

2011-2012 Student Handbook and Planner

Name: _____

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WEST VALLEY HIGH SCHOOL STAFF (as of May, 2011)

ADMINISTRATION AND OFFICE SUPPORT

Principal	Mr. Bill Oppliger	972-5906
Assistant Principals	Mr. Jake Hall	972-5907
	Ms. Eva Lust	972-5908
Athletic Director	Mr. Joe Coscart	972-5942
ASB/Activity Director	Mr. Craig Lacy	972-5933
Counselors	Mrs. Jan Chase - Sophomores	972-5920
	Mrs. Dawn Hester - Juniors	972-5919
	Mr. Bernie Snow - Seniors	972-5921
Interventionist	Mr. John Hutton	972-5966
School to Career	Mr. Mal Kamimoto	972-5946
Security Officer	Mr. Brian Lawrence	972-5955

Principals' Secretary	Mrs. Kendra Goodpaster	972-5910
Attendance Secretary	Mrs. Sandie Hennessy	972-3912
Registrar	Mrs. Lori Jones	972-5924
ASB Secretary	Mrs. Linda Winkler	972-5903
Athletics Parapro	Mrs. Stephanie Gress	972-3904

TEACHING STAFF

Mrs. Diana Anson	Family Science
Mrs. Valerie Barnett	Language Arts
Mr. John Beck	Physical Education
Mr. Rick Beck	German Language
Mr. Ron Bergevin	Social Studies
Mr. Mike Berube	Math
Mr. Kevin Brennan	Social Studies
Mr. Aaron Brien	Math
Mr. Mark Burns	Language Arts
Mr. Mike Cabbage	Science
Ms. Elizabeth Chicken	Language Arts
Mrs. Joan Coomer	English as a Second Language
Mr. Kris Dennison	Special Education
Lt. Col. Jeff Duncan	JROTC
Mr. Adam Eldridge	Math/Social Studies
Mrs. Kristen Fife-Johnson	Rap/Humanities
Mr. Ron Gerhardstein	Instrumental Music
Mrs. Megan Goranson	Choir
Mr. Brooks Hale	Language Arts
Mr. Jim Harper	Math
Mrs. Katie Hinckley	Physical Education
Ms. Beth Holmes	Special Education
Mr. Lucas Jaeger	Special Education
Ms. Susan Kaphammer	Library
Mr. Adil Khan	Math
Mr. Kevin Koler	Science
Mr. Josh Krieg	Voc. Education
Mr. Craig Lacy	Social Studies
Mr. Dana Lemieux	Language Arts
Mrs. Gina Lott	Spanish Language
Mr. Eric Lunden	Business Education
Ms. Jeannie Martin	Sports Medicine

ASB (STUDENT) OFFICERS 2011-2012

Mr. Josh McKimmy	Language Arts
Mr. Mike Nelson	Special Education
Mr. Dan Noll	Chemistry
Mr. Jamie Nordstrom	Math
Mr. Rob O'Brien	Social Studies
Ms. Amy Osborn	History
Mr. Andrew Ponchene	Vocational Education
Mr. Tom Robinson	Business Education
Ms. Debbie Sundlee	Art
Mrs. Mary Rose Tahat	Science
Mrs. Keely Teske	Science
Mr. Kevin VanDeBrake	Social Studies
Ms. Jennifer Voorhees	Spanish Language
Mr. Tyson Whitfield	Social Studies
Mr. Kent Wilkinson	Science
Mrs. Jamie Zeller	Math
TBD	Spanish Language

INSTRUCTIONAL PARAPROFESSIONALS

Mrs. Jean Brunstetter	Life Skills Program
Mrs. Janice Couette	Life Skills Program
Mrs. Lisa Ford	Life Skills Program
Mrs. Kathy Jarvis	Basic Ed Support
Mrs. Mari Mills	Basic Ed Support
Ms. Tammy Moore	Life Skills Program
Mrs. Linda Mutch	Library
Mrs. Terri Stewart	Life Skills Program
Ms. Melody Troy	Life Skills Program

FOOD SERVICE

Mrs. Kristin Blair, Director

CUSTODIAL STAFF

Mr. Robin Sills, Head Custodian
Mr. Rich DeLozier
Mr. Zig Melusky
Mr. Todd Monroe
Mr. Felix Ortiz
Mr. Mike Riso
Mr. Mark Terry

EXECUTIVE COUNCIL

President	Brandon Austin
Vice President	Mariah Wildgen
Senatorial Secretary	Jeremy Oram
Speaker of the House	Morgan McDowell
Executive Secretary	Madisen Kimzey
Public Relations Director	Alexandria Patrick
Treasurer	Jordan Fuzie
Assistant Treasurer	Christian Cavanaugh
Co-communication Directors	Austen Clement
	Garrett Griggs
	Vincent Paganelli
	Jared Wilson
Senior WVSD Board Representative	Maggie Parobek
Junior WVSD Board Representative	Carley Schmidt
Senior LASC Representative	Josiah Harrison
Senior Class President	Keely Hausken
Junior LASC Rep.	Leslie Silva
Junior Class President	Brenden O'Neil
Sophomore LASC Representative	Lizzie Faringer
Sophomore Class President	TBD

SENIOR OFFICERS (CLASS OF 2012)

President	Keely Hausken
Vice-President	Jaden Gjestrum
Secretary	Lauren Burns
Treasurer	Lauren Brandt
Girls' Social Chair	Kira Neuman & Rachel Roll
Boys' Social Chair	Parker Jones & Isaac Lund

JUNIOR OFFICERS (CLASS OF 2013)

President	Brenden O’Neil
Vice-President	McKenzie Mitchell
Secretary	Alyssa Sebren
Treasurer	Nathaniel Caprile
Girls’ Social Chair	Cielle Thiry-Hardenburg & Rachel Rainville
Boys’ Social Chair	Dane Holmes & TBD

SOPHOMORE OFFICERS (CLASS OF 2014) TBD

- President
- Vice-President
- Secretary
- Treasurer
- Girls’ Social Chair
- Boys’ Social Chair

ACADEMIC DISHONESTY / CHEATING / PLAGIARISM

District Policy 3240--Any student who knowingly submits work of others represented as his/her own shall be considered to have cheated and shall be subject to corrective action. Cheating includes the aiding and abetting of cheating by others.

Cheating is defined as obtaining or attempting to obtain, or aiding another to obtain credit for work or improved evaluation by any dishonest or deceptive means. Cheating includes, but is not limited to: lying; copying from someone else’s work, unless specifically authorized by the instructor; taking or receiving copies of student work or an exam without instructor permission; collaborating on an assignment that is intended to be individual effort; using unauthorized sources; and using or displaying notes, "cheat sheets," or other information inappropriate to the learning task.

Plagiarism is cheating by using another person’s ideas, information or expressions as if they are your own or without properly documenting them. This includes paraphrasing an author’s idea or quoting a passage without documenting the source; using “phony” information in parenthetical references or citations; failing to identify and cite material from other sources, and cutting and pasting from a source directly into your paper.

Incidents of cheating will be recorded in the student’s permanent discipline record. Additional consequences may include:

1. Receiving no credit for the assignment.
2. Referral to the administration, and, if applicable, to the National Honor Society Advisor, coaches and other advisors.
3. Notification of parents.
4. Loss of membership in academic or other clubs.

ACADEMIC EXPECTATIONS

We believe that learning is the primary responsibility of students at West Valley High School. Students will learn the skills, attitudes, values and self-discipline needed to become a contributing and positive member of society. For students to reach these learning expectations, they need to:

- A. Have prompt and regular attendance.
- B. Bring materials and assignments to class daily.
- C. Work independently and in groups in a responsible manner.
- D. Complete daily work and homework.

- E. Respect fellow students and their property.
- F. Respect school property.
- G. Contribute to the learning environment.

ARRIVAL AND DISMISSAL TIMES

Student school hours are from 7:45 AM—2:20 PM, except for students who are enrolled in a “0” hour or 6th period class. Office hours are 7:30 AM—3:30 PM. Teachers’ hours are 7:20 AM—2:50 PM. School is dismissed at 2:20, with the exception of Early Release Days when the dismissal time is 11:00.

ATHLETICS and ACTIVITIES

Info Line: 972-5915

Student participating in athletics or activities must comply with all regulations as outlined in the West Valley Athletic/Activity Handbook, posted on the West Valley High School website.

ATTENDANCE POLICY

Attendance Office: 972-5912

West Valley School District Policy 3122 states that regular attendance is necessary for the mastery of the educational program provided for students of the district. **For the complete attendance policy, please go to the “School Board—Policies and Procedures” link on the West Valley School District website, <http://www.wvwsd208.org>.**

Notes and/or phone calls from home are part of the process for excusing an absence. However, **WVHS may not excuse every absence, even if there is a note or a phone call from a parent.** The school will take into account the requesting student’s rate of attendance, current and past achievement in classes, and the nature of the classes missed (RCW 28A.225.010).

A student’s presence in the classroom on a regular basis is necessary to ensure that the student derives maximum benefit from the course, including the opportunity for interaction with teachers and peers. Homework assignments do not make up for class time. **In-class participation will be part of each teacher’s grading policy;** students may not be able to make up in-class participation points. We encourage parents to monitor their student’s attendance via Family Access.

ABSENCE PROCEDURES

Parents and students should be aware that when a student misses more than 6 days in a course, excused or not, it is difficult for the student to earn a passing score. What students learn and do in the classroom is critical to learning and showing mastery of the material.

1. **The only absences that can be excused are those specified in District Policy 3122:**
 - A. Illness/Doctor’s Appointments (Appointment card required)
 - B. Family Emergencies
 - C. Prearranged Absences, i.e. appointments, out-of-town trips (See Procedure Below)
2. When a student is absent, within 48 hours a parent or guardian must **send a note to or call the attendance office at 972-5912** stating the REASON and DATE for the absence. Without the note or phone call, the absence is unexcused. Students must get an “Admit To Class” slip before they go to any class. Teachers will not allow students into class without an admit slip. If students are late to class because they had to get an admit slip, they will be counted tardy. It is the student’s responsibility to get an admit slip before school starts.
3. West Valley High School requires students who are absent due to doctor’s appointments to bring an appointment card or other verification from the doctor’s office stating the date and time of the appointment.
4. Students with excused absences will be allowed the same number of days to make up missing work as the number of days they were absent, i.e. if a student is absent 3 days they have 3 school days to make up the work they missed. **If a student has unexcused absences they may not make up missing work or assignments.**
5. Enrolled students found to be absent from school or class for reasons other than those permitted by West Valley School District Policy 3122 shall be considered unexcused. Specifically, students shall be considered unexcused if they:
 - A. Are absent from school without parent or guardian permission.
 - B. Are absent from class without permission although they are on the school grounds.
 - C. Do not check out of school when leaving campus.

- D. Obtain permission to leave school for a specified reason and do not comply with the specified reason.
 - E. Leave school or class due to illness without reporting to the attendance office.
 - F. Are on a so-called "SKIP DAY".
6. If a student is tardy more than 10 minutes to class, the student shall be considered absent from class. Students who have chronic tardiness and/or absences, even if excused, may be subject to corrective action (District Policy 3122).

PRE-ARRANGED ABSENCE PROCEDURE

The pre-arrangement procedure for West Valley High School must be used for all family vacations. Even with the pre-arrangement procedure, however, **students may not be excused for all family vacation requests**. The school will take into account the requesting student's rate of attendance, current and past achievement in classes, and the nature of the classes missed during vacation (RCW 28A.225.010).

1. At least three (3) school days prior to the prearranged absence, the student is to bring a note from a parent or guardian requesting the absence, the reason, and the specific date(s) the student will be absent.
2. Teachers will sign the Pre-arranged Absence Form and check all applicable categories and make comments as necessary.
3. The student will take the form home for parent signature.
4. The student must return the signed form to the attendance office before departure, or the absence is unexcused.
5. Students should complete known assignments before the absence.

SCHOOL INITIATED ABSENCE (SIA)

Students who miss class due to a School Initiated Absence (SIA) are expected to turn in assignments and make sure they know what's due the day following the SIA BEFORE leaving school for the absence. Tests and presentations should be made up the day following the SIA. For each School Initiated Absence (SIA) for a school activity other than athletics, choir or band, students are required to:

1. Present a Pre-Arranged Absence form for information from the teacher of each class to be missed, and

2. Submit the completed form to the activity sponsor 5 (five) school days prior to the absence, and
3. Be passing all classes. Students with failing grades may not attend activities during the school day.

ATTENDANCE REQUIREMENT FOR ALTERNATIVE ASSESSMENT

For the purpose of determining eligibility for alternative assessment methods, regular school attendance is defined as no more than six (6) absences, excused and/or unexcused, per semester in core academic classes: language arts, social studies, math and science. For the purpose of determining eligibility for alternative assessment methods, summer school attendance must be completed in a summer school class that is aligned with the state essential academic learning requirements.

BACKPACKS / BAGS

When not worn or carried, backpacks and bags are to be set where they will not be in the way of staff or other students. Teachers or staff may require that backpacks and bags be kept off tables or desks, or they may designate where backpacks and bags should be set. Any student may request a locker to reduce what needs to be carried around.

BEHAVIOR / PROGRESSIVE DISCIPLINE POLICY

The West Valley High School disciplinary program allows students the opportunity to learn new behavior. The program involves students, parents, and the school community working cooperatively to solve discipline problems before they seriously impact the school, family, or student environment. A school employee will be in contact with parents to try to eliminate problems.

If a student is disruptive to the educational process, with the exception of exceptional misconduct, the following steps will be applied:

1. The teacher or staff member will confer with the student to try to get a behavioral change.
2. A school employee will call or schedule a conference with a parent or guardian.
3. The teacher or staff member will refer the student to administration for disciplinary action.

PROGRESSIVE DISCIPLINE FOR INFRACTIONS

STEP ONE: 60 Minutes Restitution

1. Loitering in a parking lot or other undesignated areas
2. Interference and/or disruption of the educational process
3. Failure to check in or out
4. Failure to comply with policy
5. Fourth tardy
6. Make-up time for being removed from class by the classroom teacher

STEP TWO: 120 Minutes Restitution

1. Failure to comply with reasonable and lawful requests of school staff, including bus drivers, custodians, cooks, teachers, paraprofessionals and administrators
2. Obstruction of a school official in the performance of lawful duties
3. Operating a vehicle on campus in a manner which may endanger the health and safety of others or other vehicles (Additionally, loss of driving privileges for the balance of the semester may occur.)
4. Second referral for level one violations
5. Fifth tardy

STEP THREE: Out-of-School Suspension (1 day) or Restitution (4 hours)

1. Unexcused absences: first offense = make up time missed; second offense = 1 day suspension or restitution; third offense = suspension
2. Insubordination (willful disregard of a directive by staff)
3. Use of profane, abusive, or obscene language, gestures, or drawings
4. Wearing of obscene, sexual, drug related or otherwise inappropriate clothing: first offense = change clothing; second offense = restitution
5. Using racial slurs or epithets towards another student or staff member
6. Third referral for level one violations
7. Second referral for level two violations
8. Sixth tardy

STEP FOUR: Out-of-School Suspension (2-3 days) or Restitution (6-12 hours)

1. Forging the signature of a school official
2. Use or possession of tobacco products at school or at a school related activity: first offense = A.L.A. education class and suspension; multiple violations = increased levels of discipline at the discretion of West Valley High School Administration
3. Fighting or physical confrontations on campus or originating on campus
4. Profanity or obscene language directed at a staff member
5. Fourth referral for level one violations
6. Third referral for level two violations
7. Second referral for level three violations
8. Seventh tardy

STEP FIVE: Out-of-School Suspension (4 - 10 days)

1. Vandalism (cost of damage must be paid)
2. Theft (Police notified)
3. Setting a false fire alarm (Fire Marshall notified)
4. Extortion (Police notified)
5. Harassment
6. Verbal or physical threats (Police notified)
7. Fifth referral for level one violations
8. Fourth referral for level two violations
9. Third referral for level three violations.
10. Second referral for level four violations
11. Eighth tardy

STEP SIX: Long-Term Out-of-School Suspension (11+ days)

1. Threatening or intimidating school personnel (Police notified)
2. Possession, use, or under the influence of controlled drugs/substances; construction, production, or possession of drug paraphernalia (Police notified)
3. Assault. (Police notified)
4. Possession, under the influence, or consumption of alcohol at school or school related activity (Police notified)
5. Arson (Police notified)

6. Failure to comply with a reasonable request from Administrator or his/her designee
7. Failure to pursue a course of study: students who fail 4 or more courses in a term may be long-term suspended; students who fall behind by one or more grade level may be subject to long-term suspension
8. Sixth referral for level one violations
9. Fifth referral for level two violations
10. Fourth referral for level three violations
11. Third referral for level four violations
12. Second referral for level five violations
13. Ninth tardy

STEP SEVEN: Expulsion

Actions falling under the “Exceptional Misconduct” category may result in expulsion.

EXCEPTIONAL MISCONDUCT

The following acts are among those defined as criminal offenses under the laws of the State of Washington and Yakima County. Students involved in criminal acts are subject to prosecution whether these acts occur in the community, at school, or at school related functions.

Appropriate action may be taken by school authorities if the incident is school-related regardless of whether or not criminal charges result.

Police will be summoned.

Alcoholic Beverages or Illegal Drugs: Sale, use or possession of alcoholic beverages or illegal drugs

Arson: Intentional setting of a fire

Assault: Physical or verbal threats or violence to a person

Bomb Threat: Threatening damage to persons or property from exploding bombs, whether real or imagined

Burglary: Illegally entering with the intent to steal school or personal property

Dangerous Weapons: Illegal possession or use of firearms or dangerous weapons that could cause bodily harm to an individual

Explosives: Illegal possession or use of an explosive substance that could cause injury or damage

Extortion, Blackmail or Coercian: Obtaining money or property by violence or threat of violence, or forcing someone to do something against his/her will by force or threat of force

False Fire Alarms

Forgery: Fraudulent imitation of a signature or document

Gang-Type Activity: Including tagging, clothing, throwing signs, drawings, group violence

Larceny: Stealing of school or personal property

Malicious Mischief: Willful damage or destruction of school or personal property

Trespass: Being present in an unauthorized place or refusing to leave when asked to do so

Unlawful Interference with School Authorities : Interfering with administrators or teachers by force or violence or threat of force

BUS CONDUCT

Students who ride the school bus are expected to comply with all school rules while waiting for the bus in the morning. Furthermore, in order to maintain safety, the West Valley School District has developed a set of rules that will be posted on all buses.

EXPECTATIONS

Respect yourself and others

Follow the directions of the drivers

Remain seated while the bus is moving

Speak in a quiet tone of voice

Use appropriate language

Keep the bus clean and aisles clear

CONSEQUENCES FOR INFRACTIONS

Verbal reprimand by driver

Redirection--explain expected behavior

1st bus citation--copies to parents and principal

2nd citation--detention will be assigned

3rd citation--subject to 3 days suspension from bus

Further citations--subject to removal from bus for remainder of year

SCHOOL BUS DISCIPLINE PROCEDURES

Minor Rule Infractions (Includes any infraction not defined as exceptional or major)

Drivers are responsible to manage minor rule violations, issue tickets with complete, objective information and contact parents as defined below:

1. Driver warns student of violation, and advises them that they will receive a minor ticket.
2. Driver writes discipline ticket after returning to bus garage, circling appropriate level (minor 1, 2 or 3). Driver keeps pink copy and leaves the other two in the transportation office for distribution to school; a letter will be mailed to parents.

Drivers are encouraged to make contact with parents for assistance/communication at minor infraction step #1, and are required to make contact with parents at minor infraction step #2.

A third minor infraction is equal to a first major infraction. Subsequent minor tickets may be treated as major subject to administrator/driver discretion.

Major Rule Infractions

- Assault/Fighting
- Explosives (fireworks, stink bombs, etc)
- Extortion (coercing money or property)
- Failure to identify oneself
- Discharge of fire extinguisher
- Possession /Distribution of tobacco products
- Possession/Use/Distribution of drugs, alcohol or paraphernalia
- Refusal to comply with reasonable driver request
- Theft of school or personal property
- Profanity or profane gestures
- Knowingly departing the bus at other than assigned stop
- Harassment/Intimidation/Bullying
- Three “minor” rule infractions

As a general rule, the following procedures will guide corrective actions related to major misconduct on all West Valley School District school buses:

- 1st major infraction: minimum three day suspension of bus riding privilege
- 2nd major infraction: 10 day suspension of bus riding privilege
- 3rd major infraction: 20 day or to end of semester suspension of bus riding privilege, whichever is longer.

In all cases, parents will be contacted as soon as possible. Administrators will use their judgment in administering discipline, given the facts of the case and the age of the student.

Exceptional Misconduct

A first referral for any behavior deemed to “Endanger the driver and/or the other students on the bus (dangerous conduct)” will result in suspension from the bus and/or school for the remainder of the current semester or school year.

APPEAL PROCESS

Parents wishing to appeal disciplinary actions should refer to West Valley School District Student Discipline Policy Appeal Process 3241.

BUS NOTES

Students who don’t normally ride the bus but wish to go to a friend’s house must bring a parent note to the office prior to riding the bus.

CAFETERIA

West Valley High School’s Cafeteria is a communal dining area. All students who choose to dine in the Commons are responsible for cleaning and maintaining the table areas at which they sit and for clearing tables before leaving. Students are expected to:

1. Pay for their lunch -- no credit
2. Stand in line and wait their turn
3. Eat in the cafeteria or courtyard
4. Keep the table areas clean
5. Dump trays and refuse in cans provided
6. Act appropriately while eating
7. Recycle when appropriate

CHANGES IN ADDRESS / TELEPHONE

Please **notify the registrar’s office at 972-5924 or email at jonesl@wvsd208.org** as soon as possible if there is a change in address, phone number, or emergency contact information. Notify the school office a week in advance if you plan to move.

CHILD ABUSE REPORTING

State law requires that staff members report matters of child abuse and neglect. Those who, in good faith, report suspected child abuse or neglect shall be immune from criminal and civil liability. It is a misdemeanor for a staff member to knowingly fail to report child abuse and/or neglect.

CLOSED CAMPUS

“Students shall remain on school grounds from time of arrival until close of school, unless officially excused.” (District Policy 3242)
Students are not excused and are not allowed to leave campus during a regularly scheduled assembly or activity period. Students needing to leave campus before the end of the school day must sign out in the office. Violators of the above policy and subsequent rules and regulations will be declared TRUANT.

CLOTHING

Students should consider school as their “work place” and dress accordingly. Except for designated “dress up” days, clothing should be neat day-time attire appropriate for public locations. Footwear is required.

Students may not wear:

- Clothing advertising drugs and/or alcohol or tobacco
- Clothing displaying sexual innuendo
- Half-shirts, tube tops, shoulderless or backless shirts, or shirts exposing ANY bare midriff
- Tank tops with less than 1” wide shoulders, low cut armholes or split sides
- Low-cut tops exposing cleavage
- Shorts, skirts or dresses shorter than mid-thigh
- Pants with holes in the crotch or buttock
- Pants worn so as to expose undergarment
- Any attire disruptive to the educational process
- Hats, hoods or other head coverings inside the school building, including the courtyard
- Clothing or styles of dress that can be construed to provoke fear, violence, or intimidation, including gang-related attire; i.e. “layering of colors,” hanging belts, etc.

- Clothing or jewelry with words, pictures or phrases that depict any “gang style” writing, illegal activity, sexually related or obscene gestures or material, tobacco, drugs, alcohol, violence or intimidation

Students wearing unacceptable attire will be provided a covering garment or sent home to change into appropriate clothing. **Any missed class time as a result will be considered unexcused.**

COMPUTER NETWORK AND INTERNET

Computers and network resources, including internet access, are provided for students as tools for learning and should be used only for school-related research and communication. Access is a privilege, not a right..

Students are responsible for good behavior on computers used anywhere on campus. All school rules and policies apply, and there may be specific guidelines in some computer areas. School Board Policies and Acceptable Use Guidelines (Board Policy 2022) are available on the District website. Network and internet activity and content may be monitored by network administrators. Misuse will result in restricted access and school discipline.

Examples of behavior not permitted include:

1. Playing online games
2. Bypassing or attempting to bypass the network filter
3. Sending, deliberately accessing or displaying offensive messages or pictures
4. Using obscene language
5. Harassing, insulting or attacking others
6. Damaging or interfering with use of computers, computer systems or computer networks
7. Violating copyright laws
8. Using another’s password or sharing your password with others
9. Trespassing in other peoples’ documents, folders or files
10. Downloading large files
11. Using the network for personal profit or gain
12. Subscribing to or accessing bulletin boards, chat groups, email or commercial online services not provided as part of an instructional lesson. As a guideline, if you are not directed to the site by a teacher and it requires a personal log on, it should not be accessed from school.

COPYRIGHT COMPLIANCE

“The Board recognizes that federal law makes it illegal to duplicate copyrighted materials without authorization of the holder of the copyright, except for certain exempt purposes. Severe penalties may be imposed for unauthorized copying or using of audio visual or printed materials and computer software, unless the copying or using conforms to the ‘fair use’ doctrine” (WVSD Board Policy 2025).

Students as well as school staff are subject to copyright laws and regulations. Students are expected to produce their own creative and educational work, to cite material from other sources, and to incorporate only legally permissible material in student work. This includes digital material, including music, incorporated into multi-media projects.

COUNSELING CENTER

The counselors support teachers in their primary role of aiding students to learn effectively. Our counseling staff offers services to all West Valley High School students and their parents. The counselors are available from 7:30 AM - 3:00 PM daily, and can be reached by calling 972-5924. The registrar will receive calls until 3:30 pm daily. Parents may call to discuss concerns or to schedule an appointment.

Students may see a counselor by making an appointment through the counseling secretary. This is to be done before or after school or between classes. Counseling appointments may be held before or after school, between classes or during class release time, providing the classroom teacher has given permission for release.

COUNSELING CENTER SERVICES

1. **Personal Counseling:** Providing short-term counseling services to assist in personal student concerns, family conflicts, peer relationships, and school problems
2. **Academic Counseling:** Assisting parents in arranging parent-teacher conferences, determining current academic performance and aiding in improving student daily work habits
3. **Scheduling:** Enrolling new students, student scheduling for each year, and resolving scheduling concerns; working with classes to advise students of their elective choices and academic requirements

4. **Special Programs:** Handling the screening and referral process for students having academic difficulties who may be considered for special programs
5. **Drug and Alcohol Counseling**

COUNSELOR ASSIGNMENTS

Seniors: Class of 2012	Mrs. Dawn Hester	972-5919
Juniors: Class of 2013	Mrs. Jan Chase	972-5920
Sophomores: Class of 2014	Mr. Bernie Snow	972-5921

DANCES

West Valley High School groups put on dances for our students.

- All dance attendees must show ID **at the door as they enter the dance:** West Valley students must present a valid ASB card or valid student ID card, and all guests must present a photo ID.
- Students who bring guests must obtain a guest pass at least two days before the event date. Students who do not obtain guest passes in the proper time frame will not be allowed to bring a guest. Guests must be under the age of twenty-one (21) to attend West Valley High School dances.
- WV freshman may attend HS dances, but only as guests of West Valley High School tenth through twelfth grade students. The HS student will pay for the tickets at the HS office. To purchase tickets they must have a completed Freshman Guest Pass and the Freshman’s ID or ASB card.
- Students with fines or outstanding fees WILL NOT be allowed to purchase dance tickets.

DANGEROUS WEAPONS ON SCHOOL PREMISES

WVSD Board Policies 4200, 4210

It is a violation of district policy and state law for any person to carry a firearm or dangerous weapon or maliciously display an instrument that appears to be a firearm on school premises, school-provided transportation or areas of other facilities being used exclusively for school activities.

The superintendent is directed to see that all school facilities post “Gun Free Zone” signs, and that all violations of this policy and RCW 9.41.280 are reported annually to the superintendent of Public Instruction.

The following persons may carry firearms into school buildings, as necessary, although students engaged in these activities are restricted to the possession of rifles on school premises: persons engaged in military, law enforcement, or school district security activities; persons involved in a school authorized convention, showing, demonstration, lecture or firearm safety course; persons competing in school authorized firearm or air gun competitions; and any federal state or local law enforcement officer.

The following persons over eighteen years of age and not enrolled as students may have firearms in their possession on school property outside of school buildings: persons with concealed weapons permits issued pursuant to RCW 9.41.070 who are picking up or dropping off students; and persons conducting legitimate business at the school and in lawful possession of a firearm or dangerous weapon if the weapon is secured within an attended vehicle, is unloaded and secured in a vehicle, or is concealed from view in a locked, unattended vehicle.

Persons may bring dangerous weapons, other than firearms, onto school premises if the weapons are lawfully within the person's possession and are to be used in a school-authorized martial arts class.

Persons over eighteen years of age and persons between fourteen and eighteen years of age with written parental or guardian permission may possess personal protection spray devices on school property. No one under eighteen years of age may deliver such devices, nor may anyone eighteen years or older deliver a spray device to anyone under fourteen or to anyone between fourteen and eighteen who does not have parental permission. Spray devices may not be used other than in self-defense as defined by state law. Possession, transmission or use of personal protection spray devices under any other circumstances is a violation of district policy.

Students who violate this policy are subject to district discipline policies, including the due process provisions regarding notification of parents. Students who violate the firearms provisions are subject to a minimum one calendar year expulsion, with possible case-by-case modification by the superintendent. The district shall also comply with federal protections for disabled students in the application of this policy.

School officials shall notify the appropriate law enforcement agency of known or suspected violations of this policy. Students who violate this policy shall be subject to discipline, including a one year expulsion for a violation involving a firearm.

DRUG, ALCOHOL AND TOBACCO EDUCATION

The board recognizes that a significant number of parents, students and others are seriously concerned about the adverse effects of drugs, alcohol, and tobacco, and that the schools share the responsibility for providing appropriate information to young people.

The district shall cooperate with parents, professional authorities, community agencies and others in developing an effective educational program dealing with this important area.

DUE PROCESS

No pupil shall be deprived of educational opportunity by the school district without due process of law. These include rights of appeal.

It is the goal of the West Valley School District to effectively handle complaints and concerns from the students, staff, parents and patrons. To that end, we believe that these issues are best resolved at the classroom, building, or departmental level. If the problem is not resolved at this level, then a written statement that describes the complaint or concern and a possible solution may be filed with the District Office. If still unresolved after meeting with the Superintendent or his/her designee, the matter may be brought before the Board of Directors.

ELECTRONIC DEVICES AND CELL PHONES

“The district prohibits the use of all personal telecommunication / electronic devices (including cell phones) during the school hours for students in grades P-12... Students are responsible for telecommunication / electronic devices they bring to school or onto district-owned transportation. The district shall not be responsible for loss, theft or destruction of such devices brought onto school property even when confiscated. Nor will the school investigate the loss or damage of such an item” (WVSD Board Policy 3233).

If a student's cell phone or other unauthorized electronic device is visible or audible between 7:45 AM and 2:25 PM, it must be surrendered upon request by any school employee and the following steps will be taken:

Step 1: The Parent/Guardian will be called and only they or an adult they designate may retrieve the cell phone or electronic device.

Step 2: The student will receive a 1 day Out of School Suspension and the phone or device will be given back to the Parent/Guardian or their designee.

Further violations will be determined as “Insubordination” on the progressive disciplinary action.

Parents/Guardians may contact their student in an emergency or leave a message for their student by calling the high school office. Students will be allowed to make emergency calls from the office or classroom.

EMERGENCY SCHOOL CLOSURE

If the West Valley School District determines school should not operate for some specific reason, that information will be available by phoning 972-6002, by checking our web page, or by checking the following radio or television stations:

<u>Radio AM</u>	<u>Radio FM</u>	<u>Television</u>
KIT 1289 AM	KATS 94.5 FM	KNDO CH 23
KMWX 1460 AM	KFFM 107.3 FM	KIMA CH 29
KBBO 1390 AM	KXDD 104 FM	KAPP CH 35
KYXE 1020 AM	KQSN 930 FM	
KHAK 980 AM	KRSE 105.7 FM	

FERPA DISCLOSURE

In accordance with the Family Educational Rights and Privacy Act 1974, parents/guardians have the right to inspect and review all official records pertaining to your child(ren) which are maintained by the West Valley School District.

In the event of a student transfer to another educational institution, educational records will be sent upon request by the receiving institution. Also, subpoena requests will be honored after the parents/guardians have been notified. Students records will not otherwise be released by the West Valley School District without expressed written consent.

The West Valley School District makes available as “directory” information the following: student names/information as published in activity and athletic programs and brochures (information may include height, weight, age, photograph, class and program experience); student names/information and activities as published in the school yearbook, newsletters, and webpage; and student names/information as published in honor rolls and commencement programs (which may include grade

point information). Parent permission is not required for release of directory information. However, if you do not want the school to release such information without your consent, please notify the school office in writing.

FIELD TRIPS

The Board recognizes that field trips, when used for teaching and learning integral to the curriculum, are an educationally sound and important component of instruction. Such trips can supplement and enrich classroom procedures by providing learning experiences in an environment beyond the classroom. Each trip must be integrated with the curriculum and coordinated with classroom activities which enhance its usefulness.

Field trips which take students out of the state or are planned to keep students out of the district overnight must be approved in advance by the Board. Outdoor education resident school programs shall be presented to the Board for annual approval. The Superintendent has the authority to approve all other field trips.

The Superintendent shall develop procedures for the operation of a field trip or an outdoor education activity which shall ensure that parent permission is obtained before the students leave the school and that the safety of the student shall be protected. Private vehicles may not be used to transport students for any privately arranged field trip or excursion without Board permission.

FINES AND FEES

Students with fines or outstanding fees WILL NOT be allowed to participate in extracurricular activities or graduation ceremony. If a student accumulates 3 fines or a total of \$15.00 or more in fines, they will lose their driving privileges until all fines are paid.

Student fees and fines include:

AP Tests	Art Class
ASB Card	Clubs
Damage to School Property	Damaged Books
Dances	Equipment
Food handlers permit	ID/ASB Card Replacement
Independent Study	Library Overdue Fines
Lifetime Sports	Lost books
Parking Permit	Parking Tickets
Pay to Participate	Uniforms

FIRE DRILLS / LOCKDOWN DRILLS

Emergency drills at regular intervals are required by law and are an important safety precaution. When the first signal is given, students are to follow orders promptly and in an orderly manner. The teacher or school staff member in each classroom will give instructions. Students and staff may re-enter the building when signaled to do so by administration. Tampering with or damaging fire alarm apparatus or equipment and/or sounding false alarms of fire is unlawful and will be prosecuted.

FLYERS AND POSTERS

All flyers, posters and other materials to be posted in school buildings or on school grounds must be submitted to the activities director for approval and stamping. Non-school related information may be posted on the bulletin board outside the office with approval of the activities director.

GRADE LEVEL DESIGNATION

WVSD Board Policy 2410

Grade designation is based on total credits earned and, for sophomores, completion of a minimum number of required classes. Grade 10 students may not take grade 11 required academic classes and grade 11 students may not take grade 12 required academic classes. Students will be assigned as follows:

Grade 10: 6.0 credits and passing grades in all required core classes

Grade 11: 12.5 credits and passing grades in all required core classes

Grade 12: 18.5 credits and passing grades in all required core classes

GRADING

West Valley High School issues grades and progress reports on a regular basis as a means of evaluating student progress and determining changes that need to be made to improve student performance. Parents may print the semester report card from Family Access or request a hard copy of the report by contacting the Counseling Office at 972-5924. Parents are encouraged to regularly monitor student grades online through Family Access.

Grade points correspond with the following letter grades:

A = 4.0	B+ = 3.3	C+ = 2.3	D+ = 1.3	F = .00
A- = 3.7	B = 3.0	C = 2.0	D = 1.0	
	B- = 2.7	C- = 1.7		

NON-GRADED OPTIONS (Pass/Fail, Satisfactory/Unsatisfactory, Audit)

No class required for graduation may be taken as a non-graded option. Students may not be enrolled in more than one (1) non-graded class in any single semester. The decision to take a course with one of these options is undertaken **within the first two (2) weeks of the semester** and is an agreement between the teacher, student, and parent. TA, Peer Coaching, and Independent Study are all non-graded courses. Students receive credit for Pass or Satisfactory grades, but the grade point average is not impacted. Serious college-bound students are cautioned to restrict the number of non-graded courses applied to the transcript.

GRADUATION CEREMONY POLICY

In order to participate in graduation ceremonies, students must be enrolled as full-time students (1.0 FTE) during their entire senior year; exceptions for extenuating circumstances must be approved by the principal (refer to Board Policy 2410 for specifics). Students must meet ALL graduation requirements by the pre-determined date. Students are required to participate in pre-graduation activities unless excused by principal or his/her designee. Students must have all fines and fees paid in full in order to participate in the graduation ceremony.

All Night School students must maintain adequate progress by ALE (Alternative Learning Experience) Law and Night School Policy.

GRADUATION REQUIREMENTS

“Commencing with the beginning of the ninth grade, or the equivalent of a four-year high school program, and each year thereafter, each high school shall provide each student and his or her parents or guardians with a copy of the high school graduation requirements applicable to each student” (WAC 180-51-045).

HARRASSMENT, INTIMIDATION, BULLYING

Our school is committed to a safe and civil educational environment for all students, employees, volunteers and patrons, free from harassment, intimidation, or bullying. RCW 28A.300.285 (2) “Harassment, intimidation, or bullying” means any intentional written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 9A.36.080 or other distinguishing characteristics, when the intentional written, verbal, or physical act: (a) Physically harms a student or damages the student’s property; or (b) Has the effect of substantially interfering with a student’s education; or (c) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or (d) Has the effect of substantially disrupting the orderly operation of the school. Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation, or bullying.

To report an incident of harassment, intimidation, or bullying, contact a school principal.

SEXUAL HARASSMENT POLICY

Sexual harassment can be a serious problem for both adults and students. Our school considers sexual harassment a serious offense, and it is subject to a range of disciplinary actions, including warning, suspension and expulsion.

Sexual harassment is unwanted sexual attention, usually in the form of repeated verbal or physical sexual advances, sexually implicit or derogatory statements, or discriminatory remarks made by someone in your school, any one of which causes you discomfort or interferes with your academic performance or creates a hostile or offensive environment.

Any victim of sexual harassment should immediately report the offense to a teacher, counselor, or other staff member. Keep in mind that all inquiries are handled discreetly and held in confidence. Staff members will work with you to stop the offensive behavior.

HEALTH ROOM

The Health Room in the main office is for students who are ill and/or need first aid treatment. A student must first report to the Attendance Office before going to the Health Room. Once a student reports to the Health Room, the parent or emergency person will be contacted for

transportation home. Students should not expect to spend long periods of time in the health room. If a student doesn’t feel well, he/she will need to go home.

SICKNESS

A student who becomes ill in the classroom must have teacher permission to report to the Attendance Office before going to the Health Room.

ACCIDENTS

When an accident occurs it must be reported at once to the teacher in charge who will report it to the office and any other necessary authorities. Proper medical referrals will be made when necessary.

HOMEWORK POLICY

Completion of homework is essential for student progress and success in many classes, and students are expected to complete and turn in all assignments when due. In addition, homework may count as a significant portion of the course grade.

The homework load may vary widely because of individual differences of students as well as the demands of various courses. West Valley High School students should expect up to 5 hours of homework per week for each core/academic class in which they are enrolled. Due to the college-level nature of Honors, AP and CHS courses, students who select such classes should expect to spend more time reading, researching and writing than their peers who select less rigorous courses. Students who read more slowly, take frequent study breaks, have distractions or multi-task during study time may require more time to complete assignments.

HONOR SOCIETY

To be eligible for West Valley’s chapter of National Honor Society, a student must have junior or senior standing (unless a transfer student, then he/she must have been here for one semester). He/she must have a cumulative grade point average of at least 3.6. Students with the required grade point average may participate in the following selection process:

1. All eligible students are given an application form by the Honor Society advisor. Since Honor Society is also a service organization, the form is designed to learn about a student’s activities. It questions prospective members as to their school

activities, leadership positions, community service, awards and honors.

2. All students who turn in a completed application form are evaluated by the entire teaching staff for class attendance, attitude and behavior.
3. All applications are then reviewed by the Honor Society Selection Council, a committee of faculty members and the Honor Society advisor. This committee looks for students who are well-rounded and excel in all of the areas listed in #1.
4. Any applicant denied selection may appeal to the Principal.

The entire selection process takes about three weeks and tapping follows. Once selected and tapped, a student is a member of National Honor Society as long as his/her grade point stays at or above a 3.6 and he/she isn't suspended/expelled for violating the rules of West Valley High School. Honor Society members meeting stipulated criteria receive the honor of wearing gold cords with their graduation robes as well as scholarship opportunities.

IDENTIFICATION BADGES

Students must have in their possession and be able to produce their current ID badge:

- When requested by staff
- When checking materials out of the library
- When conducting any monetary transactions in the office

A replacement badge may be purchased at a cost of \$5.00 per badge.

IMMUNIZATIONS

State law requires that all students meet state immunization requirements before entering a Washington State Public School. The school must have a written record of the dates of the immunizations before the student may attend (Board Policy 3410 and 3413). Please contact the school office for details.

INSURANCE

Schools do not provide insurance to cover students in the event of injury at school or while participating in school sponsored athletics or activities. If a student is not covered by another health insurance program, the parent/guardian may want to consider the student insurance program selected by the district to provide affordable coverage options.

Enrollment, payment and correspondence for this optional coverage must be sent directly to the provider and NOT to the school. Contact the District Office at 972-6000 for more information about the student insurance program.

LIBRARY

“The Mission of the Library Media Center Program is to ensure that students and staff are effective users of ideas and information”. *Information Power: Guidelines for School Library Media Programs* (1988).

The library provides materials and services for personal interests as well as for class assignments. Students are encouraged to use the library for reading, researching, word processing, and creating electronic projects. Video and still cameras as well as editing software are available for creating classroom presentations. The teacher-librarian and library paraeducator will help with finding and using information. The library is open each normal school day from 7:15 AM to 3:00 PM. Extended hours, when available, will be posted on the website.

PUBLIC LIBRARY CARD

Each student is expected to obtain a library card for the Yakima Valley Libraries. The public library card number will allow the student access to research databases and additional materials related to assignments in many classes as well as personal interests.

GUIDELINES FOR SCHOOL LIBRARY USE

- Students are expected to be on-task with a library purpose.
- Students coming to the library are to bring a pass with student name, the date and period, purpose of visit, and teacher's signature.
- All school rules are in effect, including no cell phones or electronic devices.
- Computers are provided for educational use. Games and inappropriate sites are NOT allowed at any time.
- The District Acceptable Use Policy governs network use. Misuse, damage or violation of policy will result in restrictions.
- No food or beverage (other than water) is permitted.

- Students are expected to conduct themselves with appropriate behavior for an academic area and with courtesy and respect toward their peers and all staff

CHECKOUT AND FINE POLICY

- Library materials may be checked out as follows:
 - Most books are checked out for 4 weeks. If not renewed or returned when due, the student is charged \$1.00 per week overdue fine.
 - Reference books should be used in the library but may be checked out for overnight only and are due at 8 AM the next school day. If not returned when due, the student is charged \$1.00 per day overdue fine. Check with library staff about having pages copied rather than check the book out.
 - Magazine back issues are checked out for 5 days. If not returned when due, the student is charged \$1.00 per week overdue fine.
 - Special materials or equipment such as cameras may be reserved and checked out for overnight use only. They are due at 8 AM the next school day. If not returned when due, the student is charged \$5.00 per day overdue fine.
- Students are charged the overdue fine for late materials even when the item is returned. If an item is not returned; i.e. lost, the student is charged the cost of the material.
- Students are charged the cost of repair or replacement for damaged library materials or equipment.
- The library applies fine money to purchases of replacement and additional library materials.

LOCKERS

A student may be assigned a locker for storage of books and personal belongings. The student is responsible to use his/her assigned locker only, and to keep it locked. The school does not assume responsibility for lost or stolen items. Since the lockers are a permanent part of the building, students are expected to keep them in good condition. Lockers may be decorated on the inside with removable materials.

Lockers are school district property and as such, the District, through its appointed representatives, has the legal right to open, inspect, or search the locker and its contents.

LOST AND FOUND

Clothing and other items found unattended are to be taken to the main office. Students should refrain from bringing unnecessary personal items to school. The school is not responsible for loss or damage to students' personal items. **Check the lost and found bin** periodically for missing items.

MEDICATION AT SCHOOL

For a student to take prescribed or over-the-counter medication during the school day a medication request form including complete instructions for administering the medication, must be signed by both the parent and a physician. A parent or guardian, not the student, is to bring the medication to the office in the original container (WVSD Board Policy 3416).

PARENT CONFERENCES

Parents are encouraged to contact school personnel about their son/daughter. Teachers can be contacted before or after school by telephone or can be contacted by email. (Email links are available from the Staff link on the West Valley High School web page.) Office staff will be glad to deliver phone messages or forward messages to teachers' voice mail boxes so that they may call back during their preparation times or after school.

PARKING PERMITS AND STUDENT DRIVING

District Policy 3243 -- Students may drive automobiles to and from high school. Students may not drive during the school day without the consent of the parent and principal. Students may not transport another student during class time unless consent of parents and principal has been granted through completion of a school-approved form. A student may use the school parking lot subject to the following conditions:

- A student must register the car and purchase a parking permit in the ASB office. The student must possess a valid Washington driver's license and show evidence that there is a liability and property damage insurance coverage 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.

- B. Students may not occupy a vehicle (without permission) during the school day.
- C. Student conduct rules governing possession of alcoholic beverages, illegal chemical substances or opiates, firearms or a dangerous weapon extend to a student's vehicle.

A student who does not conform to the above rules shall be subject to corrective action and/or the following fines:

\$10.00 FINES

- 1. Backing into spaces (First offense and thereafter)
- 2. Taking up two spaces
- 3. Parking in a visitor or staff space
- 4. Parking in a non-parking space
- 5. No permit visible (First offense)

\$15.00 FINES

- 1. Parking on campus without purchasing a permit (First offense)
- 2. Blocking other vehicles

\$20.00 FINES

- 1. Parking in a fire lane
- 2. Parking in a handicap zone
- 3. No permit visible (Second offense and thereafter)
- 4. Parking on campus without purchasing a permit (Second offense and thereafter)
- 5. Parking in other than assigned parking space (First offense and thereafter)

REMOVAL OF PARKING PRIVILEGES

- 1. Speeding
- 2. Reckless driving
- 3. Vehicular endangerment
- 4. Excessive violations/tickets
- 5. Non-payment of tickets/fines

PARTICIPATION AND/OR ATTENDANCE AT SCHOOL ACTIVITIES

Participation and/or attendance at school activities events may be restricted or suspended due to student misconduct including, but not restricted to, possession and/or use of illegal or restricted substances.

In cases of the use and/or possession of tobacco, illegal possession of prescription drugs, use and/or possession of illegal drugs/narcotics, or use and/or possession of alcohol, students will be suspended from attending any school activities events for the following length of time:

- 1. First Offense = One month suspension from all co-curricular activities and events
- 2. Second Offense = Two months suspension from all co-curricular activities and events
- 3. Third Offense = Suspension from all co-curricular activities events for the remainder of the current school year

Students or parents may informally appeal these suspensions to a building principal or designee. The appeal process may be initiated in writing or via phone.

Students participants in athletics or co-curricular activities such as band, ASB offices, etc., are also accountable to the regulations outlined in the West Valley Athletic/Activity Handbook posted on the high school website.

PASSING TIME AND LUNCH TIME

Students may not block the flow of traffic during passing times and lunch times, nor congregate in such a large group that it is difficult for students to walk in the hallways. Students may not claim a “territory” of the school; it is a public school and is equally available to everyone. Students who violate this will be disciplined according to harassment, intimidation, and bullying.

During their lunch period, students are to stay out of the hallways of the classroom wings, with the exception of using Stairwell 7 by the main office to access the library.

PESTICIDE NOTIFICATION, POSTING AND RECORDS

The District shall comply with all legal requirements for record keeping regarding the application of pesticides to school grounds or school facilities. This includes creation of an annual summary report of pesticide usage and compliance with State Department of Agriculture rules regarding record keeping. Such records will be available on request by interested persons under the state Public Records Act and other laws.

Procedure 6895 shall be printed and distributed annually in employee handbooks and student handbooks to employees, students and parents

at the start of the school year or when an employee begins work or a student enrolls.

At least 48 hours before the application of a pesticide to school facilities or school grounds, the District shall notify parents and staff of the planned application in writing, including the heading, "Notice: Pesticide Application."

This notice shall be posted in a prominent place in the building office in addition to being provided to parents and staff. This pre-notification is not required if the school grounds or facilities will not be occupied by students for two days following the application of the pesticide. If the application is not made within 48 hours of the notification, another notification shall be made prior to the application. This pre-notification is not required in the case of any emergency application.

Following the application of a pesticide to school facilities (structures and vehicles) a sign shall be posted at the location of the application. The notice shall be at least 8.5 x 11 inches in size, shall include the heading, "Notice: Pesticide Application," and shall state the product name; date, time and specific location of the application; the pest for which the application was made; and a contact name and telephone number. The notice shall remain posted for 24 hours, or longer if required by the label of the pesticide.

Following the application of a pesticide to school grounds, notice shall be posted at the location of the application and at each primary point of entry to the grounds. The notice shall be at least 4 x 5 inches in size and state that the landscape recently has been treated with a pesticide and provide a contact name and telephone number. The notice shall remain posted for 24 hours, or longer if required by the label of the pesticide.

These notices are not required for the application of anti-microbial pesticides (substances used to sanitize or disinfect for microbial pests: viruses, bacteria, algae and protozoa). These notices are not required for the placement of insect or rodent bait that are not accessible to children.

For outside playground, grass areas, and athletic fields the District will normally use Round-up (ground killer), Turflan, Horsepower, and Weedar (broad leaf), Casaron and Surflan (preemergent), and Scyth (burns lines into the athletic fields). For insects, the name brands may change, but these or similar sprays will be used: presently, Fast Kill III (roach and ant killer), Flying Insect Killer (flies, mosquitoes, cockroaches, beetles, etc.), and Jet Force II (wasps and hornets).

PROGRESS REPORTING

West Valley High School documents grades and progress reports on a regular basis to evaluate student performance and to determine changes that might be made to help improve student performance.

Progress Report Grades are determined at the mid-point of each semester to indicate student performance and accomplishment up to that time.

Students' most recent grades may be viewed on Family Access throughout the term. Parents may print the semester report card from Family Access or request a hard copy of the report by contacting the Counseling Office at 972-5924. Parents are encouraged to regularly monitor their students' academic progress and attendance through Family Access. In addition, teachers may be contacted via e-mail; the addresses are available on Family Access (click on the teacher's name) or on the High School website through the link to "Staff."

PUBLIC DISPLAYS OF AFFECTION

All areas of the school building and grounds are public areas. Intimate expressions of affection can be disruptive to the educational process and offensive to others. Examples of behaviors that are not acceptable include:

- Extended holding or touching
- Touching personal areas
- Kissing

Students exhibiting inappropriate behavior are subject to the WVHS progressive discipline policy.

REPORT CARDS

Report Cards with final course grades are completed at the end of each semester during the school year, within two weeks after the end of the semester. Parents/students will be notified via newsletter regarding the release date of report cards. Report cards are available for viewing in Family Access. If a hard copy is preferred, the parent should contact the counseling office at 972-5924.

RESTITUTION

If a student is in school and fails to appear on time for restitution, he/she will be considered truant and the student will be suspended or the amount of restitution will be doubled. When students who have been

assigned restitution are absent from school the assigned time will automatically go to the next restitution day they are in attendance. Any changes in assigned restitution time must be cleared through an administrator prior to 2:25 PM on the assigned day.

SCHOOL CLEANLINESS AND ORDER

The entire West Valley School community is proud of our WVHS facility. As a steward of WVHS, each student will abide by the following rules.

Students are not allowed to:

- consume food or drink (except water) in the school except for the Commons, the Courtyard, and classrooms where food preparation is taught; no food or drink (except water) in any other classroom
- sit on tables
- sit or eat on the stage area in the Commons
- pass through the gym

Students who violate these building rules are subject to progressive discipline steps.

SCHOOL MEALS

The West Valley Child Nutrition program provides the high school with a hot meal program. All students will be provided a form to establish qualification for the federal free or reduced price lunch program.

A student's lunch money is deposited into his/her individual account. When the student enters his/her account number at the cash register, the appropriate amount is deducted. Online deposits may be made through www.mynutrikids.com using the student's 7-digit school ID number.

Menus, forms and other information are available through through the Child Nutrition website accessed from the West Valley School District Home Page, Departments > Child Nutrition, or www.wvdsd208.org/cn/. Call 972-6040 or 972-6048 with questions or for assistance.

MEAL PRICES: (subject to change)

HS Students:	Full Price Breakfast	\$1.50
	Reduced Price Breakfast	\$0.00
	Full Price Lunch	\$2.75
	Reduced Price Lunch	\$0.40
Adult:	Breakfast	\$2.00
	Lunch	\$3.25

SEARCHES

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may, upon reasonable suspicion of violation of the law or school rules, search a student, student lockers or student automobiles (RCW 28A.600.230). Illegal, unauthorized or contraband materials discovered in a search will be seized and law enforcement will be notified. Trained dogs may be used to assist in identifying areas to be searched.

STUDENT RECORDS

Individual student records containing academic and testing information are forwarded to each school the student attends as he or she advances through the grade levels. The records are available to school personnel on a need-to-know basis. The records are also available for inspection by students and/or parents/guardians by appointment during regular school hours. Address and contact information must be kept current by contacting the Counseling Center.

SUBSTANCE ABUSE PROGRAM

WVSD Board Procedures 2121

Actions taken by staff in dealing with student use of alcohol and the use and abuse of controlled illegal, addictive or harmful substances including anabolic steroids will have as their first concern the welfare of the student involved and the other students in the school. Although a helping relationship rather than an investigative and punitive approach will be emphasized, necessary and appropriate disciplinary action will be taken when laws or school regulations are violated. Law enforcement agencies will be called upon for investigative and consultative assistance where illegal drug or alcohol activity has occurred.

Ongoing inservice will be provided for faculty and staff focusing upon those characteristics of a comprehensive program that are crucial for successful implementation.

PREVENTION

The prevention program shall focus on classroom instruction, guidance services and the school climate.

Instruction: The instruction dimension of the prevention program shall focus on:

- A: The effects of addictive substances such as alcohol, drugs and nicotine upon the body.
- B: Skill development related to self esteem, goal-setting, decision-making, conflict management, problem-solving, refusal and communication.

Guidance Services: Staff shall meet with students, individually and in small groups to supplement addictive substance prevention, instruction and skill development. Staff will also assist parents to maximize the prevention efforts of the school.

School Climate: A facilitative school environment can help students to achieve in a productive manner (academically, socially and emotionally). The school shall strive to be a place where:

- A. Students, staff and parents respect themselves and others.
- B. Individuals can be trusted to do what they say they will do.
- C. High morale is evident
- D. Each person feels that he/she has a voice in the decisions that affect him/her.
- E. All feel that they are continuing to learn and grow.
- F. All value diversity and accept it as an opportunity for growth and development.
- G. All possess a “sense of belonging.”
- H. All feel that they can make a difference to someone else.

INTERVENTION

The West Valley School District’s intervention strategy is aimed at eliminating student use of tobacco, alcohol and other drugs.

All schools will establish and maintain an assistance program which utilizes a team approach. The team will assess the student’s level of use/abuse, develop goals, and make recommendations for needed services for the student. Team members will receive training

in confidentiality procedures, alcohol and drug abuse, and intervention strategies.

TARDY POLICY

A student shall be considered tardy if he/she is not in the classroom before the tardy bell rings. A teacher may insist on having students in their seats at the bell. All teachers will have their tardy policy in writing on the course syllabus.

1. At the third tardy students will be referred to the office to call their parent and explain the tardy policy.
2. Additional tardies will be dealt with using the progressive discipline steps outlined in the student handbook.
3. **“Tardies” of more than 10 minutes are considered an unexcused absence.**

TEST PREPARATION

ACT or SAT standardized tests are required for entrance to 4 year colleges and for some scholarships. Test prep information can be found through the SAT website at www.collegeboard.com, or the ACT website at www.act.org.

The Compass Test is required for community college or Running Start admission. Check out the YVCC website at www.yvcc.edu and take the links under Students > Getting Started for more information about Placement Testing and Running Start, including practice tests.

The ASVAB is required for military service, but during the junior year at WVHS the ASVAB test is used as a career exploration guide.

Contact the Counseling Center for additional resources as well as information about after-school help sessions. Students who perform well on these types of tests generally have done some level of extra preparation outside of the regular high school classes. Various practice tests are also available through the WVHS Library webpage under Favorite Websites.

VISITORS

West Valley High School Policy **does not allow student visitors on campus**. Other visitors must sign in and out with the main office and obtain a Visitor Badge.

WITHDRAWING FROM SCHOOL

Students wishing to withdraw from West Valley High School must have written permission from a parent or legal guardian or be eighteen (18) and not living at home. A withdrawal form, obtained from the counseling office, must be signed by each of the student's teachers. All books and materials must be checked in and fines paid before a transcript can be sent to another school.

NOTES:

WRITING AND RESEARCH GUIDES

The following pages include instructions, formats and guides students are expected to apply to assignments in all curricular areas. Additional information and assistance are available from your classroom teacher, the librarian and links on the WVHS website.

EXPOSITORY PAPER CRITERIA

CONTENT

Thesis Statement

1. Is original, compelling and clearly stated
2. Sets up a paper structure which will answer the prompt
3. Must contain a subject and an opinion that reflects the writer's position

Topic Sentences

1. Clearly state main point of each paragraph as they develops thesis

Elaboration

1. Provides specific, clear and sufficient evidence
2. Provides thorough commentary that explains significance of evidence

Overall

1. Shows depth and applied understanding of targeted concepts
2. Is focused in proving the thesis

ORGANIZATION

Introduction

1. Uses hook to purposefully capture audience interest
2. Links hook to thesis
3. Delivers effective thesis statement
4. Progresses logically

Body

1. Each paragraph contains topic sentences directly connected to the thesis
2. Each paragraph contains sufficient elaboration
3. Progresses logically
4. End of body paragraphs have a concluding sentence or appropriate transition sentence

Conclusion

1. Revisits the thesis
2. Reviews the key points of the body
3. Provides closure and resolution to the paper

STYLE

Diction (Word Choice)

1. Consistently exhibits effective diction for the targeted audience
2. Use of vibrant and precise language
3. Exhibits strong but natural and flowing vocabulary

Voice

1. Reader can sense writer behind the words
2. Writer is engaged with the topic with a personal tone

Sentence Fluency

1. Contains a variety of sentence structures that engage the audience
2. Contains effective use of transitions
3. Reader clearly understands the point the writer is making

CONVENTIONS

1. Uses appropriate point-of-view
2. Consistently follows rules of Standard English for:
 - Spelling
 - Punctuation
 - Capitalization
 - Grammar
 - Word Usage
 - Paragraphing

FORMAT

1. Heading contains Name, Teacher's Name, Period, Date and Assignment Title
2. Paper title is centered
3. Paragraphs are indented without extra spaces between paragraphs
4. Paper is double-spaced
5. Font size 12, Times New Roman
6. One-inch margins

PERSUASIVE ESSAY CRITERIA

CONTENT

Position Statement

1. Is original, compelling and clearly stated
2. Establishes a firm position on a topic

Topic Sentences

1. Clearly state main point/argument of each paragraph as it develops position

Elaboration

1. Provides specific, clear and sufficient supporting evidence
2. Provides thorough commentary that explains significance of evidence

Overall

1. Is focused in proving the position
2. Incorporates concession and rebuttal
3. Uses a variety of strategies to sway his/her target audience

ORGANIZATION

Introduction

1. Uses hook to purposefully capture audience interest
2. Links hook to thesis
3. Delivers effective position statement

Body

1. Each paragraph contains topic sentences directly connected to the position statement
2. Each paragraph contains sufficient elaboration

Conclusion

1. Rephrases the position statement
2. Reviews the key points of the body
3. Provides closure and resolution to the paper
4. Includes a Call to Action or proposes a compromise or solution.

Overall

1. Progresses logically
2. Organized to make the best case for position

STYLE

Diction (Word Choice)

1. Consistently exhibits effective diction for the targeted audience
2. Use of vibrant and precise language
3. Exhibits strong but natural and flowing vocabulary
4. Incorporates words and phrases that influence reader to support the position

Voice

1. Reader can sense writer behind the words
2. Writer is engaged with the topic creating a personal tone
3. Writer makes an appropriate emotional appeal

Sentence Fluency

1. Contains a variety of sentence structures that engage the audience
2. Contains effective use of transitions
3. Sentences flow and do not interfere with understanding.

CONVENTIONS

1. Uses appropriate point-of-view
2. Consistently follows rules of Standard English for:
 - Spelling
 - Punctuation
 - Capitalization
 - Grammar
 - Usage
 - Paragraphing

FORMAT

1. Heading contains Name, Teacher's Name, Period, Date and Assignment Title
2. Paper title is centered
3. Paragraphs are indented without extra spaces between paragraphs
4. Paper is double-spaced
5. Font size 12, Times New Roman
6. One-inch margin

Persuasive Strategies

- **Preponderance of evidence:** *many ideas/arguments why the reader should be convinced*
- **Firm position:** *clear, strong stance that remains throughout a paper*
- **Audience awareness:** *providing information audience may need and/or anticipating audience's point of view*
- **Concession and counter argument (rebuttal):** *acknowledging or recognizing the opposing viewpoint, conceding something that has some merit, and then countering with another argument*
- **Persuasive word choice:** *words and phrases that influence reader to support the position*
- **Expert testimony:** *quoting the voice of authority*
- **Statistics:** *data to reinforce the position*
- **Compromises or problem solving:** *proposing a compromise or suggesting a solution to a problem*
- **Call to action:** *urging the reader to act*
- **Rhetorical questions:** *questions not meant to be answered but meant to make some kind of a point*
- **Emotional appeal:** *using the reader's emotions to convince*

WVHS MLA STYLE GUIDELINES

Works Consulted or Works Cited	Page 48
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This guide is based on the 7th Edition of the *MLA Handbook for Writers of Research Papers*. Further information and examples are from:

“EasyBib Citation Guide.” *EasyBib*. ImagineEasy Solutions, LLC, 2011. Web. 9 May 2011.

WORKS CONSULTED OR WORKS CITED

Alphabetic list of sources at end of paper; serves three purposes::

- Gives credit to the sources of information used
- Provides a key for brief parenthetical in-text citations (if used)
- Enables others to locate the sources for themselves

Begin with **working bibliography**: From very beginning of research, keep the works cited entries for each source. Add to and revise as you go; when project or paper is done, put entries into alphabetic order as Works Cited or Works Consulted.

Works Consulted lists all sources that the researcher accessed in preparing the paper or project, whether or not the sources are cited in the text. **Works Cited** lists only those sources that are specifically cited in the paper or project.

Source Information Included in Citations

Include in the following order the information available from your source:

Responsible Party:

One author: Smith, John K.

Two authors: Smith, John K., Tim Sampson.

Three authors: Smith, John K., Tim Sampson, and Alex J. Hubbard.

Editor instead of author: McCoy, Bill, ed.

Title:

Capitalize first word, last word and all principal words.

Title for entire work in italics: *Hawthorne and His Mosses*.

Title of article, essay, chapter, poem or short story in quotes:
"Bottom Fishing in Rough Waters."

Publication Information:

Book: City of publication: Publisher, Year published.

Magazine: Day Month Year published: Page numbers.

Newspaper: Day Month Year, Edition, Section: Page numbers.

Website: Publishing Institution or Organization, Day Month Year electronically published.

Publisher not given: N.p. or n.p. (represents "no publisher"; capitalize if follows a period in the citation)

City of publication not given: N.p. (represents "no place")

Date not given: N.d. or n.d. (represents "no date"; capitalize if follows a period in the citation)

Medium of Publication

Hardcopy book, magazine, etc.: Print.

Online information: Web.

Digital file: Format followed by the word "file"; i.e. PDF file.
JPEG file. MP3 file. Microsoft Word file.

Formats and Examples

NOTE: When using the "WVHS Online Resources" from the Library webpage you can usually **copy and paste** the citation into your Works Cited.

A recommended online source for creating citations is **www.easybib.com**. Be sure to use the MLA version, and check the resulting citation against these guidelines.

For additional guidance, consult the *WVHS MLA Handbook* available in the Library and linked from the Library Website. Or ask your teacher or the teacher-librarian for assistance or to check the official *MLA Handbook, 7th Edition*.

Structure and examples shown below are from:

"Citation Guide." *EasyBib*. ImagineEasy Solutions, LLC. 2011.

Web. 16 May 2011.

BOOK

Last, First M. *Book*. City published: Publisher, Year published. Print.

James, Henry. *The Ambassadors*. Rockville: Serenity, 2009. Print.

BOOK CHAPTER or SECTION

Section Author Last, First M. "Chapter or Section." *Book Title*.

Book Editor First M.Last. Edition. City Published: Publisher,

Year Published. Page Range. Print.

Melville, Herman. "Hawthorne and His Mosses." *The Norton Anthology of American Literature*. Ed. Nina Baym. 3rd ed.

New York: Norton, 1989. 5-25. Print.

DATABASE

Citation of original source. Database. Web. Date accessed. <URL>.

*Note: First cite the source found in the database, and then add database information.

Anand, Geeta. "Fire and Fumes Can't Drive Indians from Hellish

Village." *Wall Street Journal* 2 Apr. 2010, Eastern ed.: A1.

ProQuest Newspapers. Web. 5 Apr. 2010.

DIGITAL IMAGE

Last, First M. Official title of image. Description of image (include

when title is not available). Digital image. Website Title.

Website Publisher, Date electronically published. Web. Date accessed.

Guggenheim Museum in Spain. Digital image. howstuffworks.

HowStuffWorks. Web. 22 July 2010.

WEBSITE

Last, First M. "Website article." Website. Publisher, Date published.

Web. Date accessed. <URL>.

*Note: URL is optional. Consult your teacher.

Brown, Damon. "Bad Strategy: At E3, Microsoft and Sony Put

Nintendo on the Defense." BNET. CBS Interactive, 14 June

2010. Web. 15 June 2010.

Additional formats and examples available at www.easybib.com and in the *WVHS MLA Handbook* available in the Library and linked from the Library Website.

Checklist of MLA Format for Citations

- List citations on separate page with title one inch from top and centered: Works Cited (if only sources that have citations in the paper or presentation) or Works Consulted (if includes other works that were found and read in the research process); NOT bold, underlined or all caps

Citations

- Double spaced within and between entries
- Hanging indentation: first line of each entry on left margin, other lines of entry indented ½ inch (five spaces) [Set "Format>Paragraph>Hanging>By .5"]
- Entries in alphabetical order by first word of entry (except A, An, The). Do NOT number the entries
- Dates written as: Day Month Year; i.e. 10 Feb. 2008 (Abbreviate months except May, June, July)
- Include the medium of publication; i.e. Web. Print. JPEG. etc.
- Indicate page numbers (numbers only) for articles or sections but not whole books
- Punctuation:
 - Periods between major items in each entry; one space after period
 - Italicize titles of books, magazines, newspapers, databases, and websites

- Use quotation marks around titles of articles, poems, and webpages; end quotation mark follows the period

Internet Sources:

- Include title of specific web page (in quotation marks) and overall web site title if distinct (italics)
- Include date of publication listed on web site and date you accessed information
- Use N.p. if publisher not given; use n.d. if publication date not given
- URL not required; use only if necessary to find information on web; if used, begin and end URL with angle brackets (< >) followed by period

On the next page is a sample Works Cited page as it would appear in your final document. (On full-size paper the margins are 1” all around.)

Works Cited

- Arboleda, Raul. *High Tech Headgear*. 2009. Getty Images via Gizmodo, N. p. “The Geeky Girls High Fashion.” *FLBL for ladies by ladies*. Web. 17 May 2011.
- "Beginner Tip: Presenting Your Page with Style." *Webmaster Tips Newsletter*. July 2000. NetMechanic. Web.13 Sept. 2008.
- Braunthal, Gerard. "Socialism and Social Democracy." *Encyclopedia Americana. Grolier Online*. 2009. Scholastic Inc. Web. 15 Jan. 2009.
- Collins, Ronald K.L., and David M. Skover. *The Trials of Lenny Bruce: The Fall and Rise of an American Icon*. Naperville, IL: Sourcebooks, 2002. Print.
- Jones, Jay. “Fashion in the 90's.” *Fashion Through History*. 2002. Institute of Fashion. Web. 10 Dec 2006.
- King, Stephen. *Black House*. New York: Random, 2001. Print.
- . *From a Buick 8: A Novel*. New York: Simon & Schuster, 2002. Print.
- Mitchell, Joni. *Both Sides Now*. Warner Bros., 2000. CD.

ANNOTATED BIBLIOGRAPHY

An annotated bibliography includes a clear statement of your thesis (if required) and lists for each source:

Citation in correct MLA format (Suggestion: Cut and paste from your ongoing list of works consulted or cited)

Paragraph including:

Whether the source is primary or secondary

Specific format (encyclopedia, database, web page, reference book, etc.) and how and where the source was found

Analysis of the validity (accurate and up-to date), reliability (truthful or factually correct), and credibility

(knowledgeable and objective source) of the information

Brief summary of the information and how it applies to your topic or thesis

Sample Entry for Annotated Bibliography

Tyler, Anne. "The Industrial Revolution." *History of the United*

States. Ed. Janet Sternburg. New York: Norton, 2006. 3-9.

Print.

This secondary source is a 5 page article from a reference book in our library. It gives an overview of the changes in manufacturing equipment and jobs. The information in this source is reliable and valid, because it is from a recent standard reference book. Information related to my topic explains that automobiles began with most workers making and fitting the parts for one automobile at a time. The introduction of assembly line production meant each worker did only one task out of many taken to build a car and each automobile was worked on by many different people. This reduced the time and cost of building cars and allowed workers to specialize. It supports the idea that assembly lines limited the skills of individual workers since no one worked on the whole car. The information in this source is basic and not very detailed.

PARENTHETICAL REFERENCES

Paranthetical References in your paper indicate that you have used other people's ideas, quotes and information. You still need to write your own thinking and wording.

General Instructions

Cite everything that is borrowed, including quotes, information and ideas

Place reference directly after borrowed information, enclosed in parentheses, before the period

Use brief information to clearly identify the specific source from the Works Cited; usually the first significant word of the Works Cited entry followed by page(s); estimate or use print preview to determine page number for web sites.

Examples:

One Author: (Jones 118)

Two Authors: (Jones and Taylor 18)

Three or More Authors: (Jones et al. 118)

Title Only: ("Pony" 118) *for short work*; or (*Walk* 118) *for full-length work*

If you have two authors with the same last name, or if one author wrote two of your sources, add title or other info to reference: (Jones, "Pony" 118) or (Jones, *Walk* 118).

Once a source is cited, if it is cited again without another different source coming between, you need only indicate the page number the second time.

Placing References in Text

1. A specific detail or quote from your research can be incorporated in several ways.

- **Paraphrase the information in your own words.** This involves no direct quotation. For example:
Inventions such as the microchip, computer switching systems,

and orbiting satellites became part of the AT&T system,

making it possible for customers to make inexpensive direct dial long distance calls within the United States and to other countries (Kleinfield 301).

- **Quote directly only a word or phrase within one of your own sentences. Use ellipsis (. . .) to indicate omitted words.** For example:
Although Toffler goes on to deny that “the fast-increasing variety of goods and services. . . Is an attempt to manipulate the consumer and to inflate profits” (217), consumers still have the final decision.
- **Quote directly a large block of text (more than four lines in your paper). Indent the entire block 1 inch from your left margin. If more than one paragraph is used, indent the first line of the paragraph an additional quarter inch.** For example,
At the conclusion of *Lord of the Flies*, Ralph and the other boys realize the horror of their actions:

He gave himself up to them now for the first time on the island; great, shuddering spasms that seemed to wrench his whole body. His voice rose under the black smoke before the burning wreckage of the island; and infected by that emotion, the other boys began to shake and sob too. (186)

2. Three ways to give credit. Note the period moves to the end of the quote.

- **Place the author’s last name and the page number or numbers of source in parentheses.** For example:
... One historian argues that the telephone (and certainly the advertising that announced it) created “a new habit of mind - a habit of tenseness” (Jones 112). Continue with next sentence or paragraph.
- **Use the author’s last name in your sentence and place only the page numbers of the source in parentheses.**
... Jones points out that the telephone (and the advertising that announced it) created “a new habit of mind - a habit of tenseness” (112). Continue with next sentence or paragraph.
- **Give the author’s last name in your sentence when you are citing the entire work rather than a specific section or passage and omit any parenthetical references.**
... Jones argues that the history of the telephone is characterized by innovations that have changed public attitudes. Continue with next sentence or paragraph.

FORMATTING THE PAPER

General Guidelines:

- Word process your paper and print it on white, standard-sized paper (8.5 X 11 inches).
- Use a standard typeface and font size--Times New Roman 12 pt. unless otherwise directed.
- Double-space your entire paper, including Works Cited, unless otherwise directed.
- Set the margins of your document to 1 inch on all sides.
- Do not justify the text; only left margin should be perfectly straight
- Use .5 inch indent for paragraphs
- Create a header with your last name and page number in the upper right-hand corner, one-half inch from the top and flush with the right margin.

Formatting the Title Page (if required by teacher):

MLA style does not require a title page, but some teachers do. Title pages usually contain the title, your name, the teacher's name, the specific class, and the date of submission. The title page is not numbered. **If you use a title page, page 1 of your paper will have the header with your name and page number, and will simply begin with your first paragraph 1 inch from the top of the page.**

Formatting the 1st Page if NOT Using a Title Page:

- Provide a double-spaced entry in the top left corner of the first page that lists your name, your instructor's name, the period, the course, and the date.
- Center your title on the line below the header with your
- name, and begin your paper immediately below the title

Samples of Title Pages and First Pages are included in the *WVHS MLA Handbook* available in the Library and linked from the Library Website.

NOTES