowed into the dance and refunds will not be given.
5. Backpacks, bags, large size purses, food/drinks or water bottles are prohibited from entering the dance. Some dances have a coat check for jackets and small items at the discretion of the administration. The Tacoma School District rules will be enforced and administrators will call parents when appropriate. The school is not responsible for any items brought into the dance or checked in the coat check.
6. During the dance, students are to be in designated dance areas. Students may not leave the dance and return. Once a student goes outside, he/she will not be readmitted or sold another ticket.
7. Dance photos must be ordered and paid for at the dance prior to the photo being taken. Any photo
8. No loitering or waiting for friends outside the dance area or parking lots.
9. Secure your valuables. The school cannot be responsible for purses etc. left unattended.
10. For safety reasons, no infants or small children may come to school dances with students.
11. Dances are a time for fun with friends at a school-sponsored function. Therefore, any dancing deemed inappropriate is not tolerated. Students violating this rule may be subject to dismissal from the dance and will not be allowed to attend the next dance. No refunds will be given.
12. Additionally, there is a zero tolerance policy on possession or use of alcohol, drugs, or other illegal substances at all school-sponsored functions. Students caught with or under the influence of any of these substances will be subject to discipline to the fullest extent according to School Board policies.
13. For safety, students attending the dance must leave promptly after the dance. The campus is cleared within 15 minutes of the end of the event.

Sexual Harassment and Appropriate Dress:

Dances are fun. WHS encourages all participants to enjoy themselves at school dances. With that said, it is a school function and not a club setting. Therefore, appropriate limitations are necessary.

Sexual Harassment and Appropriate Dance: Tacoma School District Policy 3215/3215R and Title IX of the Federal Education Amendments of 1972 prohibit sexual harassment at any school-related functions. Therefore, sexually offensive and inappropriate language, gestures and dancing are not acceptable. Dancing styles that involve intimate touching or exposure of the breasts, buttocks, or genitals, or that simulate sexual activity are NOT allowed; when dancing back to front, all dancers must remain upright--no sexual squatting or sexual bending is allowed, i.e. no hands-on knees and no hands on the dance floor with your buttocks facing or touching your dance partner; lying on the floor in

a sexually suggestive manner or lap dancing are not tolerated. The administration and school staff reserve the right to determine what constitutes sexual harassment.

Appropriate dress is mandatory for all students. All school dress code rules apply to dance attire. See Wilson Dress Code Policy.

Attire for senior ball will be full suit (business/professional attire) or tuxedos and semi-formal/formal ball gowns. Ball gowns are encouraged to be floor length.

IMPORTANT TICKET NOTE: THERE WILL BE NO DANCE TICKET REFUNDS

GENERAL INFORMATION

ASSISTANTS (STUDENT ASSISTANTS)

Junior/Senior students are allowed to be student assistants if they have met all graduation requirements. All student assistances are expected to be an asset to teachers and help out as requested. Only one assistant per class per semester is allowed. All exceptions must have administrative approval.

ATHLETIC/PHYSICAL EDUCATION EQUIPMENT

Athletic/physical education equipment is provided in the physical education classes and by sports teams. Students ARE NOT ALLOWED to bring personal items of this nature to school. Basketballs, baseballs, footballs, etc. will be confiscated by staff and returned to the student at the end of the school day. Continued violations will result in progressive discipline.

BUS TRANSPORTATION

Bus passes will be issued to all students who are eligible. It is necessary that students submit a signed bus application to Ms. Howell in the main office. Misbehavior on the bus may result in detention, suspension from school, and/or loss of privilege of riding the bus. School ID cards are required to ride the school bus.

CAFETERIA/LUNCH

The cafeteria at Wilson is designed for student comfort and use. We have considerable pride in the services of the cafeteria as well as the attitude of Wilson students in keeping the tables and the floor clean. Students should clean up the table when they are finished eating and throw away their garbage in the garbage cans. **WILSON HIGH SCHOOL HAS A CLOSED CAMPUS POLICY. STUDENTS ARE NOT ALLOWED TO LEAVE THE CAMPUS DURING LUNCH OR ANY OTHER TIME DURING THE SCHOOL DAY WITHOUT PRIOR PARENT PERMISSION AND THE APPROPRIATE DOCUMENTATION FROM THE NURSE OR ATTENDANCE OFFICE.**

CAREER CENTER

The Wilson High School Career Center is the hub of the school. It is a valuable resource that contains the latest information concerning post-high school training opportunities and occupations. The resources include catalogs from local and national schools, colleges, universities, and technical sites and apprenticeship programs, occupational handbooks, videos, and software to assist students in their planning.

The Career Center hosts scholarships, visits from colleges, universities, military academies, and technical schools, as well as representatives from a variety of occupations. Students are encouraged to attend a variety of presentations to help them make informed choices for beyond high school. Depending on availability, students may use the Career Center during lunch to study.

CLASS SCHEDULE & CHANGES TO SCHEDULE

Students register for course selections in March of the previous year. These requests are then entered into a student data base program that will assign periods and teachers. **The administration and/or school counselors must approve any subsequent requests for class changes.** Students are expected to follow the assigned schedule, and administrator and/or counselor must approve all schedule changes which must be made before the third week of each semester.

CLOSED CAMPUS & ADJACENT PROPERTIES

All Tacoma Schools observe a closed campus policy. *Once you have boarded a school bus, you are considered at school.* Students are to stay on the school grounds, in the designated areas, from the time they arrive until dismissed. ***Students must have a parent call or bring a written parent request to the attendance office, PRIOR TO LEAVING, in order to leave campus for any reason.*** Special off campus passes will be limited and must have administrative approval. Students will be subject to disciplinary action for leaving campus without permission.

To maintain an "optimum learning atmosphere" and for the safety and security of our students, staff, and the community, students are not allowed to gather in groups on sidewalks/easements, including bus stops around residences near Wilson High School before, during, or after school.
THIS MEANS ALL HOMES IN THE AREA.

Our campus and greater community has seen a dramatic increase in the use of e-cigarettes and vape devices, particularly "Juul" and "blu" brands. These devices can contain "juice", nicotine, or THC/marijuana products. Regardless of contents, the devices themselves are not allowed on campus. Juices will be confiscated and treated as "drug paraphernalia" for discipline purposes.

DIGITAL RESOURCES (Computers, internet access, data base, etc.)

Policy No. 6973 states that sending, receiving, and storing digital data using Tacoma School District resources (computers, telecommunications and /or networking equipment) represent powerful educational resources and potential for greater efficiency in delivering district services. The district encourages information dissemination, collaboration, innovation and experimentation through the ***ethical*** use of technology, and requires its staff and students to adhere to federal and state laws and district policies. Do not use digital resources for illegal, harassing, antisocial, or indecent purposes; do not access or process obscene, pornographic or other inappropriate materials. Any use of digital resources that violates school district policy will constitute disciplinary action.

DRESS CODE – Wilson acknowledges that a correlation exists between appropriate grooming, personal attire and student achievement. A similar relationship exists between student dress and acceptable standards of conduct. This document informs students and families that Wilson's dress code is designed to allow for student comfort while maintaining an environment conducive to teaching and learning in the best available educational setting.

If a student is out of compliance with the Wilson Dress Code, he/she will be asked to remedy the situation to become compliant with the following expectations.

- Tops, shirts, dresses must have straps.
- Shirts that show bare midriff, excessive skin, etc. are not allowed.
- Shorts, jumpers, rompers, and skirts must be no shorter than fingertip length all the way around. Shorts or skirts that are not fingertip length are not permitted.
- Pants, skirts, shorts may not contain any holes, rips, or tears that expose skin above fingertip length.
- Exposed undergarments and see-through clothing are prohibited. Tights may be worn only as undergarments.
- Pajamas, including pajama pants, and house slippers are strongly discouraged.
- Pants and/or shorts are to be worn at the waist with no sagging.

DRESS CODE CONTINUED

- Items such as scarves, “do-rags,” bandanas, towels, etc. should not hang from clothing, belts, backpacks, or pockets.
- Garments that have alcohol, drug, sexual or negative ethnic/racial comments or connotations are not allowed to be worn at school or at school related activities (home or away).
- Gang related attire is strictly prohibited.
- Shoes are to be worn at all times. *Laboratory, Studio and Shop classes may require closed toed shoes.*
- Sunglasses are not permitted to be worn inside the buildings unless specifically during a special spirit week day.

In order to minimize disruption and loss of instructional time, students should have extra clothing items, especially if they believe they may be asked to change. Please check your student’s attire daily to assure that students maximize their learning opportunities and avoid attire that is not compliant with the Wilson Dress Code.

If a student has failed to comply with the dress code, the student may be referred to an administrator and may be denied entrance to class until the dress code violation is resolved.

If you have reason to believe an item may not be school appropriate... it probably isn’t. □ □

In all cases, school administrators will make the final determination regarding specific dress code violations. Students are expected to be cooperative whenever their attire is determined inappropriate. Argumentative, hostile or defiant behavior will be subject to other disciplinary action and progressive consequences.

Spirit or Special Event Days

All Spirit wear must comply with the Wilson Dress Code. Students are forewarned not to wear face paint, masks, skin-tight or suggestive attire, sunglasses, or anything else that could cause a safety issue or a disruption to the learning environment.

ELECTRONICS – Cell phones and certain electronic items shut you off to the outside world and can be a safety hazard on campus allowing you to not hear what is going on. In the case of headphones and ear buds, you may only have them obstructing one ear while anywhere on campus. Headphones should be removed entirely while you are in class. Cell phones should be turned off and put away during class time unless otherwise directed by a teacher to be used as a learning tool.

EXTRACURRICULAR ACTIVITIES

Students must be passing in at least five full-time subjects the previous and current semester and maintain a 2.0 G.P.A. in order to participate in athletics and school activities. Students who are absent one or more periods on the day of an extracurricular activity in which they are scheduled to take part will not be allowed to participate. This policy affects all extracurricular activities, i.e., athletics, student council, cheerleading, music, and drama.

FEES (All fees are subject to change)

ASB Card (required of all athletes & student activities/clubs)	\$30.00 (\$5.00 for replacing lost cards)
Nova (Yearbook) www.yearbookforever.com	\$50 – Online purchase from 8/13-9/7
Parking Permit	\$5.00

Instrument use fee: A yearly non-refundable fee will be assessed for students who use school instruments. This fee will cover basic maintenance of instruments such as annual chemical bath for wind instruments or replacing strings on orchestra instruments. Additional charges will be

assessed to students if the instrument is returned in a damaged condition. See your band or orchestra teacher for procedures to apply to use a school instrument.

Pierce County League Admission Prices:

2018-2019 Athletic Pass*	\$ 60.00
Adults & High School Students without ASB	\$ 6.00
TPS Middle & High School Students with ASB	FREE
Senior Citizens	\$ 2.00
Military Personnel with ID	\$ 4.00
Outside TPS Visiting Students with ASB card	\$ 4.00
Elementary Students	\$ 2.00
Middle School Students with ASB	FREE
Children under 5	FREE

Other fees (shop, art, fines, etc.) should be paid to Ms. McFarland, Office Coordinator.

****Funds for Athletic Passes, when purchased at school, go directly to Wilson Athletic Dept.***

FOOD SERVICE

Please check the district website for current breakfast, lunch and milk prices. Forms for Free or Reduced Lunch can be obtained on line and are in the main office. These should be returned to Nutrition Services at 3321 S. Union Ave. Phone number is 571-3370.

Tacoma Public Schools offers parents a secure, online system to manage student meal accounts. “Lunch Money Now” is a convenient, easy-to-use system that allows parents to pre-pay for meals, access meal account balances and check recent meal purchases. Visa and MasterCard transactions through “Lunch Money Now” are charged a \$1.50 convenience fee at checkout.

“Lunch Money Now” is an easy and secure way to use a debit or credit card online to pre-pay for school meals:

- Go to the district Web page and under the “for Parents” tab; click on “Lunch Money Now.”
- Log in using your child’s student ID number and birth date.
- Click “Get Balance.”
- View “Recent Activity” or enter deposit amount in the fill-in box and click “Add to Cart.”
- Click “Search/Add Another” to make deposits for additional children within the same transaction (add all your children for just on \$1.50 convenience fee).

GRADES

The school year is divided into two semesters of 18 weeks each. Final grades, given at the end of each semester, are posted on the student’s transcript and determine his/her grade point average (GPA). One mid-term grade report is issued at 12 weeks of the semester. In addition, parents/students may access grades on-line. Students must complete 18 weeks in a course with a minimum of D grade to earn .5 credit.

Online Grades – Home Access Center (HAC)

Students and parents can stay updated on academic progress and classroom attendance by accessing online grades. Go to the Tacoma school district website, click on “Parents or Students” and then click “Login to HAC”.

Credits needed per year to stay on track for achieving class status:

9 th grade	0 – 6	11 th grade	12.5 – 18
10 th grade	6.5 – 12	12 th grade	18.5 to 24

Students who fail classes will be required to retrieve credit via summer school, zero hour, seventh hour or another method determined by counselor or your principal.

HEALTH CENTER

The school nurse is available for health status appraisal, i.e. vision, hearing, dental, and scoliosis screening, first aid and emergency care and a resource for health education & prevention programs. The nurse is available for counseling regarding any health concerns a student may have.

It is IMPORTANT that students with special health problems such as diabetes, epilepsy, recent surgery or hospitalization report to the nurse at the beginning of the school term.

Tacoma School District Policy does not allow the nurse to give any medications of any kind, including aspirin or Tylenol. Arrangements for medication at school must be made with the school nurse with a written parental request and a physician's prescription.

HOMEWORK

Homework will be a regular part of each student's school experience. Homework is defined as relevant tasks (or assignments) to be done outside of, or in conjunction with regular class work. Students can expect on average to spend from 60 to 120 minutes daily on homework.

IDENTIFICATION CARDS

Pictures for all students will be taken in September and an ID card will be issued. Students are strongly encouraged to keep their ID card secure. **Students are required to carry their ID card with them at all times while at school.** Replacement cards sold at a cost of \$5.00 each, not including ASB.

INSURANCE

Insurance is available from an independent company each fall to all students at very reasonable rates. It is designed to cover medical and dental expenses incurred from accidents while under school supervision. We strongly urge all students of Wilson High School to take advantage of this opportunity.

LOCKERS

Lockers are assigned in Ram Teams. Malfunctions or thievery should be reported to the Security Officers. ***Highly valued items should not be brought to school, nor left in a student locker; and the locker door should always be locked after use.*** Students should never tell anyone their combination, not even close friends. Students are requested to keep their belongings in their own lockers. ***Wilson High School is not responsible for lost or stolen items.***

LOST AND FOUND/STOLEN

All lost items are taken the front office who will give them to Mr. Brazzle for safe keeping. A brief description of the article and its contents may help regain a lost possession. **To insure prompt recover/investigation, lost or stolen articles should be reported immediately.** Students who find lost articles are expected to turn the article over to the security officer(s) or the main office. ***Wilson High School is not responsible for lost or stolen items. Students are requested not to bring valuables to school.***

MAKE-UP WORK

If an absence is excused, the student shall be permitted to make up all missed assignments outside of class within a reasonable length of time. A reasonable length of time shall be considered **two days** to complete make-up work for each day of excused absence, unless the make-up period is extended by agreement with the teacher(s).

PARENT CONCERNS

What should you do if you have a concern with another student, teacher or program? In regards to a teacher you can always set up a meeting to discuss the concern with the teacher directly. If that does not work you may ask for a meeting with that teacher's supervisor. If a program or a type of class taught is concerning you a meeting with the school principal can be arranged to discuss the issue. If your concern is with another student, you would direct your questions to the grade level principal for that student.

PARKING RULES & REGULATIONS

Each school year students who wish to drive to school must register their cars. Parking on campus is a privilege. In order to accommodate the large number of students and staff desiring to park on school property, in accordance with TSD regulation 6550, the rules listed below have been established. Non-compliance will result in disciplinary action, and or a fine. Please park in designated student parking areas.

1. All students must register their vehicles with Ms. McFarland in the cashier's office.
2. Students must possess a valid Washington State driver's license and show proof that there is liability and property damage insurance on the vehicle and acknowledge that he/she will assume full responsibility for any comprehensive or collision claims that may occur while on school property.
3. Students must fill out the Vehicle Registration card before a parking permit will be issued.
4. The cost is \$5.
5. The parking lot is **OFF LIMITS DURING THE SCHOOL DAY (7:30 – 2:05)**. This includes lunchtime. Books, lunches, clothing, etc. **should not** be left in the vehicle.
6. Speeding or careless driving in the parking lot and on the streets bordering the campus will result in loss of parking privileges and the incident will be reported to the police department.
7. The school/school district is not responsible for vandalism or theft of the vehicle. Students are encouraged to leave valuables at home, including large speakers and other items that might tempt a thief.
8. Possession of alcoholic beverages, drugs/illegal chemical substances or opiates, firearms, ammunition, or dangerous weapons fall under the terms and conditions of "Student Conduct Rules" and extend to a student's vehicle parked on school district property and adjacent properties.
9. A student may transport another student during the day only with the consent of the student passenger's parent and if consistent with the terms of the student's driver's license.
10. Student vehicles shall not be parked on district property overnight unless the principal or designee has given authorization to the student because of a school-related activity. The district shall not be held liable for any damage that may occur to a vehicle left parked during non-school hours or overnight.
11. Parking decals are to be displayed in the left front window of the vehicle.
12. Students who choose to park on the side streets and adjacent properties to avoid paying for a campus parking permit are subject to City of Tacoma parking rules/regulations.

SEMINAR SCHOOL

Seminar is given to students who may have excessive tardies, absences, missing classwork, failing grades and who may have violated the closed campus rule. It is offered most weeks, three days a week, from 2:15 p.m. to 3:15 p.m. and gives the student an opportunity to work on assignments he/she may be missing, and to do homework.

SKATEBOARDS & BIKES

Skateboards are not allowed to be carried from class to class or ridden on campus. Please ask to have a locker in the 800 or 900 hall for storage. These lockers are large enough to store a skateboard. Those not in compliance may have the skateboard confiscated and kept in the administrator's office till the end of the day.

SKATEBOARDS & BIKES CONTINUED

Bikes are to be locked up and secured on the bike racks which are located between the 800 hall and gymnasium, and in front of the auditorium. Bikes are to remain locked until the end of the school day or until you are leaving campus for the day. Bikes brought to school are not to be ridden during lunches. Bikes should not be locked to posts or fences or you may be subject to disciplinary action.

VISITORS

1. **Students are not allowed to bring visitors to school or to have non-Wilson students/visitors come to the school looking for them.** Students are not allowed to bring siblings, other relatives, or friends to school.
2. Wilson High School welcomes and encourages visits by parents, other adult community residents and interested educators. **All visitors MUST sign in at the main office and get a visitors badge.**
3. The learning environment and the staff's time for students shall be free from interruption. Therefore, **we encourage parents/guardians to make an appointment to see a teacher(s), counselor, administration, and to visit a classroom, with 24 hours notice.**

ATTENDANCE POLICY

Parents of any student eight years of age and under eighteen years of age shall cause such child to attend school 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. Any law enforcement officer authorized to make arrests can take a truant student into custody without a warrant and must then deliver the student to the parent or to school. (Policy 3121)

- Parents and/or guardians are asked to notify the attendance office(s) when a child will be absent and give the reason for the absence on the day of the absence. If a parent or guardian anticipate an extended absence, pre-approval is required by notifying the appropriate attendance office with a written notice three school days prior to the absence.
- **If a student is absent, a note (or parent/guardian phone call/e-mail) is required with specific reason, date, and signature of parent or guardian. Excuses are to be turned into the attendance office on the morning following each absence. **Students *must always* check into their attendance office, even if they have no note, before going to class if they are arriving late or returning from an absence.****
- All Tacoma Schools observe a closed campus policy. Students are to stay on the school grounds, in the designated areas, for the time they arrive until dismissed. **Students must have a parent call or bring a written parental request to the attendance office in order to leave campus for any reason.** Students will be subject to disciplinary action for leaving campus without permission. Calling in ahead of time allows us time to prepare an early dismissal and deliver it to your student for dismissal.
- When a student is marked absent from one or more classes, parents will be notified by use of a computerized system called School Messenger. This call will inform parents that their student has missed one or more classes for that day. This phone call keeps parents informed about their child and also complies with the BECCA Law.

Excused Absences

- Personal illness, health condition, or medical or dental appointments; students absent five (5) days or more from school will need a note from a physician certifying the dates of illness.
- Family emergencies (examples include: fire; significant illness, death or funeral within the family, parent hospitalization.)

Excused Absences Continued

- Appearances in court when required by law
- Long-term suspensions that do not result in a loss of grades or credits; short-term suspensions, and emergency expulsions
- Approved family activities, as detailed in section above of this regulation
- Religious observance shall not have the absence count against attendance requirements for school-based reward, incentive or behavior management programs
- School-approved activities.

Unexcused Absences

- Absences for reasons not listed above are un-excused.
- Students returning to school without providing a valid excuse from a parent within **one school day** will have the absence recorded as un-excused.
- Schools may (but are not obligated to) provide the opportunity for make-up work due to unexcused absences.
- Unexcused absences may adversely affect a student's grade.

Family Planned Absences

- A parent may request that a planned family activity be approved by contacting the attendance office in writing at least three (3) school days before the student's absence.
- Students will bring their parent note to the attendance office and get a "pre-approval form" which they will have each of their teachers sign allowing them to make-up all work/tests while they are away.
- If approved, the family activity shall be considered an excused absence, provided all conditions in this section are met.
- Approval is at the discretion of the grade level principal. Approval or denial is on a student-by-student basis, and shall include a fair consideration of the impact of the planned absence on the student.
- The principal may require an agreement with the student, parent and teacher to complete special assignments and/or missed work.
- Failure to complete an agreed upon assignment will cause the absence to be considered unexcused.

COMPULSORY SCHOOL ATTENDANCE LAW

BECCA PROCESS

The State Legislature updated the Compulsory School Attendance Law in the summer of 1995 and 1996, concerning students who are truant or have un-excused absences from school. The law requires all parents, guardians and Washington State residents having children between the ages of eight and eighteen to cause the child to attend a public or private school. Any person violating this requirement shall be fined not more than \$25.00 for each day of un-excused absence from school unless the court decides otherwise.

Parents are to be informed when the student has failed to attend school after one or two un-excused absences via Wilson's Connect Ed telephone message service and BECCA letter #1 mailed home.

- 3-5 Unexcused Absences - BECCA letter #1 mailed home. Conference scheduled with parent, student, and their counselor.
- 7 Unexcused absences in a 30 day period or ten unexcused absences in a year – BECCA Petition is filed with the courts. After a petition is filed, a court date is set and the student must appear and explain the unexcused absences. An order compelling school attendance is written by the courts. An unexcused absence that occurs, after the court order to attend is written and signed, allows the school to file a Progress Report.

15/10 RULE

No hall passes are given in the first 15 minutes of class instruction or the last 10 minutes of class time.



ATTENDANCE and TARDY PROCEDURES/CONSEQUENCES

ATTENDANCE POLICY

- | | |
|-------------------------------------|---|
| • 1 st unexcused absence | School Messenger calls home* |
| • | |
| • 3 rd unexcused absence | Teacher contacts home |
| • | |
| • 5 th unexcused absence | Teacher referral to counselor; counselor, parent, student meeting |
| • | |
| • 7 th unexcused absence | Office referral;
Seminar School assigned. |

* Excessive **excused or unexcused** absences may impact your performance.

TARDY POLICY

- | | |
|---------------------|---|
| • 1 to 3 tardies | Classroom teacher handles; contacts home. |
| • 4 to 6 tardies | Referral to appropriate counselor by teacher; contact home. |
| • 7 or more tardies | Office referral; administrative discretion |

15/10 Rule – No hall passes are given in the first 15 minutes of class instruction or the last 10 minutes of class.

***Phone calls are made daily to your home by our automated system when you are marked absent. Be responsible and make sure your classroom teachers are recording your attendance accurately, including tardies.**

GRADUATION REQUIREMENTS

- 24 Credits for Classes
- High School & Beyond Plan
- State Test Requirements – See Below Description

NOTE: STUDENTS WHO DO NOT COMPLETE ALL REQUIREMENTS TO GRADUATE, WILL NOT PARTICIPATE IN THE GRADUATION CEREMONY

Subject	Minimum Requirements For Tacoma School District For Class of 2019, 2020, 2021 & 2022
English	4.0 Credits
Math	3.0 Credits*
Science (One must be a lab)	3.0 Credits*
Social Studies	3.0 Credits
Career/Tech	1.0 Credit
Health	.5 Credit
PE	1.5 Credits
Art	2.0 Credits**
World Language (Same Language)	2.0 Credits**
Electives	4.0 Credits
Total	24 Credits

All grade levels must pass – ELA in Reading and Writing

Incoming class of 2020 must pass 1 SBAC exam in Math and 1 WSAC exam in Science.

***Additional core and specific elective classes are required for entrance to 4 year colleges.**

****Depending on Personal Pathway Plan****

GENERAL INFORMATION IN AN EMERGENCY

It is extremely important that students and staff are familiar with the emergency procedures and that **EVERYONE** cooperates and follows the directions of those in charge.

TEACHER'S RESPONSIBILITIES

- ❖ Buddy System: Each teacher should check on his/her buddy teacher and
 - provide coverage if necessary.
- ❖ Always account for students that are supposed to be in your classroom.
- ❖ EXCEPT for fire, never leave the classroom until officially released by the IC.
- ❖ For evacuation, after checking that there are no intruders in the hallway, always go directly to your assigned area(s).
- ❖ ALL TEACHERS ON PLANNING AND UNASSIGNED PARAS REPORT TO THE COMMAND CENTER ON THE FIELD. (see lunch procedures below)
- ❖ BATHROOMS: No bathroom access to staff or students until notified by the IC.

❖ STUDENT'S RESPONSIBILITIES

- ❖ Students should always stay with the class unless specifically requested by
 - the IC.
- ❖ Permission to use the bathrooms only after teachers have been notified by IC.
- ❖ Student Release: Gates 1 and 2 are the designated student release areas.
 - -Students cannot request to be released: parent/guardian must initiate.
 - -No students will be released until processed through Gates 1 or 2.
 - -Students will be released only to their parent/guardians.
- ❖ If in a bathroom during an incident, student should return to current classroom and/or the nearest classroom depending on the incident.
 - -STAY IN THE BATHROOM IF THE INCIDENT IS "INTRUDER ALERT".

FIRE DRILL DURING LUNCH

- Students eating: Under the direction of the adult supervisors, each student should leave the lunchroom and go to the evacuation area for your next period class. (4th or 5th period depending on your lunch)
- TEACHERS at lunch/planning you will go to the designated area outside. Find your spot and wait for the students who may come to your area. Students at lunch will be exiting the lunchroom and going to their next period evacuation spot.

EARTHQUAKE

- Students eating: Stay in the lunchroom and take cover beside the lunch tables or against an inside wall or doorway. Stay away from glass windows, and outside doors.
- If you are in the gym, drop and cover near a wall away from hanging items that may fall.
- Students already released and outside the lunchroom, move away from buildings and utility wires. Once in the open, stay there until the shaking stops. Wait for directions over the PA and/or bullhorn from the IC.
- If you happen to be outside with your class, stay outside.
- Report to the closest classroom and follow the directions given by the classroom teacher.
- If the directions are to evacuate the building, find your teacher in the same designated evacuation area we use for fire drills.
- TEACHERS at lunch/planning same as for fire drill, except assembly area is on the fields behind the school. (See map).

EARTHQUAKE CONTINUED

- **STUDENTS AND STAFF**, PLEASE STAY OFF THE TELEPHONE, ESPECIALLY CELL PHONES. THE PHONE LINES WILL BE NEEDED FOR EMERGENCY SITUATIONS ONLY.

INTRUDER

- Students eating should not leave the lunchroom. Adult supervisors will secure all doors. Students need to move away from windows and doors and remain quiet.
- Students already released and outside the lunchroom/classroom should go immediately to the closest classroom. If you are in the bathroom, REMAIN in the bathroom, lock yourself into a stall, and keep your feet out of sight (squat on top of the toilet), stay quiet.
- **TEACHERS** at lunch/planning, regardless of your location, check the hallways/area for students and get them inside with you. Lock the door, stay away from windows, and remain quiet. Follow “lock down” procedures.

SPECIFIC PROCEDURES FOR FIRE, EARTHQUAKE, INTRUDER

FIRE DRILL

- Quickly check the hallway to assess if there is a threat.
- Turn lights off and lock the door for this drill. In case of a real fire, unlock the door.
- Exit room and building according to your room’s specific route; take your “Emergency” clipboard with you. This should include your Red/Green card, class roster, and map for where to reconvene.
- Verify student attendance once outside the building in your designated spot. Know where your students are.
- Maintain as much order as possible. Keep students together and as quiet as possible.
- Tell your students if they are in the bathroom at the time, they should join the class outside at the designated area as quickly as possible and check-in with their teacher.
- Never re-enter a building until you are given the all clear, even during a drill.
- During passing time students should go to the designated area outside and find their next period teacher. Example: If you are passing after 1st period and the fire drill occurs, students should go to designated area and find their 2nd period teacher.

EARTHQUAKE

- React calmly; tell the class to get on the floor beside their desk or table immediately and put their hands over their heads.
- Face away from any windows or other glass.
- Check students for any immediate first aid requirements.
- Remain calm and wait for instructions from the *IC*. Building will be surveyed for damage before students will be allowed to exit.
- Students using the bathroom should stay in the doorway until shaking stops, then go to the closest classroom to the bathroom. Once outside at designated area, each student should check with the teacher he/she is with and then go to current class.

INTRUDER ALERT

- Lock your classroom door and turn off your classroom lights. Be sure to cover the window in the door.
- Students and teachers should sit or lie on the floor as far away from sight lines as possible.
- Maintain strict classroom silence.
- Verify attendance including students currently out of the room.

INTRUDER ALERT CONTINUED

- If a student or teacher is in the hallway or between buildings (i.e. passing time, lunch) during the alert, the student should enter the first available classroom.
- Students using bathroom should REMAIN in the bathroom, lock themselves into a stall and keep their feet out of sight. (Squat on the toilet).

LOCKDOWN PROCEDURES

- ✓ All staff and students remain in a classroom.
- ✓ Sweep students from hallway into classroom when locking door.
- ✓ Secure and lock all doors and windows. Close windows/blinds/shades.
- ✓ Turn off lights.
- ✓ Stay away from doors and windows once secured.
- ✓ Direct students to sit or crouch on the floor.
- ✓ Students and staff MUST refrain from using cell phones/phones.
- ✓ Remain calm and comfort students.
- ✓ Remain in the classroom – no exceptions
- ✓ DO NOT answer the door for anyone or for any reason – no exceptions! We have keys.
- ✓ DO NOT turn on the TV or radio, or anything that can be heard outside the classroom door/windows.

Before & After School: A siren type of bell will ring

1. Students arriving on school buses will not be allowed off the buses. Buses will be directed to the church parking lot on 6th and Orchard Street.
2. Students already on campus, in halls, breezeways, etc., are to be brought into the nearest classroom by staff at the time of the announcement.
3. Teachers/staff should clear their immediate area by getting students in from the hallways, breezeways, etc., and get them into the classroom.
 - a. Lock the door and windows
 - b. Turn off the lights
 - c. Direct students to lie flat on the floor away from sight of any windows. Teachers need to lie on the floor as well and remain on the floor until further directions are given.
 - d. DO NOT OPEN THE DOOR FOR ANYONE, FOR ANY REASON; DO NOT LEAVE YOUR ROOM FOR ANY REASON. We have keys and will come to each classroom with further directions, depending on the situation.

During the school day (students in classes): A siren type bell will ring

1. Check the hallways/breezeways, etc., and get any students in these areas into your classroom ASAP.
2. Lock your door, and turn off the lights.
3. Direct students to lie flat on the floor out of sight of the windows.
4. Students and staff MUST refrain from talking, using cell phones/phones.
5. PLEASE do not turn on the TV or radio.
6. Do not answer the door for anyone or for any reason.
7. All staff and students must remain in the classrooms until directed differently.
NO EXCEPTIONS!

Lunch time:

1. Students outside of the cafeteria, i.e. halls, breezeway, plaza area, etc. should be directed to the nearest classroom
2. Students in the lunchroom need to remain there and will be directed by the adult supervisors to move away from the windows and doors; move to the Ram mural wall, the kitchen area, the band room

Lunch time continued:

3. Exterior doors will be locked by security.
4. All previous steps for lockdown are to be implemented.

SHELTER-IN-PLACE PROCEDURES

In the event it is necessary to Shelter-in-Place, a pulsating sound will be heard.

All doors are to be locked. The procedures listed below are for any hazardous materials release that emanates from outside the school buildings.

1. Students (staff) are to report to their assigned classroom as quickly as possible.
2. Hang "Sheltering-in-Place" sign on the outside of the door.
3. Close and lock classroom doors and windows.
4. Students in the hallway should be swept into a classroom.
5. Turn off pilot lights, air conditioners, and exhaust fans.
6. Tape around doors, windows, and vents or place wet towels at bottom of doors (a jacket could be used instead of a towel at the bottom of doors).
7. Close drapes (if you have them) and blinds and stay away from windows.
8. Do not open doors or windows until all-clear is verbally given.
9. Take roll.
10. Electricity will be left on. Intercoms, radios and televisions may be used for getting information during the event. (Please keep volume down)
11. Do not allow anyone to leave the classroom. Use emergency food stored the room, if necessary and available.
12. Wait for further instructions.
13. Do not evacuate the room until told to do so.
14. When you evacuate, open all windows and doors to air out the room.

2019-2020 Calendar of Events

<u>Dates</u>	<u>Events</u>	<u>Times</u>
<u>Sept.</u>		
9/5	First Day of School	
9/6	Picture Day	
<u>Oct.</u>		
10/11	Data Day – No Students	
10/10	Jostens Here – Cafeteria	Both Lunches
10/10	Jostens Parent Night	Auditorium 5:30-7pm
10/16	Picture Retake Day	
10/17	Conferences (Periods 1-3)	Early Release 10:50
10/18	Conferences (Periods 4-6)	Early Release 10:50
10/24	Choir Concert @ Blue Mouse	5 PM & 7 PM
10/25	Homecoming Assembly	Long Assembly Bell Schedule
10/25	Homecoming Game vs. Spanaway Lake	7pm
10/26	Homecoming Dance	Gym 8-10pm
<u>Nov.</u>		
11/11	Veteran’s Day – No School	
11/18	Winter Sports Begin	
11/27-29	Thanksgiving Break	
<u>Dec.</u>		
12/10	Band & Orchestra Concert	Auditorium 6:30
12/18	Choir Concert	Auditorium 7pm
12/23-1/5	Winter Break- No School	
<u>Jan. 2018</u>		
1/6	School Resumes	
1/20	Martin Luther King Day- No School	
1/27	Finals	2 Hour Periods 1, 2, 3
1/28	Finals	2 Hour Periods 4, 5, 6
1/30	Semester Break – No Students	
1/31	District Data Day- No Students	
<u>Feb.</u>		
2/3	Second Semester Begins	
2/14	Snow Make-Up Day (if needed)	
2/17	Presidents’ Day – No School	
<u>March</u>		
3/2	Spring Sports Begin	
3/12	Conferences (Period 1-3)	Early Release 10:50
3/13	Conferences (Period 4-6)	Early Release 10:50
3/25	Band & Orchestra Concert	Auditorium 6:30pm
3/28	Show Choir Auction	TCC Gym
<u>April</u>		
4/6-10	Spring Break	
4/20	Data Day – No Students	
<u>May</u>		
5/19	Senior Honor Cord Ceremony	Auditorium 7 PM
5/22	Snow Make Up Day, if needed	
5/25	Memorial Day- No School	
5/22-25	Show Choir California Trip	
5/26	Senior Awards Ceremony	Auditorium 7 PM
5/27	Band & Orchestra Concert	6:30 PM
<u>June</u>		
6/2	Choir Concert	Auditorium 7 PM
6/11	Graduation Rehearsal	10:30-11:45
6/12	Graduation	1 PM
6/12	9 TH , 10 TH , & 11 TH , Finals	Periods 1, 2 & 3
6/15	9 TH , 10 TH , & 11 TH , Finals	Periods 4, 5 & 6
6/16	Last Day of School	10:50 AM Release
6/17-18	Snow Make Up Days, if needed	



Board of Directors

Karen Vialle, President
 Scott Heinze, Vice President
 Andrea Cobb
 Enrique Leon, MD
 Debbie Winskill

Carla J. Santorno, Superintendent

CAMBODIAN	LAOTIAN	SPANISH
<p>ផ្ញើភ្ជាប់មកជាមួយនេះគឺជាឯកសារដ៏សំខាន់មកពីសាលារៀនរបស់កូនអ្នក ។ សូមមេត្តារកគេជួយបកប្រែឯកសារនេះឲ្យអ្នក ។ សូមអរគុណ ។</p>	<p>ຂັດຕິດມາພ້ອມນີ້ແມ່ນເອກະສານສຳຄັນ ຈາກໂຮງຮຽນຂອງລູກທ່ານ. ກະລຸນາຮັບເອົາເອກະສານຊຶ່ງພວກເຮົາໄດ້ແປໃຫ້ທ່ານແລ້ວນີ້ໄວ້ດ້ວຍ. ຂອບໃຈ.</p>	<p>Adjunto encontrará un documento importante de la escuela de su hijo/a. Si corresponde, sírvase pedir que se lo traduzcan. Muchas gracias.</p>
KOREAN	RUSSIAN	VIETNAMESE
<p>귀댁 자녀의 학교에서 보내 드리는 본 서류는 중요합니다. 자녀에게 서류에 있는 내용을 설명해 달라고 하십시오. 감사합니다.</p>	<p>В приложении Вы найдете важный документ из школы, где учится Ваш ребенок. Пожалуйста, попросите, чтобы Вам его перевели. Спасибо!</p>	<p>Kèm theo đây là giấy tờ quan trọng của nhà trường con em quý vị. Xin hãy nhờ người giải thích những giấy tờ này cho quý vị. Cám ơn.</p>
<p>Attached is an important document from your child's school. Please have this document translated for you. Thank you.</p>		

Tacoma Public Schools does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups.

The following employees have been designated to handle questions and complaints of alleged discrimination:
 Civil Rights Coordinator: Lisa Nolan, Inolan@tacoma.k12.wa.us, 253-571-1252;
 Title IX Coordinator: Eric Hogan, ehogan1@tacoma.k12.wa.us, 253-571-1191;
 504 Coordinator: Elementary, Tracye Ferguson, afergus@tacoma.k12.wa.us, 253-571-1096;
 504 Coordinator: Secondary, Jon Bell, jbell2@tacoma.k12.wa.us, 253-571-1225.
 Mailing address: P.O. Box 1357, Tacoma, WA 98401-1357.

