

Marcus Whitman High School 2017-2018

Dear Parent(s)/Guardian(s)/Student(s),

Marcus Whitman Board of Education, administration, teachers, staff and support personnel welcome you.

This Parent(s)/Guardian(s) and Student(s) handbook provides critical information to be utilized by students as a daily tool in meeting their academic goals.

Every year changes to some degree in laws, policies, procedures and the like require us to re-examine the contents of this handbook. Therefore, we ask each parent/guardian with their student(s) to read the entire contents. This handbook contains a summary of detailed information provided in the Marcus Whitman Code of Conduct. If you would like to review the Code of Conduct, we encourage you to visit any building office for detailed examination.

As essential partners in the education process, we value your cooperation in reinforcing such code and assisting students to develop an understanding of its content. Please feel free to contact the office of the principal for further clarification of the issues in this handbook or Code of Conduct.

Please sign, tear out and return to the High School office by Friday, September 15, 2017. Not signing this page does not exempt a student from the contents.

I have read and understand the procedures outlined in this agenda.

_____	_____
Parent/Guardian	Student – Please Print
_____	_____
Date	Date

See other side.

MARCUS WHITMAN HIGH CHOOOL
STUDENT PHOTO FORM

In our attempt to improve communication between school and home, we would at times like to use photographs of students in various publications/posts related to school activities. Student photos may appear in a District or Building Newsletter and newspapers, District Website, yearbook and district approved social media sites and approved online interactive tools. We take student data privacy very seriously. For more information, please refer to Policies- 1) 7240 Student Records: Access and Challenge; 2) 7242 Student Records: Data Privacy.

If you DO NOT WANT your student's photo used in any publications/posts other than yearbook, please sign and return below.

STUDENT NAME: _____ DATE _____ GRADE _____

_____ I do not give the Marcus Whitman CSD permission to use my child's photo in any district publications beyond the yearbook.

Parent/Guardian Name _____
Print

Parent/Guardian Signature _____

MARCUS WHITMAN HIGH SCHOOL

Principal: Ms. Jennifer Taft
4100 Baldwin Road
Rushville, NY 14544
Telephone: (585) 554-6441
E-Mail: mwcsd.org
Fax: (585) 554-5201

This agenda belongs to:

Name: _____

Address: _____

City/Town: _____

Zip Code: _____

Phone: _____

Student No.: _____

MISSION STATEMENT

We, of the Marcus Whitman School Community, are committed to developing responsible, productive, and caring citizens. We strive each day through personal involvement to make our school a place where each student, as an important individual, can pursue his/her highest potential by acquiring the academic, creative, and social skills necessary in an ever changing world.

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Telephone Numbers

High School Office	-	554-6441
Ms. Taft, Principal	-	Ext. 1936
Mrs. Field, Secretary	-	Ext. 1936
Mrs. Christensen, Secretary	-	Ext. 1436
Mr. Sullivan, Dean of Students,		
Counselor	-	Ext. 2010
Mrs. Cunningham, Counselor	-	Ext. 1364
Ms. Kramer, Counselor	-	Ext. 1365
Mrs. Arnold, Counselor	-	Ext. 2229
Mrs. Bero, Counselors' Secretary	-	Ext. 1355
Ms. Foster, Psychologist	-	Ext. 1361
Mr. Lahue, Athletic Director	-	Ext. 1442
Mr. Jackson, Registrar	-	Ext. 1444
Mrs. Rohring, Nurse	-	Ext. 1426
Mrs. Woolston, Café. Manager	-	Ext. 1802
Mrs. Shipman, Transportation	-	Ext. 1960

BACKPACKS

During the school day (periods 1-9), students will not be allowed to carry backpacks, drawstring bags or large bags of any kind to and from classes. Students should use their assigned lockers for storage, and students that are members of an athletic team should see a P. E. teacher to be assigned a team locker in the locker room during that season.

SCHOOL ATTENDANCE

There is a very high correlation between good attendance and academic success. There is even a higher correlation between poor attendance and academic failure. Parents need to phone Mrs. Webster, Attendance Clerk, at 554-6441 x 1430 if their student will be absent. Please leave a message on her voice mail if she does not answer.

ATTENDANCE PROCEDURES

Attendance will be taken each day each period by the classroom teacher, and a record will be kept. Seniors who attend morning Finger Lakes Technical and Career Center will report to the BOCES bus immediately following their first period class.

All requests for early dismissal should be given to Mrs. Webster, Attendance Clerk, in writing before first period begins so that they may be included on the morning bulletin.

Students are responsible for obtaining and completing all assignments missed during their absence as well as missed classes due to early dismissal. If your student will be absent more than two (2) days, please contact the High School office for assistance in obtaining missed assignments.

TARDY: Tardy is defined by: late; behind time; not on time; moving or acting slowly; sluggish; delaying through reluctance. Tardiness to school or class affects your day, other students, teachers and the general flow of education. When a student is legitimately late, a pass can be obtained from where that student was detained. Otherwise, refer to disciplinary action section. Any student who arrives at school after attendance has been taken must report first to the attendance office and a written excuse must be forthcoming.

TRUANCY: Truant is defined by: a student who stays away from school or misses class(es) without permission; a person who shirks or neglects his or her duty, absent from school without permission. Truancy will be established whenever the whereabouts of the student is unknown by parents or guardians and the student is not in school. Refer to disciplinary action section.

ABSENT: After a student has been absent, he/she must bring a written excuse to the attendance office. Failure to do so will result in the absent day being an unexcused absence until a written note is brought to the Attendance Office. New York State law requires written excuses signed by the parent/guardian even if a phone call has been made. Legal absences include sickness, doctor/dentist appointment, illness or death in the family, impassable roads, court or church attendance, and approved cooperative work experiences (in conjunction with school).

TIME SCHEDULE

Period 1	-	-	-	-	7:50	-	8:33
Period 2	-	-	-	-	8:36	-	9:16
Period 3	-	-	-	-	9:19	-	9:59
Period 4	-	-	-	-	10:02	-	10:42
Period 5	-	-	-	-	10:45	-	11:25
Lunch A			-		10:45-11:05		
Lunch B			-		11:05-11:25		

Period 6	-	-	-	-	11:29	-	12:09
	Lunch A	-	-	-	11:29-11:49		
	Lunch B	-	-	-	11:49-12:09		
Period 7	-	-	-	-	12:13	-	12:53
	Lunch A	-	-	-	12:13-12:33		
	Lunch B	-	-	-	12:33-12:53		
Period 8	-	-	-	-	12:56	-	1:36
Period 9	-	-	-	-	1:39	-	2:19
Activity Period	-	-	-	-	2:22	-	3:00

Students will not be permitted to enter the building prior to 7:30 a.m. Students will not be permitted to stay after 3:00 unless they are participating in a supervised extra-curricular activity.

LOUNGE “PRIVILEGE”

Juniors and Seniors that are in good standing will earn the privilege of attending lounge. They will report to lounge for their study hall. The lounge is a privilege and should be regarded as such. Seniors/Juniors need to follow the procedures set forth by the lounge supervisor. The courtyard will be open seasonally for seniors who are in good academic standing. Failure to comply with rules and procedures may result in a student being placed in a structured study hall.

FOOD AND BEVERAGE EXPECTATIONS

Academic success and good nutrition are strongly linked. Breakfast will be served from 7:30 a.m. until 9:00 a.m. Students wishing to purchase breakfast after the 1st period bell must have a pass from their classroom teacher. Food and beverages are not to be consumed in the hallway. If hot beverages are carried in the hallway, they must be in a closed container. It is a teacher’s discretion if food and/or beverages are allowed in the classroom. Drinking water is encouraged at all times.

During the school day, the New York State Health Department prohibits students from ingesting soda or fruit flavored beverages because of the lack of nutritional value. However, products of 100% juice are allowed. Anyone finding difficulty with this because of dietary problems, please see the Principal.

MWCS D does not endorse outside ordering/delivery of food between the hours of 7:50 a.m. and 3:00 p.m. On occasion, scheduled school events may indicate the need for such items. Permission and approval will be determined by the Principal and must be facilitated through the high school office.

COUNSELING

Counseling services are available to all students. If you have concerns regarding your child and these services, please notify the Pupil Personnel Services Director in writing. Academic counseling is required.

STUDENT CODE OF ETHICS

- Respect the rights of others in school, at home and in the community.
- Be courteous to parents, teachers and fellow students.
- Show good sportsmanship, whether a participant or spectator.
- Help keep school property in the best condition possible.
- Obey and carry out rules and regulations.
- Strive to learn to the best of one's ability.

STUDENT'S COMMITMENT TO EXCELLENCE

As a productive citizen, I am responsible to myself, others, and my community. The Marcus Whitman educational experience includes developing good citizenship skills by acting responsibly in all aspects of life. To assist students in striving for excellence, the following guidelines of student behavioral expectations should always be considered and reviewed:

1. As a student, I will recognize and take responsibility as a student, as a fellow student, as a community member and as the future of America.
2. As a student, I will practice modesty, integrity, courtesy, pride, respect, and self-control towards school faculty, administration, fellow students and parents.
3. As a student, the right to an education will be honored by choosing subjects of study that are suited to my particular interest and goals. Therefore, I will diligently learn all I can while reflecting these educational benefits to my life, home, school, community, state, and country.
4. As a student, I have the right to use school property. I will honor this right by respectfully acknowledging the rights of the community and its taxpayers for the provision of the school facility.
5. As a student in good standing, I have the liberty to participate in and support all student activities. I will act with dignity at all student events at home school and away functions. I will promote good citizenship, sportsmanship, and all other attributes, which will reflect a positive perception of myself and of MWCS.
6. As a student, I have the right to be accepted as a valuable individual with strengths, weaknesses and opinions. Because of this right, it is my responsibility to respect and honor other's rights to such diversity.
7. As a student, I have all rights provided by the U.S. Constitution. It is my responsibility to uphold these rights and honor our democracy.
8. As a student, I will challenge myself and others to "do the right thing"; encouraging others to desire and strive for excellence in everything one does; challenging and encouraging one another to be kind, considerate, compassionate and stand out in a crowd for doing the right thing.

STUDENT RESPONSIBILITIES

As a student and essential partner in my educational experience, I will acknowledge responsibilities that not only benefit my personal goals but also accent the educational goals of others by accepting the following guidelines to responsible student initiative and

action.

- I will attend school every day (unless legally excused) and make an effort to get to know at least one unfamiliar student each week.
- I will familiarize myself with and abide by all MWCSO policies, rules, regulations and follow correct means of working in conjunction with others in bettering such policy, rules, and regulations if/when need occurs.
- I will refuse to bring a weapon to school and refuse to keep silent about those who do.
- I will report suspicious action/talk among my peers without delay to an appropriate staff member, including but not limited to a teacher, counselor, parent or principal.
- I will work to the best of my ability in all educational pursuits. I will ask questions in areas I do not understand and be willing to research the tools needed to obtain such understanding.
- I will make good choices and when necessary, take responsibility for my bad choices/actions. I am willing to work at areas needing modification and growth.
- I will contribute to a safe and orderly school environment that is conducive to learning. I will be respectful of others, their property, school property and encourage others to do the same.
- I will follow directions given by teachers, administration and school personnel in a timely and respectful manner.
- I will dress appropriately for school and associated functions and review the dress code regularly.
- I will conduct myself in a respectful manner at school and/or school sponsored extracurricular events for which my presence will directly/indirectly represent MWCSO or reflect upon its adopted expectations of conduct.
- I will seek assistance (by self-referral if necessary) for anger management problems and/or for substance use/abuse. I will seek counseling for academic/personal problems; seek mediation to settle arguments peacefully and address issues that may place myself, peers, school personnel, parents or family in danger or lead to disciplinary action.
- I will keep my parent(s)/guardian(s) informed of my academic, extracurricular or disciplinary issues at school and be willing to seek their guidance at all times.
- I will take control of issues such as adequate sleep, nutrition and exercise to promote healthy and happy living.
- I will leave all items at home that would interfere with the learning process.
- I will be a positive peer model and expect the best of others and myself.

DEFINITIONS

For purposes of this code, the following definitions apply.

A. Disruptive student means an elementary or secondary student under the age of 21 who is substantially disruptive to the educational process or substantially interferes with the staff member's authority over the classroom on school property and/or school function.

B. Parent means parent, guardian or person in parental relation to a student.

C. School property means in or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary line of any public elementary or secondary school, or in or on a school bus, as defined in Vehicle

and Traffic Law 142.

- D. School function** means any school-sponsored extracurricular event or activity.
- E. Violent student** means a student under the age of 21 who:
1. Commits an act of violence upon a school employee, or attempts to do so.
 2. Commits, while on school property or at a school function, an act of violence upon another student or any other person lawfully on school property or at the school function, or attempts to do so.
 3. Possesses, while on school property or at a school function, a weapon.
 4. Displays, while on school property or at a school function, what appears to be a weapon.
 5. Threatens, while on school property or at a school function, to use a weapon.
 6. Knowingly and intentionally damages or destroys the personal property of any school employee or any person lawfully on school property or at a school function.
 7. Knowingly and intentionally damages or destroys school district property.
- F. Weapon** means a firearm as defined in 18 USC 921 for purposes of the Gun-Free Schools Act. It also means any other gun, BB gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, jackknife, dirk, razor, stiletto, switchblade knife, gravity knife, brass knuckles, sling shot, metal knuckle knife, box cutter, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb, or other device, instrument, material or substance that can cause physical injury or death.
- G. School Sponsored Trips/School Sanctioned Trips** are trips where students and staff are expected to follow all school rules.
- H. Harassment** physically, verbally or graphically (written or pictures) annoying or threatening others including sexual harassment, as defined by Board of Education policy.

BEHAVIOR EXPECTATIONS

General Philosophy: In every society, rules of behavior must control the actions of its members. In the school society, as in all American life, recognition and respect for the rights and feelings of others are the best guarantees of one's own rights.

Standard of Conduct: A high standard of pupil conduct is expected and encouraged. Every avenue should be explored to maintain this high standard of pupil conduct, including seeking cooperation between the school and home.

Responsible Discipline: Definition. The term responsible discipline, as used herein, shall mean action taken by the school personnel that has as its objective: 1.) The training of pupils to develop responsibility, self-control, character, orderly conduct, positive attitudes and self-concept; or 2.) Corrective treatment; or 3.) Protecting the safety, morals, health and welfare of that student or other persons.

Rehabilitation: A primary objective of disciplinary action is the rehabilitation of the

pupil. All disciplinary action shall be in the best interest of the pupil and for the welfare of others. Each infraction of Board Policy or school regulations will be dealt with on an individual basis. The discipline imposed shall be commensurate with: 1.) The act committed; 2.) The available relevant information; and 3.) The provisions of this policy.

Conduct: In addition to violations of public law, the conduct listed below in categories of infractions will result in disciplinary measures. These infractions may cause the student to be assigned to the In-School Planning Room for a minimum of one period and to complete an understandable plan of action to correct the inappropriate behavior. In addition to the rules of the school, all persons are expected to obey the laws of the State of New York and United States of America. Violation of public law on school property or at school-related events will result in In-School actions, regardless of whether or not criminal charges are pressed.

Responsibility Based Disciplinary Process: Consistent with the idea that the purpose is to modify inappropriate behavior, the following may be used in the process as deemed appropriate.

1. **Informing the student:** Each student will have explained to them the expected procedure and the correct behavior by use of a behavior expectation sheet discussing class expectations.

2. **Warning:** Each student will be given the opportunity to correct inappropriate behavior before being referred. A list of infractions is noted below by category of seriousness.

3. **10th Period Detention:** If behaviors continue after a warning has occurred, the teacher (for classroom disturbances) or the Dean (for outside classroom disturbances) will keep the student during 10th period for detention. The student's parent/guardian will be called by the teacher or Dean. If the student does not show for detention, the teacher/Dean will refer the student for insubordination.

4. **Referral:** If inappropriate behaviors continue after a warning and detention, the student will be referred to the discipline room for In-School Planning.

5. **Assignment to In-School Planning:** Once a student is referred, the point system will come into effect. The student should clearly understand why he/she is being referred to ISP. The student will meet with the Dean for counseling after he/she is referred. The student will then fill out a plan of action to correct the behavior by summarizing what he/she learned from discussion with parents/guardians and the Dean.

6. **Notification/conference with parents/guardians and appropriate staff:** Once plans are accepted, the teacher, aide or referring staff member will be given the form for comment and signature. The completed In-School planning form will be sent home, a copy will be placed in the student's discipline file, and the appropriate conferences will be scheduled.

7. **Assignment to 2:30-4:30 Extended Supervision:** Teachers, Principals and the Superintendent may use after-school detention as a penalty for student misconduct in situations where removal from the classroom or suspension would be inappropriate. The student will spend this time in the discipline room. He/she can utilize this time to do homework or read.

8. **In-School Suspension:** The Board recognizes the school must balance the need of students to attend school and the need for order in the classroom to establish an

environment conducive to learning. As such, the Board authorizes building principals and the Superintendent, at their discretion, to place students who would otherwise be suspended from school as the result of a code of conduct violation, in in-school suspension.

A student subjected to an in-school suspension is not entitled to a full hearing pursuant to Education Law 3214. However, the student and the student's parent/guardian will be provided with a reasonable opportunity for an informal conference with the district official imposing the in-school suspension to discuss the conduct and the penalty involved.

9. **Out-of-school suspension:** Not to exceed five consecutive days (unless directed by the Superintendent or Board of Education). There will be a parent/guardian conference for re-entry into school.

10. **Suspension from school:** Suspension from school is a severe penalty, which may be imposed only upon students who are insubordinate, disorderly, violent or disruptive, or whose conduct otherwise endangers the safety, morals, health or welfare of others. Suspension from school may be modified following a parent/guardian conference. This ensures the parents/guardians are involved in providing the best educational opportunities for each individual student. The Board retains its authority to suspend students, but places primary responsibility for the suspension of students with the Superintendent and the building principals.

11. **Suspension from Transportation:** If a student does not conduct himself/herself properly on a bus, the bus driver is expected to bring such misconduct to the building principal's, or designee's, attention. Students who become a serious disciplinary problem may have their riding privileges suspended by the building principal or the Superintendent or their designees. In such cases, the student's parent/guardian will become responsible for seeing that his or her child gets to and from school safely. Should the suspension from transportation amount to a suspension from attendance, the district will make appropriate arrangements to provide for the student's education. The suspension may be 1, 5, 30 days or permanent as deemed appropriate by the Superintendent or designee.

A student subjected to a suspension from transportation is not entitled to a full hearing pursuant to Education Law 3214. However, the student and the student's parent/guardian will be provided with a reasonable opportunity for an informal conference with the building principal or the principal's designee to discuss the conduct and the penalty involved.

12. **Suspension from athletic participation, extracurricular activities and other privileges:** A student subjected to a suspension from athletic participation, extracurricular activities or other privileges is not entitled to a full hearing pursuant to Education Law 3214. However, the student and the student's parent/guardian will be provided with a reasonable opportunity for an informal conference with the district official imposing the suspension to discuss the conduct and the penalty involved.

13. **Drug counseling:**

- a. Notification of SRO or other law enforcement will be made if appropriate.
- b. Student(s) will be referred for a substance abuse assessment through the district's Student Drug Assessment Services or through a school-approved provider.

14. **Administrative/Superintendent's Hearing:** Once twenty points have accumulated, the Principal will review the student's disciplinary file. When necessary, a recommendation will be made to the Superintendent for a hearing. This procedure will happen again at 25 points. Although discipline records start new every year, the student's

cumulative discipline file will be considered in all hearings. Separate class meetings with the Principal/Dean in September shall constitute the warning for general school procedures regarding attendance, driving privileges, and general school behavioral expectations.

15. **Agency Referral:** Inappropriate student conduct may result in a referral to the Ontario or Yates County Probation Department or Sheriff's Department.

16. **Court Referral:** Inappropriate student conduct may result in a formal court petition. When this happens, the student and his/her parents/guardians will go before a judge in a court of law. This step may cause the removal of the student from the school system and/or from his/her home. Serious misbehavior may cause a student to be suspended, removed from school or referred to the courts without going through a series of steps.

17. **Youth Court:** Students may be referred to Youth Court as appropriate.

OFFENSES

CATEGORY 1

Penalty:

1 point per infraction AND Detention I (2:30 PM-3:00 PM)

1. **Excessive Tardiness** to Class and/or School
2. **Violation of Attendance Procedures:** Failure to bring in absent-from-school excuse notes within four days. (Phone call home by attendance office.)
3. **Chronic Lack of Preparation for Class**
4. **Violation of Procedures or School Policy:** Not following the expectations of a class (as defined in the individual staff member's discipline policy) or school policy.
5. **Cutting extra help 10th period** or during the school day when a teacher/student meeting was planned: Intentionally not going to this assigned time without a written parental excuse or phone call from a parent.
6. **Minor Cafeteria Violation:** Failure to use common courtesy or follow cafeteria rules.
7. **Minor Transportation Violations:** Failure to comply with the regulations posted on each bus.
8. **Minor Violation of Student Driving/Parking regulations.**
9. **Violation of Dress Code.**
10. **Minor Computer/Internet Violation.**
11. **Cell phone Violation.**

CATEGORY 2

Penalty:

2 points per infraction AND Detention II (2:30 PM – 4:30 PM)

1. **Excessive Tardiness to Class and/or School**
2. **Classroom Disruption:** Interfering with a staff member's lesson.
3. **Inappropriate Behavior:** Any conduct unacceptable in a school setting at the time of day; e.g., knowledge of a theft, lying to staff, loitering, littering, panhandling, etc.
4. **Disrespectful Behavior:** Language or actions that show a lack of personal concern for others.
5. **Insubordination 2nd degree:** Refusal to follow a reasonable request made by a **staff member**.
6. **Disruptive Behavior:** Causing problems for others in the hallways, cafeteria, library, gym or other areas during the student's time on school grounds.
7. **Bullying 2nd degree:** Intentionally attempting to intimidate others by verbal or physical actions.
8. **Harassment 3rd degree:** Verbally annoying others.
9. **Aggravated Harassment 3rd degree:** Communicating with a person, anonymously or otherwise, by telephone, telegraph, mail, e-mail, or instant messaging or any other form of written communication, in a manner likely to cause annoyance.
10. **Obscene Materials/Language:** Anything that is vulgar, sexually explicit, or offensive to accepted standards of decency including notes, literature, language, writing, drawing, or clothing at school.
11. **Aggressive Horseplay:** Pushing and/or shoving by two or more people.
12. **Destruction of Property:** Accidental damage to school or another person's property resulting from careless behavior.
13. **Disruptive Transportation Violations:** Any action by a student that interferes with the bus driver's ability to maneuver the bus; e.g., language or disruptive behavior.
14. **Truancy (A):** Skipping or cutting one or more classes.
15. **Cheating:** To obtain or use another's work as one's own; includes plagiarism.
16. **Not following school procedures**—repeated offenses.
17. **Not following ISP procedures:** Failure to cooperate with expected guidelines.

18. **Computer/Internet Violation.**
19. **Violation of Student Driving/Parking Regulations.**
20. **Cafeteria Violation:** Repeated offenses, disruptive behavior, failure to clean up.
21. **Cell phone violation (3 times).**
22. **Violation of non-designated area:** Student entering any school area without supervision, such as the woods, locker room outside of class time without permission, etc.

The Principal and Superintendent have the right to suspend up to 5 days with or without a Principal's or Superintendent's Hearing, based on the severity or repeated course of conduct.

CATEGORY 3

Penalty:

3 Points per infraction AND In-School Suspension up to 3 days OR Out-of-School Suspension up to 3 days.

VIOLATIONS OF PUBLIC LAW ON SCHOOL PROPERTY OR AT SCHOOL RELATED EVENTS WOULD RESULT IN SCHOOL ACTION REGARDLESS OF WHETHER OR NOT CRIMINAL CHARGES ARE PURSUED.

1. **Cheating on Tests, Final or Regents Exams:** Student will receive a "O" on the test or exam. Cheating (also considered **fraud**) includes the use of unfair means to pass an exam, such as giving aid to or obtaining aid from another person during an exam. Section 225 of the Education Law makes fraud in examinations a misdemeanor. In the case of a Regents Exam, the student should be excluded from any subsequent exam until such time as the student has demonstrated by exemplary conduct and citizenship, to the satisfaction of the Principal, that the student is entitled to restoration of this privilege.
2. **Minor Altercation/Assault 2nd degree:** Any intentional physical violence against another student including, but not limited to, punching, slapping, kicking, pushing, choking, spitting which causes annoyance or alarm.
3. **Lewd or Illicit Behavior:** Any act that is vulgar, sexually explicit, or offensive to accepted standards of decency.
4. **Disorderly Conduct:** Use of abusive or obscene language or gestures in a public place; obstructing vehicular or pedestrian traffic; OR engaging in a repeated course of conduct which causes annoyance or alarm.
5. **Harassment 2nd degree:** Verbal threats of physical violence which alarm or annoy another person, /OR intentionally following another person around in a public place for the purpose of causing them annoyance or alarm /OR any verbal comments, causing annoyance or alarm which may or may not be based upon a belief or perception

regarding a person's race, color, weight, national origin, ethnic group, ancestry, gender, religion, religious practice, age, disability, gender identity or sexual orientation, regardless of whether the belief or perception is correct /OR **Sexual Harassment 2nd degree** which is defined as: Intentional and unwelcome behavior, other than physical, which is of a sexual nature, as perceived by the victim, which may interfere with the Individual's welfare or academic performance or which may create an intimidating, hostile or offensive educational environment. This behavior includes, but is not limited to comments about an individual's body, sexually degrading words, offensive comments, off-color language, jokes, display of sexually suggestive objects, photos, cartoons or pictures.

6. **Aggravated Harassment 2nd degree:** Communicating with a person, anonymously or otherwise, by telephone, telegraph, mail, email or instant messaging or any other form of written communication, in a manner likely to cause annoyance or alarm which may or may not be based upon a belief or perception regarding a person's actual or perceived race, color, weight, national origin, ethnic group, ancestry, gender, religion, religious practice, age, disability, gender identity or sexual orientation, regardless of whether the belief or perception is correct. In addition, students are not permitted to use any form of information technology, including their own personal electronic devices, to intimidate, harass or threaten others. This type of harassment is generally referred to as **cyber bullying**. Any student who violates this prohibition is subject to discipline under this provision and/or any other provision in the Code of Conduct that may be applicable to the circumstances involved. Additionally, school districts in New York State may take action when students engage in **off-campus conduct** that would foreseeably interfere with or disrupt the work and discipline of the school as part of a comprehensive approach to intervening to prevent harassment and cyber bullying.

7. **Hazing 2nd degree:** When in the course of another person's initiation into or affiliation with any organization (ie: extra-curricular) he intentionally or recklessly engages in conduct which creates a substantial risk of physical injury to such person or a third person.

8. **Forgery:** Signing another person's name to a document with the intent to deceive or defraud.

9. **Gambling:** Playing games of chance on school grounds.

10. **Petit Larceny:** The wrongful taking, obtaining or withholding of another's property.

11. **Possession of Stolen Property:** Possessing property of another without the owner's permission.

12. **Bribery:** Using money or favors given or promised to a person to induce or influence them.

13. **Extortion:** Obtaining anything from a person by threats of force or undue

illegal power or ingenuity.

14. **Trespassing:** Enters or remains unlawfully in any restricted area in or upon the school grounds, including but not limited to lockers and vehicles.

15. **Threatening Behavior:** Any notes or actions that lead staff or students to believe that harm will be caused to others or property.

16. **Major Cafeteria Violation:** Throwing food/food fight.

17. **Criminal Mischief:** Intentional or reckless destruction of property.

18. **Bullying 1st Degree:** Intentionally and repeatedly attempting to intimidate others by means of verbal or physical actions.

19. **Violation of NYS Fire Code:** The lighting of any combustible material within the school building or causing a false alarm.

20. **Tobacco Use:** Use or possession of tobacco or tobacco related products including, but not limited to: E-cigarettes, matches, lighters or imitation tobacco products, on school grounds or at a school sponsored function.

21. **Reckless driving:** Inappropriate speed, squealing tires, abrupt braking, disregarding traffic signs or any other act which may interfere with free and proper use of school parking lots or driveways.

22. **Major Computer/Internet Violation.**

23. **Insubordination 1st degree:** Refusal to follow a reasonable request made by an administrator, Dean of Students or School Resource Officer. (4th cell phone violation.)

24. **Leaving school grounds without permission** from a parent/guardian or the Principal or Dean of Students.

25. **Truancy (B):** Absent from school without permission.

26. **Reckless Endangerment 2nd degree:** Recklessly engaging in conduct that creates a substantial risk of physical injury to him/herself or others, eg: use of potentially dangerous objects, intentional discharge of noxious substances such as spray cologne, perfume, hair spray or other similar materials that could trigger an asthmatic or allergic reaction or other unsafe acts on school grounds or school vehicles.

27. **Student repeatedly enters non-designated area:** Student entering any school area without supervision, such as the woods, locker room outside of class time without permission, etc.

The Principal and Superintendent have the right to suspend up to 5 days with or without a Principal's or Superintendent's Hearing, based on the severity or

repeated course of conduct.

CATEGORY 4

Penalty:

4 Points AND Automatic Suspension not to exceed 5 days pending either a Principal's hearing or a Superintendent's hearing AND Criminal Prosecution where applicable.

1. **Reckless Endangerment 1st Degree:** Recklessly engaging in conduct that creates a substantial risk of physical injury to him/herself or others, and has potential to cause (a) physical injury or (b) serious physical injury; eg: potentially dangerous objects or other unsafe acts on school grounds.

2. **Grand Larceny:** The wrongful taking, obtaining or withholding of another's property with a value exceeding one thousand dollars, including a credit card or debit card.

3. **Assault 1st degree:** (a) Subjecting another person to intentional physical violence (including, but not limited to punching, slapping, pushing, choking) that may result in physical injury, **OR** (b) serious physical injury **OR** (c) any intentional physical violence against another person which may or may not be based upon a belief or perception regarding a person's race, color, weight, national origin, ethnic group, ancestry, gender, religion, religious practice, age, disability, gender identity or sexual orientation, regardless of whether the belief or perception is correct, **OR** (d) **ANY** physical violence directed at a staff member.

4. **Harassment 1st degree:** Any verbal threats of physical violence, causing annoyance or alarm which may or may not be based upon a belief or perception regarding a person's race, color, weight, national origin, ethnic group, ancestry, gender, religion, religious practice, age, disability, gender identity, or sexual orientation, regardless of whether the belief or perception is correct.

5. **Aggravated Harassment 1st degree:** Communicating threats of violence with a person or persons, anonymously or otherwise, by telephone, telegraph, mail, email or instant messaging or any other form of written communication, in a manner likely to cause annoyance or alarm **OR** which may or may not be based upon a belief or perception regarding a person's actual or perceived race, color, weight, national origin, ethnic group, ancestry, religion, religious practice, age, disability, gender, gender identity or sexual orientation, regardless of whether the belief or perception is correct. **OR ANY THREAT OF VIOLENCE DIRECTED AT THE SCHOOL OR PERSONNEL** regardless of the means of communication, including any bomb threat.

6. **Chemical Substance:** In possession of or under the influence of alcohol, drugs or drug paraphernalia (including substances controlled by law, such as marijuana, prescribed medications, over the counter drugs, or other drugs **OR** substances that simulate or are purported by a student to be any of the aforementioned **OR** E-cigarettes). This applies to both seller (giver) and possessor (taker).

7. **Hazing 1st Degree:** When in the course of another person's initiation into or affiliation with any organization (ie; extra-curricular) he intentionally or recklessly engages in conduct which creates a substantial risk of physical injury to such person or a third person and thereby causes (a) physical injury **OR** (b) serious physical injury.

8. **Weapon Possession:** Possession on their person, in an assigned locker, in a vehicle, or any other property of any weapon, defined as a firearm as defined in 18 USC 921 for purposes of the Gun-Free Schools Act. It also means any other gun, BB gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, imitation gun, loaded or blank cartridges, B-B's, pellets or any other type of ammunition, dagger, jackknife, dirk, razor, stiletto, switchblade knife, gravity knife, brass knuckles, sling shot, metal knuckle knife, box cutter, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb, or other device, instrument, material or substance that can cause physical injury or death.

Knives in School: It is illegal to possess a knife in school. If a student is caught with a knife, he or she faces a suspension from school for up to a year.

Every year students show up at school with a knife in a backpack or pocket that they have forgotten they were carrying, or a parent packs one in a lunch bag for use in cutting up a piece of fruit. If you discover that you have a knife in your possession, simply bring it to the office, and it will be kept there until a parent or guardian comes in to pick it up. No disciplinary action will be taken in such a case.

9. **Sexual Harassment 1st degree:** Intentional and unwelcome physical behavior, which is of a sexual nature, as perceived by the victim, which may interfere with the individual's welfare or academic performance, or which may create an intimidating, hostile or offensive educational environment. This behavior includes the touching of the sexually intimate parts of the body including but not limited to the breasts, genitals, buttocks, etc.

10. **Police Action:** Any violation which requires police investigation or involvement.

POINT ACCUMULATION PENALTIES

8 Points – Parent/Guardian phone conference with the Dean of Students.

12 Points – 1 Day In-School Suspension **AND** a conference to include: Dean of Students, Parent/Guardian, Student, School Counselor and/or student's teacher(s).

16 Points – 2 Days In-School Suspension **AND** a conference to include: Dean of Students, Parent/Guardian, Student, School Counselor, and/or student's teacher(s).

20 Points – May include a short term Out-of-School Suspension **AND** a Principal's hearing.

25 Points – May include a long term Out-of-School Suspension **AND** a Principal's or Superintendent's hearing.

FAILURE TO SATISFY INITIALLY ASSESSED PENALTY

The penalty assessed will advance to the next level of consequence as follows:

Detention I (2:30 PM-3:00 PM) will advance to Detention II (2:30 PM-4:30 PM)

Detention II (2:30 PM-4:30 PM) will advance to one-half day In-School Suspension.

One-half day In-School Suspension will advance to one day In-School Suspension.

DISCIPLINARY PROCEDURES AND REFERRALS

Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that students view as fair and impartial. School personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students’ ability to grow in self-discipline.

Disciplinary action, when necessary, will be firm, fair and consistent so as to be the most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

- 1. The student’s age;
- 2. The nature of the offense and the circumstances which led to the offense;
- 3. The student’s prior disciplinary record;
- 4. The effectiveness of other forms of discipline;
- 5. Information from parents, teachers and/or others, as appropriate;
- 6. Other extenuating circumstances.

If the conduct of a student is related to a disability or suspected disability, the student shall be referred to the Committee on Special Education and discipline, if warranted, shall be administered consistent with the separate requirements of this code of conduct for disciplining students with a disability or presumed to have a disability. A student identified as having a disability shall not be disciplined for behavior related to his/her disability.

The building Principal has the overall responsibility for the implementation of this policy. The following is the expected normal procedure:

All students who are placed in In-School Planning will have their final plans sent home to the parent(s) or guardian(s).

Each infraction of the discipline code will result in a consequence and point accumulation towards conferences, suspensions and possible Superintendent’s Hearings. *Students failing to attend a consequence will have their consequence increased as this is considered insubordination.*

A. Penalties

Students who are found to have violated the District’s Code of Conduct may be subject to the following penalties, either alone or in combination. The school personnel identified after each penalty are authorized to impose that penalty, consistent with the student’s

right to due process.

1. Oral warning – any member of the district staff.
2. Written warning/Assigned to In-School Planning – Dean of Students, Bus Drivers, Hall and Lunch Monitors, Teacher Aides, Coaches, Counselors, Teachers, Principal, Superintendent.
3. Written notification to parent – Dean of Students, Bus Driver, Hall and Lunch Monitors, Coaches, Counselors, Teachers, Principal, Superintendent.
4. Detention/Extended Supervision – Dean of Students, Teachers, Principal, Superintendent.
5. Restitution is expected in the form of monetary compensation, replacement, cleaning, or painting. This includes damaged lockers.
6. **Driving privileges – may be revoked for a period of time designated by the Principal or Dean of Students at their discretion.**
7. Forgery may result in In-School Suspension, or Out-of-School Suspension.
8. Throwing food/food fights – The student will lose cafeteria privileges for an extended period of time determined by the Dean or Principal.
9. Suspension from transportation – Dean of Students, Director of Transportation, Principal, Superintendent.
10. Suspension from athletic participation – Dean of Students, Athletic Director, Coaches, Principal, Superintendent.
11. Suspension from social or extracurricular activities – Dean of Students, Athletic Director, Principal, Superintendent.
12. Suspension of other privileges – Principal, Superintendent, or designee.
13. In-school suspension – Principal, Superintendent, or designee.
14. Permanent removal from classroom – Principal
15. Short-term (five days or less) suspension from school – Principal, Superintendent, Board of Education, or designee.
16. Long-term (more than five days) suspension from school – Superintendent, Board of Education, or designee.
17. Permanent suspension from school – Superintendent, Board of Education.
18. Referral for substance abuse assessment – Counselors, School Psychologist, Principal, Superintendent, Board of Education.
19. **Students who are suspended from school or go to In-School Suspension, cannot attend any after-school activities during the suspension period.**

B. Procedures

The amount of due process a student is entitled to receive before a penalty is imposed depends on the penalty being imposed. In all cases, regardless of the penalty imposed, the school personnel authorized to impose the penalty must inform the student of the alleged misconduct and must investigate, to the extent necessary, the facts surrounding the alleged misconduct. All students will have an opportunity to present their version of the facts to the school personnel imposing the disciplinary penalty in connection with the imposition of the penalty.

Point Reduction Projects

To reduce one point, the student may choose one of the following projects. All options must be pre-approved by the Dean of Students.

1. Two (2) hours of community service for senior citizens or persons with disabilities. For example, a student could help an elderly person with their lawn or any other outdoor task. The intent of community service is to allow students the opportunity to reduce their disciplinary point total by being of service to the community.
2. Five consecutive days staying after school (2:30-3:00) with one of the student's teachers and completion of a project relative to that class. The teacher will determine whether the final project is acceptable. This is not considered extra credit for class.
3. Working through their guidance counselor to provide five (5) periods of tutoring assistance to another student. This must be supervised, approved, and verified by the guidance counselor.
4. Three (3) hours of assistance with the beautification and care of the Marcus Whitman High School or Middle School building. The student must receive approval from the building principal who will be responsible for approving and verifying the student's efforts.
5. The student may submit a proposal to be used in place of any of the proposed projects. The Principal and Dean of Students must pre-approve the plan and verify the completion and quality of the project.

When a project has been approved, the student must have the adult with whom they are working fill out the paperwork and return it to the Dean of Students.

THE CHOICES ABOVE MAY BE USED ONLY FOR POINT REDUCTION. THEY MAY NOT BE USED TOWARD CREDIT IN ANY OTHER SCHOOL CLASS OR FUNCTION.

Additional Point Reduction

If a student does not have a referral for three weeks, the student will have one (1) point removed from their record. A student cannot "stock pile" points. For example, if a student that has zero points goes a month without a referral, their record would stay at zero points and not minus one point. Vacation days will not count toward the three week period.

*Students may reduce a maximum of 5 points per year.

COMPUTER RESOURCE USAGE POLICY

Every student and parent/guardian is expected to sign the **Student Use of Computerized Information Resources 7315F (Acceptable Use Policy)**. Students will not be allowed

to use any district computing resources without the signed Acceptable Use Policy.

Use of the District Computing System (DCS) or personal electronic devices during school activities is for educational and/or research use only, and must be consistent with the goals and purposes of the Marcus Whitman Central School District. Students are held to the same Acceptable Use requirements when using personal technology, personal Internet service providers or other electronic devices while on school grounds or at school events. The standards of acceptable use as well as prohibited conduct, as outlined in the District Acceptable Use Policy (7315), Use of Personal Technology Policy (7001), regulations, and the Student Code of Conduct, are not intended to be all-inclusive.

In addition, students need to pay special attention to the following:

In addition to the District's general requirements governing student behavior, specific activities shall be prohibited by students on school property or at school events, with either personal or District resources including, but not limited to the following:

1. Using the DCS or personal devices/services to obtain, view, download, send, print, display or otherwise gain access to or to transmit materials that are unlawful, obscene, pornographic or abusive;
2. Using or attempting to use account details and passwords belonging to other users;
3. The loading and printing of data files, either text or graphics, with any level of inappropriate material content (defined as explicit sexual, violent, drug related or containing indecent language) is explicitly forbidden and may lead to suspension of user accounts;
4. Tampering or attempting to tamper with computer hardware or cabling;
5. Removing or attempting to remove any pre-installed software without prior permission from an authorized person (Computer Services Coordinator, Building Principal, School Superintendent);
6. Modifying or attempting to modify any system or network settings without prior permission from an authorized person (Computer Services Coordinator, Building Principal, School Superintendent);
7. Accessing, or attempting to access, data stored on servers with an administrative function, including but not limited to, school administration and faculty email;
8. Modifying, or attempting to modify, data outside student's personal account, including but not limited to other student and administrative data;
9. Using, attempting to use, or installing hacking tools, including but not limited to, remote control programs, password loggers, etc.;
10. Use of obscene or vulgar language;
11. Harassing, insulting, bullying, threatening or attacking others;
12. Damaging, disabling or otherwise interfering with the operation of computers, computer systems, software or related equipment through physical action or by electronic means;
13. Using unauthorized software on the DCS;
14. Changing, copying, renaming, deleting, reading or otherwise accessing files or software not created by the student without express permission from the computer coordinator;

15. Violating copyright law, including the illegal file sharing of music, videos and software;
16. Employing the DCS for non-educational, commercial purposes, product advertisement or political lobbying;
17. Disclosing an individual password to others or using others' passwords;
18. Transmitting material, information or software in violation of any District policy or regulation, the District Code of Conduct, and/or federal, state and local law or regulation;
19. Revealing personal information about oneself or of other students including, but not limited to, disclosure of home address and/or telephone number;
20. Accessing websites that are blocked by the District content filter on a personal device, or using personal internet access is prohibited, unless under the direct supervision of a staff member.
21. Creating or using a website or blog which may cause a substantial disruption in the school environment or interfere with the rights of others;
22. Using digital device (such as cell or camera phones), electronic technology and/or media to facilitate cheating, plagiarism, etc.
23. Using personal technology during instructional time without the expressed consent of the teacher or staff.
24. Using or attempting to use personal technology on networks/Wi-Fi other than those designated for personal use.

Internet Rules

It is the intention of MWCS D to provide as open an access to the Internet for student research as possible; however, we will deny access to sites containing any or all of the following material: Sex, Violence, Nudity, Obscene Language, Incitement to Racism, Incitement to Religious Persecution, Incitement to Drug or Alcohol Abuse, Chat Rooms and Role Playing Games. These types of sites and others will be filtered in compliance with the Children's Internet Protection Act and the District's Internet Safety Policy. In addition, these types of sites are not to be accessed by personal technology devices or services during school activities.

Penalties:

Any student found bypassing or attempting to bypass the security and filtering we have in place or violating any of the computer usage regulations listed will be subject to penalties based upon the severity of the infraction. This may include loss of non-essential privileges for a length of time or complete loss of all privileges related to district computer resources.

In addition, students may be limited to use of one single computer terminal located in direct view of a staff member. Applicable consequences listed in the Offenses section of the Code of Conduct may also be imposed.

TELEPHONE/ELECTRONIC DEVICES

Unsupervised, unsolicited use of electronic devices (ipods, phones, cameras, etc.) does not currently hold value in our educational environment and should not interrupt

instruction during the school day which runs from 7:50 a.m. to 3:00 p.m. Additionally, technology use is strictly prohibited in locker rooms, restrooms and any other areas where a person would reasonably expect some degree of personal privacy. **If such offense occurs, this will automatically fall into a Level 4 category.** Finally, you must receive permission from the person whose picture you are taking before taking a picture. Cell phones may be used during the school day **ONLY** in the following designated locations: Dean of Students office, nurse's office and counseling office. Students are welcome to make calls from the Main Office when needed. **Students using cell phones will NOT communicate with other students attending classes.** Juniors and Seniors in good academic standing will be allowed to use their cell phones/electronic devices during lounge or courtyard (seasonal). If a Junior or Senior is placed on the Warning/Ineligible list, that student is placed in a structured study hall and will lose cell phone/electronic device privileges during the time they are on the list. If any of these devices are noticed by a staff member other than in the designated locations, they will be confiscated and turned in to the Dean of Students. The following are consequences for violations:

First Offense: Warning issued, and the cell phone/device will be held in the Dean's office. The phone/device will be returned to student at the end of the day.

Second Offense: This will be considered a Category 1 offense and 1 point assessed. The cell phone/device will be secured in the Dean's office. A parent/guardian will be required to come in and pick up the phone/device.

Third Offense: This will be considered a Category 2 offense. 2 points will be assessed, and the student will be required to stay for an extended detention (2:30 PM-4:30 PM). The cell phone/device will be secured in the Dean's office and a parent/guardian will be required to come in and pick up the phone/device.

Fourth Offense: This will be considered Insubordination 1st degree, a Category 3 offense. 3 points will be assessed and up to 3 days of In-School Suspension assigned. The cell phone/device will be secured with the Principal. A parent will be required to come in and pick up the phone/device and meet with the Principal. Any subsequent offenses regarding cell phones will be considered Insubordination. 3 points will be assessed and the student may be assigned up to 3 days In-School Suspension.

Laser pens/pointers are not permitted in school. Prohibited items may be secured and held until the parent/guardian comes in for consultation. Students choosing to have electronic devices in school do so at their own risk. The school is not responsible monetarily for stolen or damaged items.

Lastly, in addition to the MW Student Code of Conduct, our current **Acceptable Use Policy** for technology use in the district may be taken into account when defining appropriate use of electronic devices.

DRUG, ALCOHOL, TOBACCO ABUSE POLICY

Students who are caught buying, selling, using, under the influence of or in possession of drugs or purported drugs, alcohol, tobacco, imitation tobacco products or any related

materials such as matches, lighters, etc., will be immediately suspended pending a parent/guardian meeting. In addition, an evaluation by a drug referral agent is required where applicable.

Students suspected of being under the influence of drugs or alcohol will be subject to an assessment by DITEP (Drug Impairment Training for Educational Professionals) trained staff members. The principal or his/her designee will notify parent(s)/guardian(s) immediately of the results, either positive or negative. Appropriate referrals/recommendations will be provided to parent(s)/guardian(s) as needed.

Refusal: If a student refuses to participate in the assessment process, that student will be considered insubordinate and appropriate disciplinary action will be taken as provided for in the Code of Conduct under Category 3, number 23 (Insubordination 1st degree). Parents/Guardians will also be contacted and required to take their child home.

Subsequent offenses will be dealt with by the administrators with possible in-school suspension, out-of-school suspension and/or a Superintendent's hearing. All offenses will be considered cumulative.

MEDICATIONS

All medication, both prescription and over the counter, must be accompanied with:

1. A Doctor's Order (which may be faxed to the High School Office) must be updated yearly.
2. A dated permission slip from a parent/guardian saying that the medicine may be administered to your child must also be updated yearly. All medicine must be transported to school by a parent/guardian (not a student) in an original container. **The only exception to this is the student who has an order from their physician that they may carry and self administer their medication.** (Cough drops, throat lozenges, aspirin, ointments should **NOT** be sent to school with your child for self administration. The temptation to "share" a medication or the possibility that the medication may be lost and found/used by another student is a real danger.)

SEARCH BY SCHOOL PERSONNEL

Students are protected by the Constitution from unreasonable search and seizures. The key word is **unreasonable**, as a student and/or the student's belongings may be subject to inspection and contraband seized when there is reasonable cause to believe the student is engaging in illegal activity. This would include students leaving and returning to the building without permission between 7:50 a.m. and 2:20 p.m.

LOCKERS

Students are reminded that all lockers (hallway or P. E. lockers) are the property of the Marcus Whitman Central School. Students have no expectation of privacy with regard to items kept in school lockers.

The school principal or his/her designee will have custody of all combinations. Only school owned or approved locks will be placed on lockers.

Students are to use the lockers exclusively to store school-related materials and authorized personal items, such as outer garments, footwear, grooming aids, lunch, cell phones or approved electronic devices. Students shall not use their lockers to store contraband – meaning illegal or unauthorized items, items in violation of Board of Education policy, or any other items determined by the principal or his/her designee to be a potential threat to the safety and security of building occupants. Students are solely responsible for the contents of lockers assigned to them and are advised to refrain from sharing lockers or combinations.

Random or blanket searches of school lockers and their contents will be conducted for the purpose of deterring school rule violations and to maintain a safe and secure learning environment. The school principal or his/her designee can search lockers and their contents at any time on a blanket or random basis, without consent of the student or their parent/guardian, and without reasonable suspicion of the presence of contraband. The principal or his/her designee may request the assistance of law enforcement personnel in conducting the search. The rights of student's privacy will be respected regarding any items that are discovered that are not contraband.

In addition to blanket or random searches, the principal or his/her designee may conduct a reasonable search of a specific locker, based upon reasonable suspicion that the locker may contain contraband.

When conducting locker searches, the principal or his/her designee may seize contraband. Any items seized by a school official may be removed from the locker and held for evidence in disciplinary proceedings and/or criminal prosecution. In the event that items are removed from a locker subsequent to a search, the parent/guardian of the student will be notified by school officials.

A copy of this policy shall be provided annually to each student and their parent/guardian.

Under certain circumstances, school officials may require that no bags of any description be allowed in the building.

SPEECH

The Constitution's First Amendment guarantees the right of freedom of speech to students as well as all Americans. It means that a student can express himself or herself openly without fear of reprisal from those who disagree. Student speech, however, must be responsible. This means that students can express themselves, but not at the expense of the school program or others. Below are some guidelines for responsible speech:

1. Speech must not be malicious or untrue.
2. It cannot be used to threaten, intimidate or harass another person.
3. Speech cannot be used to cause damage to property.
4. Physical harm to others caused by speech is also wrong.

5. Students cannot use their freedom of speech to interfere with the normal operation of school.
6. Speech must be appropriate for a public setting. Swearing, obscene or other offensive language is prohibited by law (Disorderly Conduct).

STUDENT DRESS FOR AN EDUCATIONAL ENVIRONMENT

All Marcus Whitman Central School students are expected to give proper attention to personal cleanliness and to dress appropriately for elementary and secondary school and school functions. **Students and their parents/guardians have the primary responsibility for acceptable student dress and appearance.** Teachers and all other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

A student's dress, grooming and appearance, including hair style/color, jewelry, make-up and nails, shall:

1. Be safe, appropriate and not disrupt or interfere with the educational process.
2. Extremely brief garments such as tube tops, see-through tops, halter tops, spaghetti straps, plunging necklines (front and/or back), bare midriff and see-through garments are not appropriate in the school environment. Skirts, dresses, skorts and shorts should be no shorter than the natural reach of the student's fingertips. Tops must have measurable shoulder straps of at least 1½ inch width; bra straps should not be visible, and bare shoulders are not allowed.
3. Ensure that underwear (such as bras, briefs and other undergarments) is completely covered with outer clothing.
4. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
5. Not include the wearing of hats, hoods or any other headgear (including bandanas) in the building, except for a medical or religious purpose.
6. Not include items that are vulgar, suggestive, obscene, libelous or denigrate others on account of race, color, weight, national origin, ethnic group, ancestry, gender, religion, religious practice, age, disability, gender identity or sexual orientation.
7. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.
8. Ill-fitting, ripped, raggedy and saggy clothes will not be allowed due to safety issues.
9. Not include trench coats or other apparel that denotes cliques, or displays gang-related insignia, etc.
10. Not include any other item that has the potential to cause injury, such as, but not limited to, spikes, chains, etc.

Each building principal or his or her designee shall be responsible for informing all students and their parents/guardians of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline,

up to and including in-school suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out-of-school suspension.

TEXTBOOK REPLACEMENT

According to state guidelines, a textbook should last at least five (5) years. If a textbook is lost or destroyed, the student will be required to pay as follows:

1 st year	-	100%
2 nd year	-	80%
3 rd year	-	60%
4 th year	-	40%
5 th year	-	20%

VISITORS

The Marcus Whitman Board of Education, administration, faculty and staff welcome parents/guardians and other community members to visit our school. However, each principal is responsible for all individuals in the building(s) or on the school grounds. To ensure the safety of everyone and to provide a sound learning environment, all visitors need to adhere to the following:

- Students wishing to have a friend visit need to have the arrangements preapproved by the Principal at least 24 hours in advance.
- Visitors need to report to the main office upon arrival for a visitor’s pass.
- Visitors need to observe and abide by the rules of public conduct on school property contained in the MWCS D Code of Conduct (available upon request).
- Visitors should have a sound educational reason for visiting and should make sure that the time of their visit is appropriate to that purpose.
- Visitors should not interfere or distract from the educational process.
- Former students may not enter the building before 10th period unless they have an appointment with a staff member.

DRIVING/PARKING PERMITS

Driving a vehicle to school as a student is a privilege and **not a right**. There does seem to be a direct connection between those students with vehicles and student disciplinary problems in the upper grades. This is particularly true regarding tardiness to school, skipping school and stray students in the parking lot. For these reasons, a strong stand is being enacted to try and eliminate some of these problem areas.

Driving permits to BOCES will be issued by the Principal on a case-by-case basis as needed and removed if problems occur.

Students are not to drive with other students in their vehicle during the school day unless it is *pre-approved* by **both** students’ parents/guardians **in writing to the Principal or Dean of Student**.

Parking permits will be issued **to juniors and seniors only** at the beginning of each school year at the discretion of the administration on the basis of need and past behavior.

Students and parents will have to complete a parking application which includes a current copy of the student's license, registration and insurance card. **STUDENTS AND PARENTS COMPLETING AND SIGNING THE PARKING PERMIT APPLICATION HAVE GIVEN CONSENT FOR THEIR VEHICLE(S) TO BE SEARCHED AT ANY TIME.** Everyone who drives to school must have a parking permit for each vehicle. Students must take an annual Distracted Driving Course to have a parking permit. Students are to park in a designated area, and violators may have their cars towed. **No one will be allowed in the parking lot during the school day, from 7:50 AM – 2:19 PM, without a pass from the office.**

Traffic direction in the parking lot is designated by one-way signs. These must be followed for everyone's safety. Students not following driving related rules and regulations will risk having their driving privilege suspended or revoked depending on the severity of the violation. Students failing one or more classes may also have their driving pass revoked.

BUS RULES AND REGULATIONS

1. Observe same conduct as in the classrooms.
2. Be courteous, use no profane language.
3. Do not eat or drink on the bus, unless permission is given.
4. Keep the bus clean.
5. Cooperate with the driver
6. Observe all rules set forth in the Code of Conduct.
7. Do not be destructive.
8. Stay in your seat.
9. Keep head, hands and feet inside the bus.
10. Bus driver is authorized to assign seats.

Violation of these rules may result in suspension from transportation by a school administrator.

GUARDIANSHIP

If at any time during the school year a student experiences a change in guardianship, forms should be obtained from the counseling office which, when completed by the new guardian, will indicate this change. These forms should be returned to the main office as soon as possible.

ACCIDENTS

All injuries should be reported to the school nurse. If the nurse decides that the individual should be sent to a doctor, an authorization slip will be provided. Student accident insurance requires that visits to a doctor must be authorized by the school nurse or another school official in charge if the nurse is not available.

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the person in charge and to the school office.

DEFICIENCY NOTICES

Any student receiving a deficiency notice will be required to stay with the teacher giving the deficiency, during the detention period (2:30-3:00), sometime within the next week following receipt of the notice. A deficiency usually means the student is failing; but in some cases, it may indicate a drastic drop in performance, not failure.

ACADEMIC ELIGIBILITY

In an effort to improve and maintain academic achievement, the Board of Education has approved an academic eligibility policy that requires students to be passing all subjects in order to participate in any extracurricular activity.

The process to determine eligibility will start 10 days after the school year begins. Weekly academic averages will be used to determine eligibility. On Tuesday of each week, teachers will be required to notify the high school office in writing of any students who should be placed on the warning list. This process will start anew each quarter with the first two weeks as a warning list only.

WARNING LIST

When a student has a grade of 64 or below in a subject, he/she will be placed on the warning list for a period of **two weeks**. *The following interventions will be put in place:*

- Notified by the teacher.
- Required to sign his/her name to verify that (s)he was notified.
- Absence from school or refusal to sign will not change the warning or ineligible status. It is the student's responsibility upon their return to find out whether or not they were placed on the list.
- The high school office will notify the parent or guardian by district electronic communication, and the student will be given a letter to bring home.
- Required to meet with the teacher(s) between 2:22 and 3:00 p.m. The school day ends at 3:00 p.m., and this meeting is mandatory. This time will be spent on any work owed. A list of work/expectations will be given to the student which will be checked off as it is completed or met.
- Students who fail to report for 10th period may be placed in In-School Suspension.
- Students will be placed on the **no pass list**; however, they may have a pass related to the class/classes that they are deficient in or for counseling.
- Students in lounge will report to a designated study hall.
- Seniors will lose courtyard privileges.

After the **two week** warning period, a student will be either eligible, ineligible, or continue on the warning list for another **two weeks** based on the student's performance.

INELIGIBLE LIST

If a student who was on the warning list has not met with his/her teacher(s) to the teacher's satisfaction, (s)he will be placed on the ineligible list.

- The teacher(s) will notify the student of his/her ineligible status and notify the

high school office on Tuesday of all ineligible students.

- The student will be required to sign his/her name on the ineligibility list to verify that (s)he had been notified of his/her ineligible status. Refusal to sign will not change a student's status.
- Students will be kept on the no pass list; however, they may have a pass related to the class/classes that they are deficient in.
- All of the above interventions from the warning list are in place as well.
- The high school office will notify the parent/guardian by district electronic communication, and the student will be given a letter to bring home.
- If the student meets with the teacher(s) to the teacher's satisfaction, (s)he will be allowed to participate in extracurricular activities (practices only) during the ineligible period.

Copies of both lists will be given to teachers and the appropriate staff by noon on Thursday.

Ineligible means that a student will not be allowed to participate in any extracurricular activity for one week, with one exception (see below). The week will be defined as Friday at 3:00 p.m. through the next Friday at 3:00 p.m. After a one-week period of ineligibility, a student may be eligible, ineligible, or be placed back on the warning list for **two weeks**, based on his/her performance in all subjects.

EXTRACURRICULAR ACTIVITIES

Activities include, but are not limited to, the following:

Sports	Clubs
Color Guard	Musicals
Intramurals	Chorus Activities outside
Marching Band, Jazz Band	7:50 a.m.-2:19 p.m. that
Plays	are not credit bearing
Weight Room (other than P.E.)	

Dances – **The only exception to this is the student's individual Junior Prom or Senior Ball.**

ACADEMICS

REQUIRED COURSES FOR GRADUATION

English	-	-	-	4 units
Social Studies	-	-	-	4 units
Science	-	-	-	3 units
Math	-	-	-	3 units
Health	-	-	-	½ unit
Foreign Language	-	-		1 unit
Art or Music	-	-	-	1 unit
PE	-	-	-	2 units
Electives	-	-	-	3.5 units

These are the minimum core requirements. In addition, there are various sequence

requirements that all candidates must attain. As a result of the numerous possibilities for sequencing, we require each student to meet with his/her school counselor for assistance in determining which sequence is best for each student.

REQUIRED EXAMINATIONS AND PROJECTS

- Integrated Algebra
- Global History Regents
- US History Regents
- English Language Arts Regents
- (1) Science Regents
- Senior Project

Test and Score Requirements for Students Entering Grade 9

Students entering Grade 9 in September 2008 and thereafter must achieve a minimum score of 65 on the five required New York State Regents in order to graduate. Please contact your school counselor for further details.

DROP CLASSES

The period of time in which students can drop classes will end at seven weeks.

PROPOSAL FOR HONOR SOCIETY

The school community encourages and challenges all students in 11th and 12th grades to diligently work to achieve the required minimum grade point average of 90%. Once this requirement is met, students’ leadership, service, scholarship, and character are evaluated and then voted on by the National Honor Society Faculty Council.

POLICY FOR LIBRARY USE

1. Students must sign up ahead of time in the library to attend during any class period.
2. Teachers will sign passes only to their students for their class work (not as a favor and not from study hall aide for a student from another study hall).
3. No passes will be issued from the study halls.
4. All passes must have first and last name of student written out.
5. Students must remain entire period unless on specific time limit pass (10 minute pass for book selection, etc.).
6. These rules apply to all students.

MARKING PERIODS

First 10 weeks	-	-	November 10, 2017
Second 10 weeks	-	-	January 26, 2018
Third 10 weeks	-	-	April 13, 2018
Fourth 10 weeks	-	-	June 22, 2018

PART-TIME STUDENT CONTRACT

Part-time student status is defined by: any student who is not in school from 7:50 a.m. through 2:19 p.m. on a regular basis. Any student to be deemed eligible for part-time student status must meet all the following criteria to prevent revocation of such status:

Parent or guardian, student and school principal will establish eligibility by signing a part-time contract if the following criteria are met:

- School responsibilities are to remain priority.
- State the reason for part-time request, and include time(s) to be present in school building. Please note that part-time status is for work experience or college course attendance. If the status of either changes, part-time status will be revoked. (Principal has right of discretion.)
- Student must be 16 years of age and be in 11th or 12th grade.
- Student must be carrying 5 ½ units, or Principal's discretion.
- Student must always sign in and out of school building at the attendance office if student arrives later than 7:50 a.m. or leaves prior to 2:19 p.m.
- Students will be expected to arrive and leave the school premises as indicated on their individual contract. In the event such contract is changed or modified, another contract must be signed indicating the changes. On occasion when a student is required, or must remain in the building for a specific reason, the part-time student must notify the office, sign in and obtain a pass for the desired location.
- Students understand that part-time status is a privilege and will be revoked if academic standards are not being upheld, or if disciplinary action is necessary.

Any student who is in violation of any of the above conditions will lose his/her privilege for a one-week period on the first offense. If violations continue, the student may lose the privilege for the rest of the term. Part-time contracts may be picked up in the High School office.

STUDY HALL PROCEDURES

Study halls should provide an environment in which any student who needs to study may do so without any unnecessary distractions. With this thought in mind, the following rules have been established for all study halls:

1. Students should get books, paper, pencils, etc., before study hall starts. They should also take care of all personal matters before coming to study hall.
2. The study hall should be quiet. This means no talking should be allowed except by permission and then supervised closely.
3. Study hall supervisors will not issue passes.
4. There should be no locker passes allowed.
5. Lavatory passes should be for emergencies only.
6. Attendance should be taken daily and absentees reported to the discipline office promptly.
7. Study hall supervisors have the same rights as a teacher to discipline

- uncooperative students.
8. Games are not to be allowed.
 9. Study hall supervisors shall not honor any permanent passes from anyone; a schedule change should be initiated.
 10. These rules should be carefully explained the first day the study hall starts, and no exceptions will be made without prior approval of the principal.

GUIDELINES FOR CONDUCT AT EXTRACURRICULAR ACTIVITIES

School spirit means loyalty to all functions of the school. A loyal student supports his school and does his utmost to keep his scholastic and activity standards at the highest possible level.

1. Middle School students (grades 6, 7 & 8) will not be allowed to attend a Senior High dance. High School students are not allowed at Middle School dances.
2. All rules regarding respect for authorities, smoking, alcoholic beverages, etc., that are in force during regular school hours are also in effect at all home and away extracurricular activities.
3. Refreshments should be sold and consumed only in the designated areas.
4. **ANY PERSON WHO LEAVES THE SCHOOL BUILDING WHILE AN ACTIVITY IS IN PROGRESS WILL NOT BE ALLOWED TO RE-ENTER.**
5. All students are expected to take part in the activity that they are attending and not be loitering in the hallways, washrooms, etc.
6. School spirit may be divided into five categories:
 - A. **Courtesy** – Toward teachers, fellow students, and the officials of school athletic activities.
 - B. **Pride** – In everything our school endeavors to accomplish and has accomplished.
 - C. **Sportsmanship** – The ability to win and lose gracefully.
 - D. **Respect** – Toward staff and fellow students.
 - E. **Responsibility** – For one's behavior.
7. Students engaging in disrespectful attitudes, such as gestures, coarse language, etc., will be warned; and if the behavior doesn't change, they will be refused admission to extracurricular activities of the school.
8. If a student is not in attendance the day of an event or the day before a Saturday event, the student will not be allowed to participate in any extracurricular activity which takes place during after-school hours on those days and/or weekends.
9. Students who are suspended from school or go to In-School Suspension, cannot attend any after-school activities during the suspension period.

TITLE IX

The Marcus Whitman Central School District is in compliance with Title IX and does not discriminate on the basis of sex, religion, race, color, national origin, disability or age.

SEXUAL HARASSMENT POLICY

It is the policy of the Marcus Whitman Central School District that all employees and students have a right to work and study in an environment free of discrimination, which encompasses freedom from sexual harassment. The District strongly disapproves of sexual harassment of its employees or students in any form, and states that all employees as well as students at all levels of the district must avoid offensive or inappropriate sexual or sexually harassing behavior at school, on school grounds, school functions, and on school transportation and will be held responsible for ensuring that such workplace is free from sexual harassment. Specifically, the district prohibits the following:

Unwelcome sexual advances;

Requests for sexual favors, whether or not accompanied by promises or threats with regard to the student-teacher, student-student or employment relationship;

Other verbal or physical conduct of a sexual nature made to any employee or student that may threaten or insinuate either explicitly or implicitly that any person's submission to or rejection of sexual advances will in any way influence any decision regarding that person's employment, evaluation, wages, advancement, assigned duties, shifts, academic performance, or any other condition of employment, academic or career development;

Any verbal or physical conduct that has the purpose or effect of substantially interfering with a person's ability to perform the individual's duties;

Any verbal or physical conduct that has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment.

Such conduct may result in disciplinary action up to and including dismissal or suspension upon instruction. Other sexually harassing conduct in the workplace, whether physical or verbal, committed by supervisors or non-supervisory personnel or students is also prohibited. This behavior includes but is not limited to, commentary about an individual's body, sexually degrading words to describe an individual, offensive comments, off-color language or jokes, innuendos, and sexually suggestive objects, books, magazines, photographs, cartoons or pictures.

There is a difference between sexual harassment and flirting:

Flirting

feels good
makes you feel attractive
is a compliment
is something you like
is two-way
is positive

Sexual Harassment

feels bad
feels degrading
makes you feel cheap and helpless
feels intimidating and hostile
is one-way
makes you feel out of control.

Three questions you might ask to help determine if you are a victim of sexual harassment are:

1. Is it sexual?
2. Is it unwanted?
3. Does it interfere with your life?

In the event you are subjected to sexual harassment, you should immediately report the incident to one of the following individuals: school nurse, teacher, Dean of Students, school psychologist, school counselor, or Principal. This report will be treated in a serious manner and will be investigated. Consequences for engaging in sexual harassment may include: a written report, a letter to parents/guardians, detention, suspension, referral to a law enforcement agency.

This is in compliance with New York State and Federal Law.

INTERSCHOLASTIC AND EXTRACURRICULAR PROGRAM

There is opportunity for both boys and girls to compete in interscholastic sports on teams representing Marcus Whitman. Marcus Whitman competes in the Finger Lakes High School League. Sports offered for students are football, cheerleading, soccer, golf, lacrosse, track, cross country, indoor track, wrestling, basketball, bowling, baseball, tennis, swimming and softball. Students are expected to sign and follow the Athletic Code which is an extension of the Code of Conduct.

In addition, students are expected to sign an Extracurricular Code of Conduct to participate in any clubs or after-school activities, such as Masterminds, FEA, FFA, etc.

THE DIGNITY FOR ALL STUDENTS ACT

New York State's Dignity for All Students Act (The Dignity Act) seeks to provide the State's public elementary and secondary school students with a safe and supportive environment free from discrimination, intimidation, taunting, harassment, and bullying on school property, a school bus and/or at a school function. The Dignity Act was signed into law on September 13, 2010 and took effect on July 1, 2012.

The Dignity for All Students Act states: *"No student shall be subjected to harassment by employees or students on school property or at a school function; nor shall any student be subjected to discrimination based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (including gender identity or expression), or sex by school employees or students on school property or at a school function."*

The intent of the Dignity for All Students Act (Dignity Act) is to provide all public school students with an environment free from discrimination and harassment, as well as to foster civility in public schools. The Dignity Act also focuses on prevention of harassment and discriminatory behaviors through the promotion of educational measures meant to positively impact school culture and climate. Among the Dignity Act's provisions, is the requirement that all public school districts (districts) and Boards of Cooperative Educational Services (BOCES) include provisions in their Codes of Conduct prohibiting the discrimination and harassment against students by students and/or school employees on school property or at a school function, as well as provisions for responding to acts of discrimination and harassment against students by students and/or school employees. The Dignity Act upholds New York State's commitment to provide

safe and orderly schools for its students.

The Dignity Act emphasizes the importance of tolerance and respect for others by students and staff alike. Therefore, all members of the school community, including essential partners such as superintendents, school board members, parents, students, teachers, principals/administrators, counselors, support staff and other school personnel have particularly important roles to play in its implementation.

In the Marcus Whitman Central School District, we aspire to maintain a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex, which will strengthen students’ confidence and promote learning.

The Code of Conduct for each building clearly outlines measured, balanced, and age appropriate responses to the discrimination and harassment of students on school property, including school functions, with remedies and procedures focusing on intervention and education. The response to any infraction would have the goals of correcting the problem behavior, preventing another occurrence of the behavior, and protecting the target of the act. Additionally, school districts in New York State may take action when students engage in off-campus conduct that would foreseeably interfere with or disrupt the work and discipline of the school as part of a comprehensive approach to intervening to prevent harassment and cyber bullying.

CLASS RANKING: WEIGHTED GRADE-POINT AVERAGE

For the purpose of determining the weighted grade-point averages used to determine class rank, the following standard procedures shall be followed:

- In determining marking period averages, grades for all credit bearing classes will be computed to determine marking period averages. The grades will be calculated in the average on the basis of their credit bearing status. For example, half credit courses will be calculated on .5 in calculating weighted cumulative averages, and full credit courses will be calculated on a 1.0.
- Three tiers for establishing weighted grade point averages are designated as follows:

General curriculum	1.00
Honors, Gemini courses*	1.02
Advanced Placement (AP)	1.05

*College Courses taught outside of Marcus Whitman will not be included in weight grading.

- Un-weighted grade-point averages (GPA) are established by calculating the final averages of all courses recorded on the transcript, divided by the number of credits each course is assigned.
- Weighted grade point averages (WGPA) are a recalculation of the GPA. The WGPA is calculated using the same formula described for GPA, but after individual final course averages have been recalculated to reflect the level of rigor as defined in the three tier designations. Averages will be determined to the nearest tenth.