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# WESTERN MENNONITE SCHOOL MISSION AND GOALS

## Equipping students for a life of faith and learning

*Western Mennonite School equips students for a life of faith and learning by providing an educational experience highlighted by five key distinctions: Christ-centered, academic excellence, nurturing community, peace and service, and enrichment opportunities.*

### Faith and Learning Goals of WMS:

#### Christ-Centered

- Teach the Bible as the inspired word of God, upholding an Anabaptist interpretation
- Encourage, mentor, and disciple students to develop a personal relationship with Christ, recognizing the presence of the Spirit in daily life
- Invite students to examine the centrality of Christ's teaching in all aspects of life
- Model and teach the way of Christ in dealing with life issues, conflicts, and reconciliation

#### Academic Excellence

- Prepare for a lifetime of learning by challenging students to develop analytical and critical thinking skills
- Commit to help each student reach individual academic goals through offering modifications and individual help as needed
- Offer a broad program of college/university preparatory, technological, practical arts, and fine arts courses
- Promote the value and contributions of all peoples and cultures

#### Nurturing Community

- Provide a holistic education focusing on the intellectual, spiritual, social, and physical development and wellness of each student
- Honor a diverse school community by actively pursuing an anti-racist identity
- Promote and mentor students in developing a Christian life of gratitude, service, peacemaking, justice, and stewardship
- Encourage active participation within the school, church, and global community by helping students to form relationships of accountability and respect

#### Peace and Service

- Provide experiences for students to lead, serve, and share their faith journey within the school, church, and global community
- Teach and model an active, purposeful lifestyle of concern and justice for all people
- Promote an awareness and understanding of God's creation by focusing on the care and stewardship of the earth
- Assist students to identify and develop personal spiritual gifts and abilities

#### Enrichment Opportunities

- Provide various experiences for students to develop gifts and interests in athletics, art, drama, and music
- Offer off-campus educational and exploratory experiences
- Encourage development of life-long relationships among students and faculty/staff through worship, weekly small groups, and dorm life experiences
- Establish connections to broader church institutions and agencies

WMS was founded by and associated with the Pacific Northwest Mennonite Conference (U.S.) and relates to both the Pacific Southwest (U.S.) and Northwest (Canada) Mennonite Conferences. WMS is a member of the Mennonite Schools Council and the Mennonite Education Agency and is accredited by the Northwest Accreditation Commission, a division of AdvancED.

# COMMUNITY STANDARDS

## Philosophy

Admitted students must agree to help bring unity to the Western Mennonite community by supporting the Western Mennonite School Community Standards and guidelines listed in this student handbook. The WMS Community Standards will be made available to students and their parents through information distributed annually at the time of enrollment.

## Standard of Conduct

The WMS Standard of Conduct is a guide for WMS students and families and is in effect while a student is enrolled at WMS. It is a code consistent with the teachings of Jesus Christ, and while not exhaustive in nature, it is representative of behaviors WMS students and families are expected to follow. Any student or family who is unwilling to abide by the following Standard of Conduct will be asked to withdraw from WMS.

*As a student and family of Western Mennonite School I sincerely resolve to:*

1. Be open to the influence of Jesus Christ and His followers, respectfully listening in chapels, small groups and classes.
2. Allow others to seek truth about Christianity.
3. Treat others in a respectful and courteous manner.
4. Be trustworthy in words and actions.
5. Believe the best about somebody or a situation. If I have questions I will go directly to those involved.
6. Refrain from being involved in any activity that could negatively represent my family, friends, school, or me.

WMS administration understands that members of its community may fall short in their fulfillment of the Standard of Conduct. This may result in disciplinary action from administration. When these times happen, WMS administration expects its students and families to reaffirm their commitment to the WMS community by re-establishing a lifestyle that supports the school's Standard of Conduct.

## Student Rights and Responsibilities

*WMS students have the right:*

1. To be heard as a responsible member of a community of faith and learning.
2. To be encouraged for behavior that shows responsibility and consideration of others.
3. To have conversation kept in confidence when they come to a staff member for counseling (exceptions include items covered under mandatory reporting rules).
4. To be treated with courtesy and respect when confronted by a staff member on a discipline issue.
5. To be dismissed from school only after careful attempts at correction by the school community (in the spirit of Matthew 18: 15-20) fail to bring about sufficient evidence of changes in attitude and behavior.
6. To know the standards of behavior expected of them as well as the consequences of misbehavior.
7. To privacy which includes privacy in respect to the student's school records.
8. To equal educational opportunity and freedom from discrimination including the responsibility not to discriminate against others.

WMS expects each student to share in the responsibility for self-discipline and for ensuring the health and safety of those around them by reporting inappropriate behavior to the correct authorities.

# SCHOOL CALENDAR

2015-2016

## FIRST SEMESTER

- Aug. 10-11 ..... Mon.-Tue..... Senior Registration  
Aug. 12-13 ..... Wed.-Thu..... Junior Registration  
Aug. 14 ..... Fri ..... Middle School Registration  
Aug. 17-18 ..... Mon.-Tue..... Sophomore Registration  
Aug. 19-20 ..... Wed.-Thu..... Freshman Registration  
Aug. 21 ..... Fri ..... Middle School Registration / New Faculty Orientation  
Aug. 21-22 ..... Fri.-Sat..... Student Council Orientation  
Aug. 24-28 ..... Mon-Fri. .... F/S In-Service Week  
Aug. 27 ..... Thu ..... International Students Arrive  
Aug. 28 ..... Fri ..... Dorm Open for Domestic Students  
Aug. 31 ..... Mon ..... First Day of School
- Sept. 1 ..... Tue..... School Day Out  
Sept. 3 ..... Thu ..... Parent Orientation "Day in the Life of Your Student" - 7:00 pm  
Sept. 7 ..... Mon. .... **LABOR DAY HOLIDAY – NO CLASSES**  
Sept. 11 ..... Fri ..... Last Day to Add/Drop Class for 1<sup>st</sup> Semester / Mini-Term Assembly  
Sept. 12 ..... Sat..... 18<sup>th</sup> Annual Western Benefit Golf Tournament  
Sept. 16 ..... Wed ..... School Pictures by Portrait Masters  
Sept. 18 ..... Fri ..... Big Brother/Big Sister Kick Off (Double Lunch)  
Sept. 19 ..... Sat..... 6<sup>th</sup> Annual Benefit Scholarship Banquet at Salem Convention Center  
Sept. 23 ..... Wed. .... "See You at the Pole" 7:00 am  
Sept. 25 ..... Fri ..... Parent/Teacher Conferences 12:00-8:00 pm – NO CLASSES  
Sept. 28 ..... Mon ..... National Christian College Fair in Portland (All Freshmen) 2:45-9:00 pm  
Sept. 28-Oct. 2.. Mon.-Fri ..... Fall Pioneer Spirit Week
- Oct. 2 ..... Fri ..... Small Group Breakfast / Service Afternoon  
Oct. 9 ..... Fri ..... Statewide In-Service – *School in Session*  
Oct. 13 ..... Tue..... Picture Retakes by Portrait Masters  
Oct. 14 ..... Wed. .... PSAT 8:00-12:00 for Grades 9, 10 & 11 / Senior College Tours  
Oct. 14 ..... Wed. .... Middle School & High School Fall Concert 7:00 pm  
Oct. 15-16 ..... Thu.-Fri. .... ACSI Conference / Teacher In-Service - NO CLASSES  
Oct. 19-23 ..... Mon.-Fri ..... Fall Spiritual Renewal Week  
Oct. 23 ..... Fri ..... National College Fair for Juniors 8:45 a.m.-2:45 p.m.  
Oct. 29 ..... Thu ..... End of 1<sup>st</sup> Quarter / MS Fall Festival 6<sup>th</sup> & 7<sup>th</sup> Periods  
Oct. 30 ..... Fri ..... In-Service/Grading / Healthcare Careers Conference (Sophomores) – NO CLASSES
- Nov. 10 ..... Tue..... Big Brother/Big Sister After School Activity  
Nov. 11 ..... Wed. .... Visitor's Day  
Nov. 19 ..... Thu ..... Pastor's Day  
Nov. 24-29 ..... Tue.-Sun ..... Hospitality Homes (*Dorm Closed 6:00 pm Tuesday - 5:00 pm Sunday*)  
Nov. 25-27 ..... Wed.-Fri. .... Thanksgiving Break – NO CLASSES
- Dec. 10 ..... Thu ..... Grandparent's Day  
Dec. 15 ..... Tue..... Big Brother/Big Sister Christmas Party / Middle School Christmas Concert 7:00 pm  
Dec. 16 ..... Wed. .... Choirs at the Capitol  
Dec. 17 ..... Thu ..... Alumni Celebration Day // High School Christmas Concert 7:00 pm  
Dec. 21-Jan. 1 ... Mon.-Fri ..... Christmas/New Year Break (*Dorm closed Dec. 18 at 6:00 pm - Jan. 3 at 12:00 noon*)
- Jan. 4 ..... Mon ..... Classes Resume  
Jan. 19-21 ..... Tue.-Thu..... High School Exams  
Jan. 21 ..... Thu ..... End of 2<sup>nd</sup> Quarter/End of 1st Semester  
Jan. 22 ..... Fri ..... Accreditation In-Service - NO CLASSES  
Jan. 23-25 ..... Sat.-Mon..... Student Council Retreat  
Jan. 25 ..... Mon ..... **MARTIN LUTHER KING, JR. HOLIDAY - NO CLASSES**

## **SECOND SEMESTER**

January 26..... Tue..... Second Semester Begins

February 2..... Tue..... Big Brother/Big Sister Double Lunch  
 February 5..... Fri ..... Last Day to Add/Drop Classes for 2nd Semester  
 February 8-12 ... Mon.-Fri ..... Winter Pioneer Spirit Week  
 February 10..... Wed ..... Visitor’s Day  
 February 12..... Fri ..... Middle School Winter Festival 6th & 7th Periods  
 February 13..... Sat..... Benefit Choir Concert  
 February 15..... Mon. .... President’s Day Holiday – NO CLASSES  
 February 17..... Wed. .... High School District Choir Festival at Linfield College  
 February 23..... Tue..... Future Engineers Conference (Sophomores)  
 February 26..... Fri. .... Student Intent to Return Forms Due

March 3..... Thu ..... Flex Day (WMS Basketball Team at State = No School)  
 March 4-5 ..... Fri.-Sat..... In-Service Day/State Basketball Tournament at Pendleton – NO CLASSES  
 March 14..... Mon ..... National Honor Society Induction Celebration 7:00 pm  
 March 16-27 .... Wed.-Sun..... *Dorm Closed 6:00 pm Wednesday - 5:00 pm Sunday*  
 March 16..... Wed. .... Senior Portraits Due for Yearbook Inclusion  
 March 16..... Wed ..... Big Brother/Big Sister After School Activity  
 March 17..... Thu. .... Parent/Teacher Conferences 12 Noon-8:00 pm – NO CLASSES  
 March 18..... Fri ..... Good Friday Observation – NO CLASSES  
 March 18-21 .... Fri.-Mon ..... A cappella Choir Tour  
 March 21-25 .... Mon.-Fri ..... Spring Break (*Dorm Closed Wednesday, 3/16 at 6:00 pm - Sunday, 3/27 at 5:00 pm*)  
 March 31..... Thu ..... End of 3rd Quarter  
 Mar. 31-Apr.3 ... Thu.-Sun..... Hospitality Homes (*Dorm Closed 6:00 pm Thursday - 5:00 pm Sunday*)

April 1..... Fri ..... Accreditation In-Service/Grading Day – NO CLASSES  
 April 5-7 ..... Tue.-Thu..... Middle School Testing  
 April 8..... Fri ..... High School Preview Day  
 April 8-12 ..... Fri.-Tue..... MSC Music Festival, Kalona, IA  
 April 20..... Wed ..... Big Brother/Big Sister All Day Event Off Campus  
 April 25-28 .... Mon.-Thu..... Spring Spiritual Renewal Week  
 April 29..... Fri ..... High School Mini-Term Service Day – NO MIDDLE SCHOOL CLASSES

May 5..... Thu ..... High School State Choir Competition at GFU  
 May 7..... Sat..... 44th Annual Western Benefit Auction (Student Participation Required)  
 May 9..... Mon. .... Auction Appreciation Day // AP Biology Exam 8:00 am - NO CLASSES  
 May 11..... Wed. .... Visitor’s Day  
 May 17..... Tue..... Middle School Spring Concert 7:00 pm  
 May 19..... Thu ..... High School Spring Concert/Senior Academic Awards Night 7:00 pm  
 May 24-25..... Tue.-Wed..... Middle School Pioneer Days  
 May 25..... Wed ..... 8th Grade Promotion 7:00 pm  
 May 24-26..... Tue.-Thu..... High School Exams  
 May 26..... Thu ..... End of 4th Quarter / End of 2nd Semester // No Middle School Activities  
 May 27..... Fri ..... Grading Day – NO CLASSES  
 May 30..... Mon. .... Memorial Day Holiday – NO CLASSES  
 May 31-June 3 .. Tue.-Fri..... High School Mini-Term (Senior Mini-Term TBD)

June 3..... Fri ..... Senior Grad Practice  
 June 4..... Sat..... Senior/Family/Faculty Reception // Commencement

June 5..... Sun..... *Dorm Closes at Noon*  
 June 6..... Mon. .... End of Year Faculty/Staff Meeting // Work Day  
 June 7-8 ..... Tue.-Wed..... Faculty Workdays

High School Class Days	167
Middle School Class Days	160

## DAILY BELL SCHEDULE

### Regular Schedule

<b>8:00-8:26</b>
Mon: Student Led Chapel
Tue: Chapel
Wed: Small Groups
Thu: Chapel
Fri: Homeroom



- 7:30 – 8:15.....Faculty Meeting (Monday)
- 8:00 – 8:26 .....See Insert**
- 8:30 – 9:16.....1<sup>st</sup>**
- 9:20 – 10:06....2<sup>nd</sup>**
- 10:10 – 10:56....3<sup>rd</sup>**
- 11:00 – 11:46....4<sup>th</sup>**
- 11:50 – 12:36....5A (MS lunch: 11:46 – 12:18)**
- 12:22 – 1:08.....5B (HS lunch: 12:36 – 1:08)**
- 1:12 – 1:58.....6<sup>th</sup>**
- 2:02 – 2:48.....7<sup>th</sup>**
- 2:55 – 3:30.....8<sup>th</sup> - Teachers Available
- 3:00 – 3:45.....Student Council Meeting (Monday)
- 3:00 – 4:00.....MS Sports Practices
- 4:00 – 6:00.....HS Co-Curricular Activities

### 2 Hour Delay Schedule

- 10:00 – 10:33....1<sup>st</sup>**
- 10:37 – 11:10....2<sup>nd</sup>**
- 11:14 – 11:47....3<sup>rd</sup>**
- 11:51 – 12:24....5A (MS lunch: 11:47 – 12:19)**
- 12:23 – 12:56....5B (HS lunch: 12:24 – 12:56)**
- 1:00 – 1:33.....4<sup>th</sup>**
- 1:37 – 2:10.....6<sup>th</sup>**
- 2:14 – 2:48.....7<sup>th</sup>**
- 2:55 – 3:30.....8<sup>th</sup> - Teachers Available
- 3:00 – 3:45.....Student Council Meeting (Monday)
- 3:00 – 4:00.....MS Sports Practices
- 4:00 – 6:00.....HS Co-Curricular Activities

### Bell Schedule Notes:

School for all students begins at 8:00 a.m. every day  
 Chapel/Homeroom attendance is mandatory

### School Closure Policy:

Decisions to cancel school because of weather will be determined by  
 6:00 a.m. Announcements will be posted on the school website,  
 facebook, TV and radio, and through PowerSchool announcement.

## ACADEMICS

*This handbook is intended to be a guideline. Western Mennonite School assumes the right to interpret rules and policies as individual situations and needs arise.*

### Curriculum

We believe that each student has unique strengths which are given by God and enhanced through new experiences and challenges. Students are encouraged to pursue courses and co-curricular activities to help identify and develop their God-given strengths. A diverse selection of college preparatory, fine arts, and career/tech prep courses are offered so that each student can be challenged in their areas of interest and strength. Advanced Placement and College Credit courses are offered in all core subject areas, and tutoring/academic support is also available for students with special learning needs. Western Mennonite School is fully accredited through AdvancED/NWAC (Northwest Accreditation Commission) and AdvancED/MEA (Mennonite Education Agency).

### Curriculum Guide

A Curriculum Guide is printed each year and also published on the school website. This guide includes specific course requirements, pre-requisites, descriptions of each course offered and subject sequences. Students and parents are strongly advised to review this guide carefully when selecting courses each year.

### Graduation Plans

Our Guidance Counselor meets with students/parents at the end of 8<sup>th</sup> grade to select one of three graduation plans\*:

1. Career and Tech Prep – prepares students for entrance into community college, apprenticeships, tech schools, and open admissions universities while giving practical skills for post high school careers. Students can specialize in Fine Arts, Business Technology, or Healthcare. An off-campus internship is strongly recommended.
2. Honors/College Prep – meets college admissions requirements for OUS, NCAA, NAIA, and most private universities. Students are encouraged to look ahead at specific college entrance requirements and take advanced core classes in areas of career interest and academic strengths.
3. High Honors/College Prep – our most rigorous graduation plan prepares students for admission to more highly selective universities and gives students a competitive edge for academic scholarships.

\*modified or an extended diploma option is available for students who qualify due to special learning needs

### Graduation Requirements

In order to receive a diploma from Western Mennonite School, students **must**:

1. Complete 25 credits (each semester class is .5 credit) with a grade of D- or better.
2. Attend eight full semesters, including mini-term participation each year and Bible each semester\*.
3. Be present on campus for each school day.
4. Complete specific course requirements for selected graduation plan.
5. Comply with school policies and standard of conduct.

\*students who transfer into WMS are not required to make up missed mini-term or Bible courses.

### Graduation Honors

Students who select the Honors/College Prep or High Honors College Prep graduation plans may earn special recognition/honors, which are determined at the end of their 7<sup>th</sup> semester in high school, and presented on graduation weekend.

### **Specific requirements for graduation honors:**

1. To graduate with HONORS, students must complete all courses in the Honors/College Prep plan. This plan requires 16 core classes, including Honors Algebra II, a C- or higher in ALL core classes, and a cumulative GPA of 3.0 or higher.
2. To graduate with HIGH HONORS, students must complete all courses in the High Honors/College Prep plan. This plan requires 18 core classes, including 3 AP courses, Pre-Calculus, and 1 additional Advanced Core class. All core classes must be completed with a C- or higher, and students must maintain a cumulative GPA of 3.5 or higher.
3. The class Valedictorian will be the student/s graduating with HIGH HONORS who has the highest GPA (usually 4.0); the class Salutatorian will be the student graduating with HIGH HONORS who has the second-highest GPA.

### **Core Classes**

Students who wish to meet college entrance requirements must complete all core classes (English, Math, Science, Social Science and World Language) with a grade of C- or better.

### **Advanced Placement/College Credit Now**

In addition to the College Preparatory Core Curriculum, WMS offers highly rigorous Advanced Placement and College Credit Now classes, which give students experience in college-level coursework while still in high school. Students pursuing admission to a competitive admissions university are strongly encouraged to take AP courses. Many colleges will grant college credit for students who score high enough on AP exams (not a guarantee) or who complete College Credit Now courses, which can also save students/parents college tuition dollars.

*Recommendation:* Because these courses are designed for students who are both highly motivated and academically advanced, students who have been receiving academic support or who have difficulty meeting homework deadlines are not well suited for these courses. However, accommodations for dysgraphia or extended testing time for a learning disability supported by an IEP or 504 Plan can be made for students who are highly motivated and have a proven track record of academic success.

### **Experiential Learning**

As part of the overall high school experience, students are encouraged to integrate real life experiences as much as possible. Opportunities provided through WMS include:

- Campus jobs
- Mini-term (required)
- Teacher's Aide/Library Aide/Maintenance Assistant
- Summer Internship
- Job Shadow, Résumé Development, and Practice Interview (required)
- Leadership in sports, clubs, or student council
- College Fairs and Campus Visits (required)
- Cross cultural experiences (dorm living, international student host, international travel)
- Service days (required)

In addition to the experiences provided by WMS, students are encouraged to pursue off-campus co-curricular activities, get part-time or summer employment, do additional job shadows, college campus visits, informational interviews, and find consistent volunteer service commitment that can be maintained throughout their Junior/Senior year of high school. The Guidance Counselor provides assistance in finding these opportunities upon request.

## **Class Scheduling**

When students enter high school our Guidance Counselor meets with them and their parents to design a four year plan to match their career/college goals. Each spring, students are given an in-class survey to put in specific class requests for the following year. During Fall Registration, students and their parents have the opportunity to review a draft of that year's class schedule and make any desired changes. Our Guidance Counselor reviews final schedules each semester and notifies students and their parents if any changes are needed to stay on schedule for graduation.

## **Homework**

Homework will vary according to subject and what is accomplished in the classroom each day. In order to get full credit for homework, students must fully complete it and submit it to the teacher by the stated deadline.

## **Late Work**

Students are expected to turn work in on time. Late assignments will receive the following deductions:

*Middle School:* Middle School students who turn in late assignments will receive 10% off the assignment for the first day past the assigned due date. An assignment turned in more than one day late will receive 20% off of the assignment. Students may turn in missing assignments up to the end of the 9-week grading period.

*High School:* High School students who turn in late assignments will receive 10% off of the assignment per day it is late, up to 50% off the assignment, as long as it is turned in before the end of the 9-week grading period.

*Advanced Placement/College Credit Now/Honors classes:* Students who enroll in these classes will receive no credit for a late assignment as students are expected to function at a high college level of academic responsibility.

*IEP/Accommodation plans:* Students with an IEP or an Accommodation Plan may have a different late work policy as individually determined by the plan. Parents requesting that their student be given an accommodation may need to have their student tested to determine if the student has learning needs.

*Absences:* Students who miss homework because of an excused absence will receive the opportunity to make up missed work. Students are given one school day for each day absent plus one extra day to turn in their work. It is the student's responsibility to find out all assigned work for a class they miss due to illness or absence.

## **Grading Scale**

Final semester grades/GPA will be determined by using the following scale for all non-Advanced Placement or College Credit Now classes:

A (+/-)	= 90-100%	= 4.0
B (+/-)	= 80-80%	= 3.0
C (+/-)	= 70-79%	= 2.0
D (+/-)	= 60-69%	= 1.0
F	= 0-59%	= 0.0

*Grades of I (incomplete), WP (withdrew while passing), WF (withdrew while failing), RP (repeated), and AU (audit) do not receive any credit and are not calculated into the cumulative GPA. Sports PE and Credit for Proficiency in Global Languages are awarded credit, and a grade of "P" (pass) is listed on the final transcript. Pass grades are not calculated into the cumulative GPA.*

## **Grading Periods**

Semesters are broken up into two nine-week grading periods. At the end of the nine-week grading period of each semester a printed grade report may be issued upon request showing the student's semester grade. Semester grades are the formal, permanent grades that become part of the high school transcript. Students and parents can view current grades by accessing PowerSchool and are encouraged to do so often.

### **Online Access to Grades**

Students and Parents are given confidential, online access to grades through PowerSchool. Instructions on accessing PowerSchool are distributed at the beginning of the school year and include a unique user name/password for each student and each parent. Students are strongly encouraged to check PowerSchool before leaving campus each day in order to identify homework and upcoming quizzes and exams.

### **Failing a Class**

If a student is at risk of failing (F) for a nine-week grading period, the student should schedule an appointment with the teacher in order to identify a plan for improvement. Parents are strongly encouraged to attend these appointments as well.

### **Incomplete Grades**

Students who have a prolonged illness, pre-approved absence, or family emergency that has interfered with the completion of a class may request an incomplete contract from their teacher. This contract will give specific work that must be completed and the date by which it must be submitted. The teacher will re-calculate the grade and update PowerSchool based upon the work submitted by the specified deadline.

### **Adding/Dropping Classes**

Students may request to drop or change a course during the first two weeks of each semester with parental permission. Requests must be made using the Add-Drop Form available at the Guidance Office.

### **Withdrawing from a Class**

Students with appropriate circumstances may request from the Guidance Counselor to withdraw from a class after the two week add/drop deadline, but before the end of the 9<sup>th</sup> week of the semester. These requests must be approved by Administration. If a student is passing at the time of the withdrawal, the transcript will show “WP” (withdrew while passing) and no credit or GPA will be given. If the student is failing at the time of withdrawal, the transcript will show “WF” (withdrew while failing) and no credit or GPA will be given.

### **Withdrawing from WMS/Transferring to another School**

If a student plans to transfer to another school, parents should notify the Student Services Office immediately. The student must complete a withdrawal/transfer checklist that will include all textbooks/library books and other school property to be returned and all outstanding bills/accounts to be paid in full by the time of the withdrawal.

### **Auditing a Class**

If a student wishes to take a course for “personal enhancement” and does not need to earn credit for the class, they can request permission from the Guidance Counselor and Teacher to “audit” the class. Students who are auditing a class will attend class, complete homework, take exams, and participate in all class activities, however, they will not receive credit, and their final semester grade will show “AU” on their transcript.

### **Final Exams**

During the end of each semester students will take comprehensive exams in all core classes. These exams are calculated into final semester grades and range between 10% and 15% of the final grade.

### **Academic Integrity**

*Rationale* - WMS wants to help students acquire the knowledge, skills, judgment, and wisdom that they will need to live in society as educated adults. We expect students to take responsibility for their own learning and want them to feel the pride that comes with academic achievement. When a student submits another’s work as one’s own or cheats on assignments or tests, the value of education is diminished and academic progress and character development are compromised.

### Academic Dishonesty

“Academic dishonesty” is defined as any form of cheating, deceit, or plagiarism in an individual’s academic work. The following are a few examples:

- Plagiarizing papers by using incorrectly cited/un-cited material from other sources
- Submitting someone else’s paper as your own work
- Turning in a paper that has been purchased or obtained from the internet
- Collaborating with other students on assignments when it is not allowed
- Submitting the same paper in more than one course (or from another year of study) without the knowledge and prior approval of the teachers involved
- Copying from someone else's work or allowing someone to copy your work
- Cheating on exams
- Not following the guidelines specified by the instructor for a "take home" test or exam

### Potential Consequences

For all forms of academic dishonesty at WMS, instructors and administration may decide academic consequences on an individual basis, given the nature, provability, and severity of the offense. In addition to academic consequences the administration may pursue and assign disciplinary action. Potential consequences may include:

- Grade reduction on the assignment in question
- Grade of zero (0) for the assignment in question with no opportunity to make up the work in any way
- Notification to your parents of academic dishonesty
- Conference with the individual student, his/her parent(s)/guardian(s) and an administrator
- Suspension or expulsion for repeated offenses
- Failing grade for the 9 weeks or semester (no credit for the course)
- Inclusion of the citation in your disciplinary record

### Plagiarism, a Definition

The advent of the internet has given rise to an ever-increasing use of ‘cut and paste plagiarism’ in all levels of academics. Plagiarism is academic fraud or theft; any level of plagiarism in an educational institution cannot be tolerated.

“Plagiarism is presenting someone else’s work as if it were your own. . . Plagiarism can occur intentionally or unintentionally. Intentional plagiarism is cheating; it’s when you deliberately copy another person’s words or ideas without acknowledgment” (University of Iowa).

Be aware: "Forms of plagiarism include the failure to give appropriate acknowledgement when repeating another's wording or particularly apt phrase, paraphrasing another's argument, and presenting another's line of thinking. You may certainly use other person's words and thoughts, but the borrowed material must not appear to be your creation. In your writing, then, you must document everything you borrow; not only direct quotations and paraphrases, but also information and ideas."

*Joseph Gibaldi, MLA Style Manual and Guide to Scholarly Publishing,  
New York: The Modern Language Association of America, 1998.*

**All WMS courses use the MLA style of citation as the school-wide standard. If a student has any concerns or questions about how to cite material for a particular assignment, the student has a responsibility to consult his/her teacher, or the head of the English Department, before submitting the work in question.**

*\*\*Policy materials paraphrased and synthesized from a variety of sources, including MLA Style Manual and Guide to Scholarly Publishing, The University of Oregon, The University of Iowa, Purdue University, Oxnard High School, Staples High School, Limestone Community High School, Kent-Meridian High School, and Falls Church High School.*

## **Academic Support**

Students needing assistance to meet their academic goals are encouraged to ask for assistance in one or all of the following ways:

- Ask the teacher for an appointment after school for more explanation of an assignment or preparation for quiz or exam
- Ask a friend or sibling who excels in the subject to be a “study-buddy”
- Ask school’s Academic Support Specialist for ideas on study strategies, for a peer tutor, or for an accommodations plan if there is a special learning need
- Ask Guidance Counselor for assistance with making class changes or dealing with test anxiety or inter-personal concerns that may be affecting academic progress
- Hire a private tutor (at own expense)

## **Curriculum Deviation**

Occasionally, a student has extenuating circumstances which make it necessary to take a course online or off-campus in order to meet graduation requirements or college entrance requirements. Students wishing to take college credit classes off campus, summer classes off campus, or who have another request that deviates from the usual courses provided by WMS, must complete a Curriculum Deviation Request Form through the Guidance Counselor and wait for Administrative approval prior to registering for the class.

## **Student Records**

Student files contain up-to-date academic, testing, health, and progress records. Parents or students over 18 may review their files in the presence of a school official. A parent or eligible student may request corrections or add a statement to the file. Records are released to other schools in accordance with the guidelines established by the Oregon Department of Education. No records are released to non-educational agencies unless requested by the parent and/or student.

## **Transcripts**

Each course a student completes for high school credit (including high school courses taken in 8<sup>th</sup> grade or courses that have been taken at previous schools) is included on the High School Transcript. This transcript includes course names, grades, attendance record, GPA, and class ranking. An unofficial transcript will be provided to students/parents yearly at Fall Registration. Official Transcripts are sent at student/parent request, in a sealed envelope with WMS’s school seal and profile, directly to scholarship organizations and college admissions offices. Students/Parents should give 2 weeks’ notice when requesting official transcripts.

## **Study Hall**

Students with a scheduled study hall must report to the library or other designated classroom for study unless permission is granted otherwise. Each student must sign a study hall contract of expectations and guidelines. Study skills and time management skills are emphasized and encouraged. Students are accountable to the study hall monitor and librarian who will assign a grade each nine weeks based upon demonstration of the study hall guidelines and expectations. No credit is given for Study Hall.

## **Dorm Evening Study Hall**

Dorm students are required to be in quiet study from 6:30-7:30 p.m. Monday-Thursday. They must be in the library. This time is reserved for dorm students only. Additional study hall time will be required for any dorm student with grades of concern.

## **Textbooks**

Students check out textbooks each semester from the WMS library, and will not be charged any additional fees for textbooks unless they lose or damage a book.

## **Parent/Teacher Conferences**

WMS encourages its teachers, students, and parents to have regular communication with each other. Parent/Teacher conferences are scheduled early in the 1<sup>st</sup> and 2<sup>nd</sup> semesters. Conferences are also encouraged any time a parent or teacher feels it would be in the student's best interest.

## **National Honor Society**

Each year, Western Mennonite School inducts a select number of students who have demonstrated exceptional scholarship, character, service, and leadership into the National Honor Society (NHS). Students who are members of the NHS will receive special recognition/honors at graduation. In order for students to be selected for NHS, they must meet eligibility requirements; turn in a completed application by the required deadline including documentation of service and leadership experience and two character recommendations. The Faculty Council will review all applications and make final selections prior to the induction ceremony in March of each year.

### *Minimum Qualifications for Induction*

- Students must be at least a second semester junior with a cumulative GPA of 3.5 for 5 semesters
- Students must have attended WMS at least one semester
- Students must have a minimum of ten hours of documented service per year to be considered
- Students must demonstrate leadership in their school, church and/or community. While formal roles on clubs or teams are preferred, informal leadership in student life (classroom, Chapel, events) will be considered
- Students must have excellent character references and staff/faculty recommendations

Selected students and their parents will be invited to attend the NHS Induction Ceremony held annually in March.

## **Guidance and Counseling Program**

The Guidance Counselor works with each individual student in grades 6-12 to enhance their spiritual, social, emotional, academic, and career development. This is done through individual appointments for career, academic, or social-emotional counseling, classroom presentations, testing services, college fairs and visits, and work-based or service learning. Individual appointments are made with students in grades 9-12 each year during Fall Registration. Students and parents are encouraged to request additional appointments as needed.

### *Guidance Office Hours*

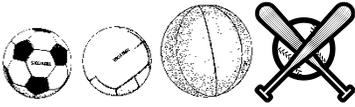
The Guidance Counselor is available 7:30-3:30 Monday-Friday in order to accommodate students and parents that need to meet before or after school. To schedule an appointment, contact the school office or send an e-mail to: [dfritz@westernmennoniteschool.org](mailto:dfritz@westernmennoniteschool.org).

### *Confidentiality and Community Resources*

Student and parent discussions with the Guidance Counselor are kept confidential with the exception of threat of harm to self or others. The Guidance Counselor will refer to community resources, social service agencies, and local therapists for students who have an ongoing need for mental health services. All WMS employees are Mandatory Reporters and will follow the state guidelines for reporting suspected child abuse/neglect.

### *Guidance Blog*

Parents and students who wish to receive announcements regarding college scholarships, career fairs, college campus visits, service opportunities, and other important college preparatory events are strongly encouraged to subscribe to the Guidance Blog. A link can be found on the school's website.



## CO-CURRICULAR ACTIVITIES

Having fun and displaying excellent sportsmanship is a priority in all of our co-curricular activities at WMS. We desire that students see the importance of team play, character building, discipline and respect for each other, their coaches, directors, officials, and opponents. Policies and requirements for the athletic program can be found in the Athletic Handbook.

### Eligibility

In order to be eligible to participate in athletics and other school sponsored extra-curricular activities a student must meet OSAA eligibility requirements and have passed all classes receiving a 2.0 GPA or higher according to the previous nine-weeks grades.

Eligibility will be determined on a weekly basis after the first week of practice for each co-curricular activity. The student must be passing all classes to be considered eligible for co-curricular activities. If a student does not meet these requirements during the weekly grade check, the student will be placed on Eligibility Warning. If the student fails to meet eligibility requirements for 3 weeks during one season, the student will be ineligible for a one-week period. A student placed on academic ineligibility for three weeks during one season will be permanently ineligible for that season.

Choir students will follow the same eligibility requirements as athletics and drama beginning 4 weeks prior to the District and State competitions.

### Missing Class

In addition to the WMS attendance policy (pp. 23-24), all participants in a co-curricular activity must attend at least 4 periods of a school day in order to practice or participate in a game or performance, unless the absence is for a medical appointment, etc.

### Co-Curricular Lettering

All co-curricular letters are awarded at the discretion of the coaching staff/choir director and athletic director.

### Tri-River League

WMS is a member of the Tri-River League within the OSAA 2A division. More information can be found on the OSAA website at [www.osaa.org](http://www.osaa.org).

### Student Council

These leaders direct the organization that is known as the Student Council Executive Committee. The purpose of this organization is to present issues before the high school community, to coordinate student committees and to promote good student/faculty relationships.

#### *Student Council Executive Committee*

Advisor.....Chad Rush  
President.....Emma Gibb  
Vice-President.....Mihretabe Gizaw  
Secretary .....Sofia Mendez-Vargas  
Ministries Chair ...Karina Mansour  
Social Chair.....Melissa Papulski  
Spirit Chair.....Madison DeJager

#### *Class Representatives*

Seniors .....Omar Cisneros, Joshua Hoëm  
Juniors .....Elah Banks, Coby Winters  
Sophomores .....Emily Stinson, Annie Quesada  
Freshmen .....Jed Kitterman, Jack Stone  
International Student Rep..... Jiawei Cheng

## **Clubs**

Science Olympiad, Book Club, International Food Club, Art Club and Ski Club have been offered in the past. Future clubs are based on student interest.

## **Student Body ID Cards**

This card is produced using school pictures taken at the beginning of the school year and is given to students to provide free admission to home games and student admission price at away games. These school pictures are used when students are recognized through media and for our own internal use. For this reason, student pictures must be professional in nature.

## **Chapel**

A gathering of the school community for chapel is scheduled each Monday through Thursday. Students are expected to be seated in their assigned seats when the bell sounds at the start of the period. To maintain an atmosphere of respect and courtesy, students are to refrain from talking with other students, sleeping, slouching, propping feet up on benches or hymnal racks, and working on class assignments during chapel times. No food or drink is permitted in the chapel.

## **Spiritual Renewal Week**

WMS has two special weeks with a guest speaker sharing in daily chapels. A theme is followed throughout the week with a focus on spiritual growth and renewal among our students and faculty/staff. One week is designated in the fall and one in the spring. Parents are encouraged to attend chapel and to support the school community in special prayer during these weeks.

# **GENERAL INFORMATION**

## **Banquets**

Students attending must be in 9<sup>th</sup> grade or above. Those attending these events must follow the dress and grooming regulations of the school. All students found out of dress code will be given additional clothing to wear or asked to leave the banquet. Students who bring a guest must properly fill out a guest pass application from the Student Service's Office. This application must be filled out two weeks in advance and the student will be notified if their guest has been approved or denied.

## **Benefit Auction**

The annual Western Mennonite Benefit Auction, held on the first Saturday in May, is our largest school fundraiser and helps provide funds for the student grant program. **Auction day is counted as a school day and all students are required to participate on the day of the auction.**

## **Campus Guests and Visitors**

Permission must be obtained from administration prior to guests arriving on campus. Off-campus guests must report to the office and get a visitor badge to be worn while on campus. Off-campus visitors must pay for cafeteria meals at the office. All visitors are expected to leave campus by 6:30 p.m. unless the Dorm Director grants special permission. All visitors are expected to abide by the guidelines of WMS while on campus. Visitors wanting to visit classes in session are required to schedule the visit through the Admissions Office.

## **Gym Usage**

Students are allowed to use the gym for recreational use or the weight room as long as an employee of WMS is present. Times will be scheduled for use after school and the gyms will remain locked during lunch and after school unless used for athletic events. Any use of the athletic facilities after school or on weekends must be approved by the Athletic Director.

## **Lockers**

Each high school student is assigned a lock and locker in the administration building. Students are responsible for keeping their lockers neat, clean, and locked. A locker cleaning fee will be assessed at the end of the school year if stickers, writing, scratches, or other damages are found on the locker that necessitate repair. Nothing can be taped on the outside of the locker without the approval of Administration. Lockers are the property of WMS and will be searched when necessary at the discretion of Administration.

## **Personal Property**

Personal property, including money, is the responsibility of the student. WMS will provide reasonable safeguards including lockable lockers in the high school for the protection and safekeeping of personal property. The school does not assume responsibility for anything lost, stolen, and/or damaged. Students are strongly encouraged to leave valuable personal items not necessary for class work at home.

Specific searches may be made of a student's personal property, e.g., locker, vehicle, dorm room, and/or person (pockets, wallet, etc.), if there is reasonable concern that the student may be in possession of substances that are in violation of school policy or someone else's property. An administrator, or designee appointed by school administration, will conduct all searches.

## **Lost and Found**

Articles that are found are placed in a designated area in the hallway, except jewelry and electronics, which are held at the Student Services Office. Students may only claim their lost articles and not someone else's. Any items that are unclaimed will be donated to charity at the end of each nine-week period.

## **Prescription Drugs / Over the Counter Medication**

Any student taking prescription drugs or over the counter medication should take the medication to the Dorm Director or the Student Services Office.

## **Fundraising**

Any fundraising must be approved by the Dean of Students and scheduled appropriately.

## **Senior Grad Party**

The annual senior graduation party is sponsored by the parents of the graduating seniors. This is not a WMS sponsored activity. Parents maintain full liability for this event.

## **Library Media Center**

The Academic Center Library offers students a place to study and pursue personal interests that will enrich their lives intellectually and spiritually. The library provides books, periodicals, audiovisual materials, and online databases that support and encourage individual research and recreational reading. Library computers provide access to the internet, word processing, desktop publishing, and multimedia presentation software. The library has a fully automated online catalog that allows students to search the library database from multiple locations throughout the school. Because the library is a shared and busy environment, students are expected to keep this area quiet and be respectful of those working and studying. Food and drink are not allowed in the library with the exception of bottled water.

## **Library Hours:**

Monday - Friday: 8:00 a.m. to 3:30 p.m.

## **Technology Use Policy**

Western Mennonite School offers students the privilege of computer use including educational software and access to the Internet. The primary purpose of the school's technology is to support the educational and faith objectives of WMS. All students using a computer on campus, including personal laptops, are expected to comply with the following:

- Each student must read, sign, and follow the Acceptable Technology Use Policy
- Each student must pass a quiz on the acceptable use policy to receive a password
- Students bringing a laptop to school must register that laptop with the systems administrator
- Each student is allowed a limited amount of memory space for storage (a warning of limited memory will be displayed when a student is near that limit)
- The systems administrator and teachers are able to view student folders
- All student folders will be deleted at the end of each academic school year
- Sharing your school password may result in the loss of computer use
- Consequences for student violation of the Acceptable Technology Use Policy are:
  - 1<sup>st</sup> offense = loss of computer privileges for the day – Administration informed, parents contacted, note placed in Administration's student management file.
  - 2<sup>nd</sup> offense = loss of computer privileges for one week – Administration informed, parents contacted, note placed in Administration's student management file.
  - 3<sup>rd</sup> offense = loss of computer privileges on campus for the semester – Administration informed, parents contacted, note placed in Administration's student management file.

These guidelines are in place to protect the privacy of all members of the Western Mennonite School Community and to safeguard the integrity of the system. Any activity that interferes with the operation of the school's network or Internet will be considered vandalism. All labor and materials costs incurred due to vandalism will be billed to those responsible for that vandalism.

### ***Networks***

WMS utilizes three computer networks. The first two networks are available to faculty and staff only for privacy and confidentiality purposes. The third network is a public network available to WMS students. While the network is a great place for students to save school work, WMS encourages students to use flash drives to save their work as network folders may be erased or altered due to its public nature.

### ***Filtering***

WMS maintains a firewall between its servers and the internet. This firewall is used to block websites that knowingly distribute material that is inappropriate. Because the firewall is continually updated, it protects WMS users from most inappropriate content. It is expected that if inappropriate content is found on the WMS network that a WMS staff member or administrator is informed so the firewall can be updated.

#### *Note:*

The firewall is only active through the WMS network (wire or wireless) and not on student's smartphones, tablets, etc. as they are not accessing the internet through WMS's system but rather through their cellular carrier.

### **Movies, Videos, & DVDs**

Any movie, clip, or video with a rating of "PG-13" requires prior approval from your teacher, coach or activity leader.

# STUDENT POLICIES AND EXPECTATIONS

*This handbook is intended to be a guideline. Western Mennonite School assumes the right to interpret rules and policies as individual situations and needs arise.*

## **Restorative Action**

Discipline at WMS is not focused on punishment, but on restorative justice that creates a healthier and safer community. Individuals are responsible for their actions and each individual will be held directly accountable for them. Restorative action responds to harm that has been done and invites full participation and consensus from those involved; jointly working together towards healing the relationships that have been damaged through the harm or hurt created. Appropriate restoration of the relationships will be expected. Our hope is to bring unity and health where there has been division. Our goal is to strengthen the community and individuals to prevent further harm.

### Restorative Action Consequences

#### *1) Teacher Options:*

- Verbal or Written Warning
- Lunch Detention/After School Detention
- Essay/Problem Solving Sheet
- Dean of Students Referral
- Restorative Action Session
- Parent/School Conference

#### *2) Administrative Options:*

- Same as Teacher Options
- Work Detail
- In-School Suspension
- Suspension
- Expulsion

## **Harassment / Bullying**

Western Mennonite School is committed to maintaining a school environment in which all individuals treat each other with respect and dignity and one that is free from all forms of intimidation, exploitation and harassment. Anyone who violates this policy will be subject to discipline, up to and including expulsion. Students who feel they have observed or been subjected to such treatment are to inform their parents and immediately report the matter to one of the school officials designated below.

### *Bullying is defined as follows:*

- Social, gender and racial slurs, slander and verbal abuse.
- Unwelcome physical contact such as pushing, restraining, hitting, kicking, biting, and spitting.
- Threatening, slanderous, or abusive messages in written notes, texts, emails, or social networking sites.
- Any behaviors that create an intimidating, hostile, humiliating, or offensive school environment.

### *Sexual harassment is defined as follows:*

- Sexual flirtations, advances or requests for sexual activity or photographs.
- Verbal abuse of a sexual nature, sexually related comments and joking.
- Graphic or degrading comments about a person's appearance.
- Displaying sexually suggestive/vulgar words or images including cartoons, text messages, social networking sites, and email messages.
- Any uninvited physical contact or touching, such as patting, pinching, or repeated brushing against another's body.
- Any behaviors that create an intimidating, hostile, humiliating, or offensive school environment.

If you would like to review the full harassment policy and procedures document, it is available from the Dean of Students, Guidance Counselor, and the school's website. Complaint forms are also available from these individuals and may be downloaded from the website. The following individuals are specifically authorized to receive complaints and to respond to questions regarding harassment of any nature. All complaints will be promptly investigated.

Chad Rush, Dean of Students  
503-363-2000  
crush@westernmennoniteschool.org

Darlene Fritz, Guidance Counselor  
503-363-2000  
dfritz@westernmennoniteschool.org

### **Student/Parent Grievance Policy**

It is the philosophy at Western Mennonite School that students and parents have an inherent right to express their personal opinions, desires, and complaints, and that the school has a responsibility to address those expressed concerns. Students and parents are encouraged to contact the appropriate staff, faculty, or administrator directly with their concerns. If this first contact does not resolve the concern, they may contact the School Counselor or School Administration in order to get further assistance with resolving the concern.

All possible efforts will be made to resolve grievances informally prior to proceeding with formal action. Should these efforts fail, the student or parent in question shall submit a formal grievance letter to the Personnel Committee of the School Board to arrange a hearing on the matter.

If following the hearing before the Personnel Committee, the student or parent is still not satisfied; they may request a hearing before the school board.

### **Substance Abuse Prevention Policy**

#### *Purpose*

The purpose of this policy is to educate and help direct students away from substance abuse and toward healthy, safe, and drug-free lives throughout their school years. This policy also provides preparation for life after high school as many businesses now conduct similar testing programs. We hope that this policy, which includes drug testing and random searches, will help our students turn away from the ever-present drug culture.

#### *Expectations*

This policy is in effect while a student is enrolled at WMS and applies to electronic cigarettes, tobacco, alcohol and other illegal drugs. The possession, use, delivery, transfer, or sale of tobacco, alcohol, or any other illicit drugs while on school property or while attending any school function is expressly forbidden. We expect, furthermore, that students will not purchase, supply, or use harmful or illegal substances at any time during their years at WMS. Any student in violation of this policy can expect to be suspended and/or expelled from school and reported to their parents and the appropriate law enforcement agency for possible legal action.

#### *School-Wide Testing*

In recognition of the health risks and dangers associated with the use of electronic cigarettes, tobacco, alcohol, and other illicit drugs, a school-wide drug testing program has been instituted. Testing will occur unannounced on a random basis. However, the school reserves the right to test any student who at any time exhibits cause for reasonable suspicion (as determined by WMS administration) of drug and/or alcohol use.

In recognition that attendance at WMS is a privilege and not a right, the school requires that all students immediately submit to drug testing when called upon as part of their commitment to making WMS a drug free school. Students who refuse to be drug tested will be treated as if there is a violation of policy.

#### *Testing Procedures*

All testing for illegal drugs will be conducted by a professional agency using the student's urine. Testing will be paid for by WMS and will either be completed on site or at a lab of WMS's choice. Any positive test will be submitted to another agency for verification.

Students found to have illegal drugs in their possession will be asked to immediately submit to a drug test at a professional agency off campus. In this circumstance the parent will pay for the drug testing.

Administration will notify the students and parents of the results as soon as possible.

### *Consequences*

*First offense:* Parents will be notified immediately of the violation. In the case of possession of electronic cigarettes, tobacco, alcohol, or illegal drugs, the administration may report the student to law enforcement agencies. The student will be suspended for up to five school days and immediately will be ineligible for participation in all co-curricular activities for up to ninety days. Individuals participating in athletics may miss up to 1/3 of the games in the current or upcoming season. Evidence will be required showing that the student has received professional intervention through assessment by an approved agency and has enrolled in an approved educational or counseling program. In addition, students will be required to submit to random drug tests (minimum of one per month), paid for by the parents, the rest of the school year. In the event that the positive test occurs at the end of the school year, testing through the summer and following semester will be required. Where fees for services are involved, the family will accept responsibility for payment.

*Second offense:* Parents will be notified immediately of the violation. In the case of possession of electronic cigarettes, tobacco, alcohol, or illegal drugs, the administration may report the student to law enforcement agencies. The student may be expelled from school and from all school activities for the remainder of the semester. If the offense occurs within the last four weeks of a semester, the recommendation for expulsion will include the next semester as well. Re-enrollment after this period of expulsion will require evidence that the student has received professional intervention and is no longer involved with illegal activities. In addition, students will be required to submit to random drug tests (minimum of one per month), paid for by the parents, for a period of time designated by administration. Where fees for services are involved, the family will accept responsibility for payment.

### *Self-Referral*

Students and their families are encouraged to contact the school administration for help with electronic cigarettes, tobacco, alcohol and other drug-related problems, with the assurance that such contacts will be handled sensitively and confidentially. A student who self-refers to the school and is making satisfactory progress in following the recommendations of WMS administration and an approved drug treatment agency may not be liable to disciplinary actions or the disciplinary action may be reduced if the self-referral occurs prior to a random drug testing day.

### *Conclusion*

We hope that clearly outlining lifestyle expectations in terms of electronic cigarettes, tobacco, alcohol, and other illicit drugs will make it easier for all to choose a healthy, safe, and drug-free life. By standing together, we as members of this Christian community seek to enable each individual to honor God's intention for our bodies and our health.

### **Theft**

If a student is found to be in possession of another student's belongings or is in part responsible for the taking of another student's belongings without that student's permission, it will be considered theft. Theft of any kind is absolutely prohibited. Potential consequences of being found guilty of theft may be restitution, detention, suspension or expulsion. Additionally, law enforcement officials may be notified. Stealing is defined as taking or withholding someone else's property without permission, extorting, or taking the property by deception.

### **Searches**

Specific searches may be made of a student's person, locker, vehicle, dorm room, and /or other personal property if there is reasonable concern that the student may be in possession of substances that are in violation of school policy.

An administrator, or designee appointed by school administration will conduct all searches. Any item found which is in violation of school policies will be seized.

### **Damaged Property**

Recognizing our responsibilities as stewards, all students are expected to respect the property of the school and each other. Willful destruction or defacing of property is vandalism and will invite appropriate consequences up to and including expulsion. Students are responsible to report any damage, either intentional or accidental, to the school office. Any repair costs due to damage on campus by students will be paid for by the student or added to the student's account.

### **Weapons**

#### *Gun-Free School*

Guns and other dangerous weapons such as knives are not permitted on campus or at any school-sponsored activity. Any exceptions must have the approval of the administration. Any student who brings a gun or dangerous weapon to campus or knowingly possesses a weapon while on campus will be suspended immediately and indefinitely pending results of an investigation. If a gun is used in a threatening manner, the student will be dismissed for the remainder of the year and the police will be notified (ORS 330.250).

### **Fireworks**

Due to Oregon laws no fireworks are permitted on campus. Violators may be suspended and/or fined (ORS 166.360-.370).

### **Absences and Tardies**

If a student is going to be absent or significantly tardy, parents are expected to inform the school by 8:15 a.m. via telephone, email, or in person. The Student Services Office can be contacted by one of the following methods:

1. Phone call (503-363-2000 x110)
2. Email Sheila at sfahndrich@westernmennoniteschool.org

#### *Sign-In; Sign-Out*

WMS operates a closed campus. Students are expected to be on campus from the beginning of the first class until the end of the last class. Exceptions to this policy must be prearranged with the school. In order for a student to leave during the day the parent must first notify the Student Services Office and the student must then sign out of the office when they leave. They must also sign back in when they return. A student will not be given permission to take another student home or anywhere off-campus during school hours.

#### *Pre-arranged Absence Assignment Check Sheet (Blue Sheet)*

An assignment check sheet (blue sheet) is available for all pre-arranged absences that are not related to school activities when the absence is at least two days or more. A blue sheet can be picked up at the Student Services Office. A completed blue sheet gives the student an excused absence if accompanied with permission from a parent. A copy of the blue sheet will be provided to the student so they will know what assignments are due upon return.

#### *Tardies*

Tardiness to class is a matter of concern and courtesy because it affects the student as well as the teacher and the rest of the class. Students may only enter the classroom after the class begins with a valid admit slip from a teacher or Student Services Office.

When a student accumulates a total of six or more tardies in a semester the student will receive a detention. Each additional tardy will result in the student receiving a detention. If a student reaches 11 tardies, an in-school suspension and a parent conference will be scheduled with the student's parents.

### *Chapel Attendance*

Student attendance at chapel is extremely important. Chronic tardiness/absenteeism will result in appropriate disciplinary action.

### *Absences*

A conference with the parents of students who have 13 absences in any given class in a semester, EXCUSED or UNEXCUSED, may be scheduled. For this purpose, absences due to participation in school sponsored activities will not be included. Parents of students involved in athletics should be aware, however, that absences because of these activities could adversely affect the student's academic progress if not dealt with consistently by the student.

### *Unexcused Absences Consequences*

All tardies and absences are unexcused unless the School Services Office is contacted by the parent/guardian. A student is considered absent after ten minutes into the class period. An unexcused absence may result in a restorative action conference with student and parent. Any discipline will follow the restorative action consequences (p. 20).

### **Attendance and Course Credit**

By state requirements, a student who misses more than 15% of class time in any high school course may not receive credit for the course. Therefore, parents of a student missing more than 8 classes of a course within a semester will be issued a warning. If the student's absences increase above 13 classes, the student will not receive credit for the course without approval of an appeal to the Principal's Advisory Council. The student should continue to attend class and complete coursework while awaiting the council's decision.

### **Leaving Campus**

1. Because Western values a community atmosphere and cares for its students, it operates a closed campus where students must obtain permission to leave campus. To leave campus, parental consent must be submitted to the Student Services Office in advance.
2. No one is ever to leave campus without permission from the administration or the main office staff.
3. After receiving permission to be off-campus, students must personally sign out at the Student Services Office before they leave.
4. Students that drive to school are able to leave the school on Fridays for lunch if their parents have signed the permission slip in the registration packet. Students will not be allowed to transport another student unless it is a sibling or a student in an approved school car pool.

### **Detention**

Detentions can take place during lunch or after school and is a time designated by a teacher or administration in which the student is given a consequence they must serve. The consequences may include but are not limited to study time, work detail, or quiet time. If students miss assigned detentions they could face further consequences such as missed activities, in-school suspension, all day work detail, suspension, or expulsion.

### **Social Standards**

Students, parents, and faculty may have different views regarding dating as commonly practiced in U.S. society. WMS encourages group activities and friendships over dating. If students choose to date they must maintain the following standards while they are on campus or at school sponsored events:

- Couples may be together only within the campus circle when they are at school. To be in other places, couples must get prior permission from the administration.
- Couples must be in well-lighted areas.
- Couples may hold hands or sit side-by-side, but further physical contact is not permitted.
- Middle School Students: no physical contact.

### Violations of Social Standards

If couples violate the above standards, the following procedures will occur:

- 1<sup>st</sup> Violation - Warning* – The couple meets with an administrator and the policy is explained.
- 2<sup>nd</sup> Violation* – The couple is given a notice from the school administration, and a letter or email is sent to parents reminding them of school policy and their student’s behavior.
- 3<sup>rd</sup> Violation* – A two-day social campus will be given to the couple. During a social campus, the violating couple is not to be together.
- 4<sup>th</sup> Violation* – Each student involved in the violation will receive a one-week suspension from school on alternating weeks. A parental conference will be required either before the suspension begins or at its termination.
- 5<sup>th</sup> Violation* – As deemed necessary by administration.

### **Dress Code**

Western Mennonite School’s guiding principles for dress and appearance are based on modesty and neatness. Our desire is to bring honor to Jesus Christ in all that we do; yet it is not our intent to over spiritualize these areas. Decent and modest attire is expected, both at school, and at all school related functions. Administration understands that determining what is decent and what is modest can be very subjective in nature and thus not every detail can be addressed within this policy. Therefore we ask that you cooperate with the SPIRIT of this policy (decent and modest) as stated above and respect the judgment of Western’s administration, faculty, and staff.

Specific dress guidelines include the following:

- Shoes must be worn at all times.
- Girls may not wear tank tops, halters, backless, strapless, tube top, or spaghetti strap shirts. Boys’ shirts must have sleeves.
- Tops must cover the back.
- Tops should cover the abdomen and have a modest non-revealing neckline.
- Pants should be worn at the waist.
- Shorts and skirts should be long enough to reach the top of the knee caps; this is also the case for slits in skirts. If leggings are worn, leggings must reach the top of the knee caps and the shorts or skirt must be below the fingertips when arms are fully extended.
- Leggings/jeggings/skinny jeans may be worn under appropriate length skirts/dresses, but are not permitted to be worn independently.
- Clothing should not be excessively loose or excessively tight or revealing.
- Undergarments must be worn and should not be visible.
- Visible tattoos are not allowed.
- Exposed body piercing is prohibited (other than on ears of girls).
- The wearing of sleepwear is not allowed. Blankets are not permitted during school hours.
- Hats, caps, bandanas, sunglasses, and/or hoods may not be worn during the school day.
- All clothing should be in good repair, with no visible rips or tears.
- Athletic attire may not be worn during school hours. This includes sweat pants and shorts.
- All writing and logos on clothing must be in good taste.
- Military issued clothing is not allowed.
- Hair must be kept neat, clean, and well-groomed. Hair must be kept out of the eyes and of natural color.

The administration reserves the right to require a student to change any clothing that detracts from the learning environment and/or the philosophy of the school.

All dress code standards apply on campus and at Western Mennonite School events, including sporting events, field trips, choir tours, and social events. Students participating in sports practices, games, dorm recreation, or P.E. may wear athletic shorts. After school dress code while attending Western Mennonite School events will follow the above dress code with the following exceptions:

- Athletic shorts
- Hats
- Sleeveless shirts that do not reveal anything but the arms

Exceptions, within reason, may be granted for the purpose of displaying school spirit at appropriate events, and in the case of gowns at a formal event. It is our desire that students arrive at school dressed in a manner that conveys a mindset of taking school seriously, having a general appearance that conveys a mindset of caring about how one looks, and carrying one's self in a manner that portrays self-respect.

Students who are found to be in violation of the Western Mennonite School dress code will be asked to change into appropriate clothing which may cause them to be sent home (time spent outside of class by students to correct dress code violations will be unexcused). The administration reserves the right to determine the appropriateness of a student's dress at any time.

### **Student Hours**

All day students are to leave campus by 6:30 p.m. or 30 minutes after an on-campus evening event ends unless special arrangements are made and permission is obtained from the Dorm Director.

### **Telephone Calls**

Students will not be called to the telephone during school hours unless there is an emergency. Important messages will be delivered to the student and/or their mailbox. If a student needs to make a personal call during the school day and doesn't have access to a cell phone they may request use of the office telephone. Personal calls should only be made during breaks, between classes, and over lunch.

### **Electronic Devices**

Electronic devices are to be turned off during the school day. These items can only be used during a class period with the direct permission of a faculty or staff member. Failure to comply will result in the device being confiscated and turned in to administration to be held for a period of time. This period of time will be determined at the discretion of the administration.

Electronic devices used outside of the school day but on school property or at a school sponsored event must have appropriate content on them. Failure to comply will result in the device being confiscated and turned in to administration to be held for a period of time. This period of time will be determined at the discretion of the administration. Repeat offences will result in the student not being allowed to have a device on campus. Faculty/staff and administration can search devices at their discretion.

Personal computers may be used during the school day but only for school work. Computers must have appropriate content on them. Failure to comply may result in the device being confiscated and turned in to administration to be held for a period of time. This period of time will be determined at the discretion of the administration.

### **Backpacks and Gym Bags**

In accordance with fire regulations the hallways must be kept clear of all bags and other items at all times. Non-compliance could result in the bag being moved by administration and could result in disciplinary measures. All students are expected to not move or search anyone else's belongings.

### **Conduct on Buses**

Students who ride school-owned buses to school-sponsored activities will be notified of the rules and regulations governing their conduct. A student who disobeys the requests of the driver or chaperones will be reported to an administrator. The privilege of riding the bus may be suspended. Students who ride Salem/Keizer buses will adhere to Salem/Keizer's rules. Any violation of Salem/Keizer's rules may result in disciplinary action by WMS as well.

### **Vehicles on Campus**

Students who use personal vehicles for transportation to and from school are expected to comply with the following regulations, which are for the protection of the entire school community:

- Register with the main office the car(s) they bring to school.
- Once students arrive at school they are to park their vehicle neatly and in designated areas and leave it until the end of the day. Students who need to access their vehicle during the school day must get a pass from the student services office.
- Vehicles are not to be driven during the school day except by special permission from the administration.
- Students involved in after-school activities are not to move their vehicles until the activity is over and they leave campus.
- The administration reserves the right to revoke the privilege to bring a vehicle on campus in the case of serious and/or repeated violations of safety and use.

### **Campus Speed Limit**

The campus speed limit is **10 miles an hour**. Please drive safely.

# INTERNATIONAL STUDENT INFORMATION

## SEVIS/Other Required Documents

All International Students must provide the following prior to beginning classes at WMS:

- Official/Translated Transcripts for all schools attended (grade 9 and above)
- Enrollment Form (signed and completed)
- Financial Agreement
- Tuition Fees
- Proof of Bank Account Balance (certificate of deposit)
- School Sports Physical (if planning to participate in a sport)
- Completed Immunization Record
- Valid Passport
- Valid F-1 Visa and I-94
- Signed, Stamped I-20
- Signed Contracts Found In Registration Packet

It is the student's responsibility to assure that all SEVIS documents are kept current; any documents due to expire soon need to be renewed prior to the expiration date. Students need to get I-20 signed yearly (prior to leaving the school) for re-entry into the United States.

## English Proficiency

Full English proficiency is not a requirement for admission to WMS. Improving English proficiency is an important part of the International Program at WMS. Because of this, International Students are required to speak, read, and write in English during school hours and during most of their non-school hours. Limited time will be allowed for communicating in their native language during non-school hours. Failure to speak in English may result in disciplinary action by the Administration, Faculty, or Dorm Staff.

## SLEP Testing/English Class Placement

All new International Students will be tested for English Proficiency during the first week of school in order to determine English class placement. Students testing below a 50 on the SLEP will be placed in ESL English first semester. Students testing between 50 and 55 are encouraged to take ESL English in addition to their regular English course. Students in ESL class will be tested at the end of each semester in order to determine the next semester's English class placement. Exceptions to this policy may be made by the International Director and Principal.

## TOEFL Testing

All International students are encouraged to take the TOEFL iBT English proficiency test each year to give them the best opportunities for college admission. Grade 9 and 10 will be for "practice" only, and grade 11 and 12 scores may be used to submit with college applications. This also helps to determine each student's progress toward English fluency.

## PSAT/SAT/ACT Testing

Students will take the practice SAT (PSAT) in grades 9, 10, and 11 in order to be well prepared for the SAT in grade 11 and 12. It is highly recommended that the SAT and ACT examinations are both taken in grade 11 and 12 as many universities require international students to take both TOEFL and ACT or SAT as part of their application process.

## Credit for Proficiency

International students who enter WMS without two full years of high school credit in their first language are encouraged to take the SAT Language with Listening exam in the fall of their Junior year. Two years of high school credit will be granted to students who meet minimum proficiency score. This credit is awarded a "Pass" grade, which is not calculated into the cumulative GPA.

# SCHOOL CONTACT INFORMATION

## Office Hours

Monday – Friday: 7:45 a.m.–3:45 p.m.

## Office Contact

Main Office Phone: 503-363-2000

Fax: 503-370-9455

Email: [dora@westernmennoniteschool.org](mailto:dora@westernmennoniteschool.org)

Website: [www.westernmennoniteschool.org](http://www.westernmennoniteschool.org)

## To Report Absences or Tardies

Sheila Fahndrich: [sfahndrich@westernmennoniteschool.org](mailto:sfahndrich@westernmennoniteschool.org)

## After Hours – Phone Answered by Dorm Staff, Students, or Voicemail

Monday–Friday: 3:45 p.m.–9:00 p.m.

If your call is not answered, follow instructions on the voicemail system to reach faculty, staff and dorm personnel. For student messages, please press 0 and leave a message on the main office voicemail. The messages will be retrieved and delivered the following morning. For direct access to faculty, staff and dorm personnel, please dial 503-371-3612. Follow the phone system directions to speak with the person you are trying to reach or to leave them a voicemail message.

## Administration

Head of School: Paul Schultz

[pschultz@westernmennoniteschool.org](mailto:pschultz@westernmennoniteschool.org)

Principal: Zig Derochowski

[zigd@westernmennoniteschool.org](mailto:zigd@westernmennoniteschool.org)

Dean of Students: Chad Rush

[crush@westernmennoniteschool.org](mailto:crush@westernmennoniteschool.org)

Director of Advancement and Finance: Robby Gilliam

[rgilliam@westernmennoniteschool.org](mailto:rgilliam@westernmennoniteschool.org)

## Board of Directors

Linda Dibble – Board Chair

[dibblefamilyfarm@gmail.com](mailto:dibblefamilyfarm@gmail.com)

Chad Hochstetler

[chadwick.hochstetler@gmail.com](mailto:chadwick.hochstetler@gmail.com)

Stan Oyer – Vice Chair

[oyer@canby.com](mailto:oyer@canby.com)

Eric Martin

[ericm@mennonitevillage.org](mailto:ericm@mennonitevillage.org)

Cheeri Barnhart – Secretary

[sheepfarm@hughes.net](mailto:sheepfarm@hughes.net)

Jerry Roth

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Zach Nicoli – Foundation Board Representative

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Allen Schrock

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Bob Baker

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Delvin Zook

[delvinz@onlinemac.com](mailto:delvinz@onlinemac.com)

# HIGH SCHOOL SUCCESS AND COLLEGE PREPARATION CHECKLIST:

(If you need assistance with any of these activities, please schedule an appointment with the Guidance Counselor)

## **Grade 8**

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- ( ) Begin exploring potential careers, majors, and colleges; select one career and major to explore further.
- ( ) Develop strong study habits; take good class notes and review notes/quizzes when preparing for exams; use your planner.
- ( ) Attend Mennonite College Fair (on campus); talk to Admissions Reps to learn about college life, majors, and admissions criteria.
- ( ) Meet with Guidance Counselor and Parents to set goals, develop 4 year plan, and make a smooth transition into high school.
- ( ) Create an e-mail account for all college preparatory activities; try something new this summer.

## **Grade 9**

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- ( ) Review 4 year plan with Guidance Counselor during fall registration.
- ( ) Start tracking honors, awards, volunteer, leadership, and co-curricular activities.
- ( ) Attend National Christian College Fair (in Portland); explore colleges and potential majors.
- ( ) Take responsibility for your education; access campus resources if you are having difficulties (tutor, counselor, teacher, etc.); ASK QUESTIONS...it means you are learning ☺
- ( ) Take PSAT and create a College Board account; explore college majors, careers, and AP Potential.
- ( ) Sign up for Guidance Blog and check e-mail once a week; attend advertised college admissions luncheons (on campus).
- ( ) Participate in a summer enrichment program (job, volunteer, class, or travel).

## **Grade 10**

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- ( ) Review 4 year plan with Guidance Counselor during fall registration; ask if SAT Subject Tests are right for you.
- ( ) Continue tracking honors, awards, volunteer, leadership, and co-curricular activities.
- ( ) Attend Mennonite College Fair (on campus); compare and contrast colleges in preparation for National College Fair next year.
- ( ) Attend either Healthcare Careers Conference or Future Engineers Conference or do a Mission Trip.
- ( ) Check e-mail twice a week; attend advertised college admissions luncheons (on campus).
- ( ) Take PSAT, compare results to last year; use College Board account to practice for PSAT/National Merit Scholarship for next year.
- ( ) Register with NCAA or NAIA if planning to play college sports.

## **Grade 11**

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- ( ) Review 4 year plan with Guidance Counselor during fall registration.
- ( ) Continue tracking honors, awards, volunteer, leadership, and co-curricular activities.
- ( ) Attend National College Fair (Portland); compare, colleges and attend financial aid/college scholarship/application workshops.
- ( ) Do college campus visits and select top 5-7 colleges to begin applying for this summer.
- ( ) Get a part-time job or regular, consistent volunteer position.
- ( ) Check e-mail three times/week; attend advertised college admissions luncheons (on campus).
- ( ) Take PSAT in the fall and use results to study for SAT.
- ( ) Take SAT in May or June (ACT is also highly recommended).

## **Grade 12**

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- ( ) Review 4 year plan with Guidance Counselor during fall registration.
- ( ) Take SAT in October (ACT is also highly recommended).
- ( ) Make an academic resume including honors, awards, volunteer, leadership, and co-curricular activities.
- ( ) Get requests in to teachers for letters of recommendation.
- ( ) Complete first college application by mid-October and finish the rest by Thanksgiving (or before if early deadline).
- ( ) Check e-mail five times/week (daily is ideal).
- ( ) Do FAFSA by January 15 (ok to estimate income...don't wait until your parents do their taxes).
- ( ) Do OSAC scholarship application by February 15.
- ( ) Apply immediately for college-specific scholarships once you've been accepted (usually early March).
- ( ) Meet deadlines for local scholarships (most are advertised on Guidance Blog).
- ( ) Visit the colleges that have sent you acceptance letters before you make your final decision.
- ( ) Notify the college you select by May 1<sup>st</sup>, including paying deposit and applying for housing if applicable.