



**STUDENT
HANDBOOK**

2017-2018

HISTORY OF WILLIAM WINLOCK MILLER (OLYMPIA) HIGH SCHOOL

This institution represents one of the oldest public secondary schools in the State of Washington. It first began simply as an extension of the elementary schools of the community. As such, high school classes were taught in the old Central Building, in the first Washington School, and later in such temporary quarters as Columbia Hall and the Olympia Institute Building.

William Winlock Miller High School, Olympia's first building for secondary education only, was erected in 1907. The school was so named in honor of the man whose widow's generous gift of land made possible the site for the institution.

Then located on the present Capitol campus immediately east of the sunken gardens, the building served its purpose well until 1918 when it was destroyed by fire. Because the state had already purchased this land for the Capitol grounds and had made arrangements for an exchange site, in 1919 a new William Winlock Miller High School was built between Twelfth and Thirteenth on Capitol Way.

An auditorium, gymnasium, and more classrooms were added to that building in 1926. However, further expansion within the confines of the area was impossible.

In 1949, a site of forty acres between Carlyon Avenue and North Street was purchased. In 1957, a shop building was completed and occupied by classes.

To build the main sections of the new high school, financing was approved by the electorate in a ten million dollar tax levy in September of 1958. In the November election of the same year, a bond issue for \$1,600,000 was authorized.

Community discussions of the tax issues, as well as the structural plans, preceded each step toward making the new high school a reality. The Citizens' Advisory Committee to the Board of Directors took an active part, as did other committees of citizens appointed by the Board, in studying specific problems. Public meetings provided everyone with an opportunity to view preliminary plans and to offer suggestions.

Construction of the presently dedicated nine-building campus began in October 1958. Classes in the new William Winlock Miller High School were called to order on January 3, 1961.

In September 1996, the voters of Olympia approved a school bond, the major part of which was renovation and expansion funds for William Winlock Miller High School. A Design Team of staff, parents, and community members spent a year meeting weekly and visiting numerous new and renovated high schools. William Winlock Miller's High School's major renovation began in the summer of 1998. The project added 64,000 square feet and extensively renovated the existing buildings. The theme for this time of transition was "The new three R's—Revitalize, Remodel, Renew—Building for the 21st Century."

OLYMPIA HIGH SCHOOL

We, the Olympia High School Community, are dedicated to personal excellence and responsible citizenship.

Vision Statements

- Graduating students will be responsible, competent, and contributing members of society who are prepared to lead successful lives.
- The primary role of teachers will be to facilitate and inspire student growth.
- Teachers will be competent, valuable professionals who work collaboratively to provide supportive, student-centered instruction.
- The curricula will be intentional, diverse, relevant, and dynamic.
- The administration will consist of supportive, consistent, strong leaders focused on student learning.
- Discipline issues will be handled respectfully, swiftly, consistently, and fairly.
- The most important criterion for measuring our success will be the achievement of our students and graduates.
- Our school will be recognized in the community as a provider of quality instruction based upon respect, achievement, and integrity.

Values

- Olympia High School will be recognized in the community as a school based upon respect, achievement, and integrity.
- We will work collaboratively to develop instructional strategies, design methods of assessment, pursue professional development, and advance the vision of the school.
- We value life-long learning, commitment to community involvement, and quality work.
- Graduating students will be responsible, competent, contributing members of society who are prepared to lead successful lives.
- The administration will support a productive learning environment.



“THE OLYMPIA WAY”



In Olympia High School, teachers:

- Treat students, parents, staff, and administration with respect and dignity
- Provide support for students needing additional help
- Differentiate instruction to meet the needs of all students
- Frequently communicate with students, parents, staff, and administration in a clear professional manner
- Actively engage students from bell-to-bell
- Provide regular feedback to students on behavioral and academic growth and achievement
- Develop a positive classroom atmosphere that encourages student interest and involvement
- Nurture and maintain positive student relationships
- Demonstrate flexibility and the ability to handle difficult situations
- Utilize formative and benchmark assessments to gauge student understanding of learning objectives
- Exhibit an enthusiasm and positive attitude
- Collaborate with colleagues to achieve school and district goals
- Create opportunities to build rapport with colleagues
- Utilize effective questioning techniques to develop student’s critical thinking skills and metacognition
- Engage parents and/or community support and participation in the instructional program
- Support a team spirit with all staff and students
- Take pride in being an Olympia Bear

In Olympia High School, students:

- Treat staff and peers with dignity and respect
- Embrace the differences in others
- Have high expectations for themselves and the school
- Take pride in their work and their school
- Understand that effort equals accomplishment
- Judge behaviors by the appropriate time, place, and manner
- Demonstrate excellence
- Honor themselves, their family, their community, and their school
- Take pride in being an Olympia Bear

OHS Student Policies and Information

504 Accommodations

Students needing a 504 Accommodation Plan (Section 504 of the Vocational Rehabilitation Act of 1975 and the Americans with Disabilities Act of 1990) will meet with the 504 staff to determine eligibility, and develop appropriate learning accommodations with the classroom teachers.

Academic Honesty Code

Olympia High School requires all students to demonstrate honesty and to abide by ethical standards in preparing and presenting materials, as well as in testing situations. Grades should reflect the student's own work in the fairest possible way. Academic dishonesty, cheating or plagiarism involves an attempt by the student to show possession of a level of knowledge or skill that he or she doesn't possess. It involves any attempt of a student to substitute the product of another, in whole or in part, as his or her own work. It also includes theft, possession, or unauthorized use of any answer key or model answers.

Violation of the Olympia High School Academic Honesty Code will be subject to disciplinary action up to and including suspension. This policy covers all school-related tests, quizzes, reports, class assignments, and projects both in and out of class.

Cheating includes but is not necessarily limited to:

- Copying/Sharing Assignments

- Copying or giving an assignment to a student to be copied, unless specifically permitted or required by the teacher

Cheating on Exams, Paper or Projects:

- Using, supplying or communicating in any way unauthorized material including textbooks, notes, calculators, any other electronic devices, or computer programs during an examination or on a project

Forgery/Stealing:

- Unauthorized access to an exam or answers to an exam

- Sabotaging or destroying the work of others

- Use of an alternate, stand-in or proxy during an examination

- Alternation of computer and/or grade book records or forgery of signatures for the purpose of academic advantage

Plagiarism*

- Plagiarism or submission of any work that is not the student's own

- Submission or use of falsified data or records

*Plagiarism is copying another's work and submitting it as if it were the original work of the student. Whether the source is copyrighted or not, printed or recorded, or a paper used by another student, if it is used without recognizing the source, plagiarism exists. Academic honesty and respect of copyright laws are also required in use of computer information downloaded from another source.

The following could be given to students or posted in classrooms to clarify the cheating policy.

Cheating Includes But Is Not Necessarily Limited To:

- Exchanging answers or assignments (either given or received verbally or nonverbally) with others. These include exchanging answers by printout, disk or CD transfer, modem, or other electronic or recorded means and then submit it as “original” work.
- Using hidden reference sheets during a test, including formulas, codes, and key words on your person or objects for use in a test.
- Using programmed material in watches, calculators, other electronic devices, or computer programs when prohibited.
- Submitting someone else’s assignment as your own, in whole or part.
- Submitting material (written or designed by someone else) without giving credit to the author/artist and/or source (e.g., plagiarizing or submitting work done by family, friends, or tutors).
- Taking credit for group work when little contribution was made.
- Not following additional specific guidelines on cheating as established by a department, class or teacher.
- Stealing tests, answers, or materials, or having unauthorized possession of such materials.
- Sabotaging or destroying the work of others.
- Submitting the same work in more than one course without the knowledge and approval of the teachers involved.
- Not following the guidelines specified by the teacher during a test (i.e., talking), or for a “take-home” test or exam.

Methods of Handling Cheating

There must be clear objective evidence of cheating for this policy to be used.

There must be NO REASONABLE DOUBT.

Teachers are to follow the discipline step process.

Please consult with an administrator if you have questions or concerns.

OHS Academic Honesty Code Discipline Policy

TYPE OF OFFENSE	STEP 1	STEP 2
Copying/Sharing Assignments Plagiarism or Cheating on Exams, Quizzes, Papers or Projects	<ul style="list-style-type: none"> • Teacher notifies parent • Student subject to reduction in grade • And/or disciplinary action 	<ul style="list-style-type: none"> • Teacher notifies parent • Student may be subject to removal from class • And/or failing grade
Forgery/Stealing	Referral to Administration for Suspension (short or long-term)	

ASB Cards

This card admits students to all home athletic contests and concerts. Students participating in athletics are required to purchase a card. Cards may be purchased at the ASB office.

Attendance

Our Belief

Daily attendance in each of our classes is vital for successful learning. Except for medical or legal reasons, we expect our students to be in class and actively participating in the instructional process. Parents are encouraged to make medical appointments outside the regular school hours.

Assemblies

Attendance at assemblies is required unless the administration announces otherwise prior to the event.

Attendance Statement

A teacher may include punctuality and/or attendance in determining student's participation grades, provided written explanation of the grading system is given to each student at the beginning of each semester or when a student enrolls in class. The explanation must include the percentage of the final semester grade affected by punctuality and/or attendance.

Becca Bill

We follow the truancy guidelines as required by the State of Washington. A petition can be filed with juvenile court alleging a violation of **RCW** 28A.225.010 (the Becca Bill).

Extended Absences

If an absence will be for three (3) or more days, in addition to advance telephoning, it will be necessary for the student to pick up an EXTENDED ABSENCE FORM in the Attendance Office, have it first signed by the Dean of Students, and then have it signed by all of his/her teachers for notification purposes and returned to the Attendance Office before leaving.

First Period

1. Students tardy to class must go directly to the Attendance Office upon arrival, sign in and receive an "Admit to Class" slip. Signing in does not excuse a student. A parent must still call the Attendance Office to excuse an absence or tardy (see below).

Hall Passes

Students who leave a classroom to contact a counselor, nurse, etc., should have a hall pass and be required to return it signed to the teacher who issued it. Students in the corridors without a pass are subject to discipline.

Illness at School

Students becoming ill during the school day must report to the nurse's office. If it is necessary for the student to go home, the nurse will contact the parent or guardian.

Late Arrivals Students

Students who arrive to school late should always sign in at the Attendance Office. Make sure your late arrival was cleared

Leaving Campus During School Days

When it becomes necessary for a student to leave campus for dental or medical appointments, etc., the parent or guardian must call the Attendance Office in advance. Students must sign out before leaving and sign in upon returning. Students must be excused by a parent or administrator before leaving.

Student Classroom Attendance Discipline Procedures

OHS has a progressive attendance procedure for all students. It is a four-step process that includes:

- Automated phone calls go home every evening for unexcused absences.
- Step 1 - 4 unexcused periods - The attendance office makes personal phone calls home.
- Step 2 – 7 unexcused periods - One day of lunch detention is assigned. One of the student's teachers contacts parent or guardian.
- Step 3 – 13 unexcused periods - Lunch detention assigned for current truancy and for all future truanancies. Letter sent home notifying of Step 3.
- Step 4 – 26 unexcused periods or 5 half days of unexcused absence – Conference with student and parent, contract signed, 1st notification of possible Becca Bill procedures.
- Students who show an excessive amount of excused absences may be required to obtain a Doctor's note for any future absences due to illness.

Tardy and Absence Clearance

Students are to have a parent or guardian call the Attendance Office (596-7003) to excuse them on the morning a tardy or absence occurs. Please call by 9:00 AM. Students should personally check their Skyward record when they return to school from an absence to insure their absence has been excused. If the absence has not been excused, the student has 48 hours to get the absence cleared. (See Attendance Secretary for help.) With a large number of students each having up to six teachers, record keeping becomes untenable when clearing absences days after the fact, therefore, absences will not be excused beyond the 48 hour deadline. It is the student's responsibility to clear absences and to do so within the time allowed. The school administrators shall determine if an absence is to be excused.

Teacher Assistants

As are required to abide by all attendance regulations. They should also carry "hall passes" while working for school personnel.

Unexcused Absences

Any absence without the permission of a teacher, administrator, or a parent will be considered unexcused. No make-up work will be allowed as the result of an unexcused absence.

When students are assigned to attend ISS (In school Suspension), or the LOC (Learning Opportunity Center)—attendance is mandatory.

Unexcused Tardies

- An unexcused tardy in excess of 10 minutes will constitute an unexcused absence.
- Teachers may follow the 3 step discipline procedure below for every 3rd tardy to class
- Step 3 of the discipline procedure for tardies will be referred to the Dean of Students for a meeting with student and/or parents and setting up a plan for improvement.

Closed Campus

Olympia School District has a closed campus policy requiring all students to remain on the school grounds from time of arrival until officially excused. Students are expected to respect this policy. Students who are not excused to leave campus are subject to discipline, suspension, or expulsion.

Counseling Center

The counselors at Olympia High School direct special concern to the academic, social, and personal development of each student. Counselors are available to help in planning for the future, whether it is, college, vocational training, or employment, with immediate emphasis on a successful high school experience. The counseling staff works closely with teachers and other faculty members and welcomes contact with parents. Counselors strive to make the Counseling Center a place where students feel comfortable in coming with questions or concerns of any kind. Please refer to the OHS web site for a current Counseling Center staff directory as well as other helpful and important information about class registration, graduation requirements, grading policies and career planning.

Dances and Games

Only students with high school ASB cards, or those with school identification cards will be admitted to dances. Students who leave during the dance may not return. Students may bring non-OHS students as guests to formal dances. The guests must be cleared in advance through the administrative office.

Discipline

OHS has a three-step discipline process that includes the following:

First infraction:

Teacher warns the student.

Step 1:

Teacher contacts parent and student is sent to ISS (In School Suspension room) for one day during that class period.

Step 2:

Teacher contacts parent and student is sent to ISS (In School Suspension room) for three days during that class period.

Step 3:

Teacher may recommend that student be dropped from the class, or remain with a behavior contract. Parent notified by teacher & office. Student remains in I.S.S. until the drop is processed.

Dress Code

Dress code will be enforced in the classroom, halls and other common areas of Olympia High School for clothing that:

- demeans or degrades individuals or groups of people (words, symbols, pictures),
- promotes violence or illegal activity,
- compromises the safety of themselves or others (ex. student wearing sandals in woodshop),
- presents excessive lack of coverage concerns of key areas of the body (ex. half shirt, boxers showing)

For dress code violations:

- The student can either remove the item immediately if it is not a primary piece of clothing (ex. hat, sweatshirt, jewelry).
- If the student has appropriate clothing available to change into, the student may change and return to class.
- If the student cannot make the dress code adjustment, the student should be sent to the main office for further assistance. Parents may bring clothes or the office may offer clothing to borrow as resources allow. (If student continues to violate dress code, OHS discipline progression will follow).

Electronic Devices

Use of electronics in the classroom expectations:

- Follow the posted level for use of electronics
- Use proper resources at right time
- Take initiative to put electronics away without reminder or complaint
- Ignore electronic notifications until after class
- Focus on learning
- Emergency needs communicated to teacher before class

The Electronic use Level poster will be visible in every classroom. Staff will communicate the level of electronic use for their class.

Level 1 = No Electronics

Level 2 = Able To Use For Classroom Activities

Level 3 = Teacher Sets Limitations

Discipline Steps for Electronic Misuse:

1. Verbal Warning
2. Call home to parents and incident documented
3. Lunch detention
4. In-School Suspension
5. Meeting with parents and administrator to develop a plan for consideration of continued electronics at school

Enrollment

Students who have successfully completed 8th grade at Reeves or Washington Middle Schools are automatically enrolled at OHS. Students who are new to the district must make an appointment to enroll by contacting the counseling center.

Out-of-attendance area students will be considered for enrollment if space is available. Students should sign up on a waitlist that will start at the beginning of May. An inter or intra-district transfer must be completed. Out-of-attendance area students will be dropped if attendance, academic or behavior issues arise. Students who have been enrolled via falsified enrollment information will also be dropped.

OHS Fight Song

Fight, fight, fight
For Olympia High
Win that victory
We're going to
Fight, fight, fight
For the BLUE and WHITE
You do your best BEARS
And we'll do the rest....so
On on on on on till the end
With honor and glory
We will win...we will win
So FIGHT, FIGHT, FIGHT
For Olympia High and
VICTORY
O-L-Y-M-P-I-A H-I-G-H S-C-H-O-O-L B-E-A-R-S Go Bears!!

Finals

Final exams are scheduled for the last three days of each semester. Students and their families should not plan on being absent from school during those days. Early finals are NOT given at OHS. Students who have an excused absence during finals will be allowed to make up any missed final exams at a later date.

Grade Appeal Process

To appeal a grade a student initiates a conference with the teacher. If the issue is not resolved, the student appeals to the Department Head who arranges a conference with the teacher. If the issue is still not resolved to the student's satisfaction, the student may appeal to the Principal. The appeal process must be initiated before the end of the consecutive semester.

Grading System

The following grading system is used at Olympia High School

A = 4.0	A- = 3.7	B+ = 3.3	B = 3.0	B- = 2.7	
C+ = 2.3	C = 2.0	C- = 1.7	D+ = 1.3	D = 1.0	F = 0

Graduation Policies

Eligibility to participate in the commencement ceremony:

In order to walk with their class in June, seniors must be enrolled in the proper number and type of courses by April 1 of their senior year, and must maintain satisfactory progress in classes and other mandated activities, which will satisfy all graduation requirements. Summer school credits for seniors may not be planned to establish a student's eligibility to walk in the graduation ceremony.

Health Room Procedures

- Students should check in with their teacher first and come from class with a note or pass. If the student comes at the very end of lunch we may request they go check in with their next teacher. There are some exceptions for nosebleeds or vomiting, for example.
- A student may rest for 15-20 minutes, then return to class.
- Vomiting or fever over 100 degrees are required for HR staff to excuse students with doctor's note or Becca designation. With vomiting or fever over 100, HR staff recommend any student should go home.

- When a student calls their parent to pick up, they must wait in health room until the parent comes in, or have the parent talk to HR staff to excuse them to wait by the door. When a student is driving home, HR staff must talk to a parent or emergency contact before excusing the student.
- We don't allow student visitors to patients in the Health Room, and information about a patient is confidential.
- We can't give any medication to a student unless we have both parent and doctor's authorization. A student may call a parent to bring medication to school and the parent can give the meds directly to the student.

Honor Grad Eligibility

In order to be considered an Honor Graduate, a student must have a 3.5 overall Grade Point Average (GPA) through the 7th semester and be enrolled in classes necessary to complete all OHS courses required for graduation.

Individualized Education Plan (IEP) Department

Students who have special needs will meet with the special education staff to develop an individualized educational plan.

Lockers

Students should not leave valuables in their lockers. Lock combinations are changed each year on the lockers, but this does not guarantee the safety of valuables. If a student has trouble with his/her locker, he/she should see the head custodian.

Lost and Found

Lost articles should be reported to the front reception desk. Found articles must be turned in to the office immediately.

Medication at School

Students should take all medication at home. If any student has to take medication at school, the following conditions are required:

1. Oral medication to be administered to students by school personnel must be received by school personnel in its original container.
2. A current, unexpired request (dated within the school year) from a physician/dentist along with the signature of parent or guardian must be received to permit administration of any medication. The request must indicate that there is a valid health reason requiring the administration of medication during school hours.
3. The request from physician/dentist must be accompanied by instructions.
4. The medication should be properly identified and a means of safekeeping specified.
5. Students are not to carry medications with them while at school. Students subject to allergic reaction from insect stings need to follow the above requirements in providing for administration of medication.

Off-Campus Events

Students at school-sponsored events on or off campus shall be governed by school and district rules and regulations and are subject to the authority of district officials.

Parking Lot

Students will park in the north parking lots adjacent to the gymnasium and stadium parking lot. The south parking lot is reserved for staff and visitors. The circle drive is reserved for non-student guests and visitors only. We do not guarantee the security of cars in the parking lots. Students use the parking facilities at their own risk. Speed limit is not to exceed 10 miles per hour. Students are not to be in the parking lot while school is in session, except when arriving or departing. Cars are to be parked in authorized places only. Unauthorized areas are clearly marked. Students are to park between the white lines only at each parking space. Parking fines are issued for violations of any parking rules.

Public Display of Affection

Public displays of affection are inappropriate in school or at school activities. Offenders will be subject to disciplinary action.

Restitution for Lost, Damaged or Stolen School District Property (Policy No. 5101)

A student who has unpaid fees or fines, or who has lost, stolen, willfully defaced, or destroyed school property may be subject to withholding of progress reports, grades, diploma and/or transcripts until the student, his/her parent or guardian paid the fees, fines or has made restitution for the damages. When the pupil and parents or guardian are unable to pay for the damages, the school district may arrange work in lieu of the payment of monetary damages. Appeals from such decisions shall be heard according to District Policy No. 5101.

Skateboards and Skates

Skateboarding and skating are not allowed on campus.

Senior Status Letter

At the beginning of the senior year, students will receive a Senior Status Letter. It must be signed and returned to the registrar. This notification fulfills two functions: (1) confirms the student's graduation status including possible credit deficiencies; (2) indicates correct spelling of student's name for diploma.

Summer School

Summer school may be conducted for a term of six weeks provided there is sufficient student enrollment. Periods will be two hours and 45 minutes in length. Tuition fees will be charged to defray cost of the program.

Tobacco Products

Students shall not use tobacco products at any time on school property. Disciplinary action and legal sanctions will be imposed.

Transcripts

Students may request transcripts at a cost of \$2.00 each payable at the ASB office. Seniors can receive 10 transcripts for \$5.00. Transcripts can be obtained from the registrar.

Vehicles

All vehicles are to be registered with the school. This may be done in the front office or by contacting the campus security director.

Visitors

People who enter the campus on legitimate business are expected to secure a "Visitor Permit" from the office.

Withdrawal

Withdrawing from school is to be done through the Counseling Center. Students are encouraged to have a final conference with a counselor. All fines must be paid and books returned in order to have your records sent to the new school.