

Glacier Valley High School

"Carving Out Educational Futures"

Program Handbook 2010-2011

Glacier Valley High School
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Glacier Valley High School Staff

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Glacier Valley High School Staff Mission Statement

We will strive to create a safe and respectful learning environment that addresses the needs of each student while providing them with opportunities to improve their skills, become confident self-directed lifelong learners, participate in community service learning activities, and develop a plan for their future.

Glacier Valley High School Student Mission Statement

We the students of Glacier Valley High School will put forth our best effort towards achieving our goals, graduating, and pursuing our future with an open mind, self-confidence, and increased skills.

We will create a quiet, comfortable, and safe working environment while respecting diversity, culture, each other's abilities, and opinions.

We will be responsible for our actions, use our time wisely, encourage others, help our community, and explore opportunities as they come.

Program Expectations

The foundation of the educational program at Glacier Valley High School is “Independent Study”. The program is recommended for mature students who take learning seriously and are both self-motivated and self-disciplined. By entering this program they have chosen to be responsible for their own learning.

Productivity

Students are to be productive in class each and every day. Students are expected to participate in group activities, be on task, and stay focused throughout their learning session. In order to be successful in the program it is imperative that students make efficient use of class time. Students who are disruptive or choose to interfere with the right of others to learn will be asked to leave for the day. Should this behavior continue, the student would lose his/her privilege to attend Glacier Valley High School. The Teaching Staff will determine the hours of attendance at school and when those hours will be accomplished.

Performance

At Glacier Valley H.S. we believe that students learn best when they can learn at their own pace. Therefore, the program is organized on a non-graded continuous progress concept. Students will receive either pass or fail grades, therefore they either earn the credit or they don't. Before advancing in coursework, the student must achieve “mastery” of the material by scoring 80% or better. Students will be expected to submit high quality work, assignments, and projects. Work that does not meet minimum expectations will be returned to the student. Online courses are offered in most subject areas.

Progress

Upon enrollment at GVHS students will receive a credit evaluation which will determine what courses are assigned and also what grade level is assigned (students will be placed according to credits earned, not by years of school attended). For each class assigned a contract will be given for the student to follow. Each student is required to complete a minimum of 2.5 credits per semester (pending approved extenuating circumstances), which will generate 5 credits per school year. A student who expects to stay “on track” for graduation should earn 6 credits (3 credits per semester) per school year. Work not completed by the end of the first semester may be carried over to the next semester, **if** you have been attending regularly and productivity has been evident. No classes will be carried over from one school year to the next. If the student is not progressing in a satisfactory manner, the student will be informed through the weekly meeting process along with a phone call to the parent. If the progress standard is still not being met, the student will receive a written 10 day warning. If the student continues to be nonproductive, they will be exited from the program. Students may work at an accelerated pace if performance is maintained at 80% or better in all subjects attempted. The teacher and paraprofessional are here to assist the student, but the student is the one in charge of their own progress.

Requirements

All students, 10th grade and above, must take the High School Proficiency Exam (HSPE) until all required sections are passed, unless they have passed an equivalent assessment from another state.

Accountability

Full time students at Glacier Valley are required to spend a minimum of **25 hours per week in instructional activities**. For **those with 9+ credits**, this includes 12 hours in class (minimum of 3 hours per day) and 13 hours of personal study at home as per each student's individual learning plan. Detailed documentation on timesheets is to be turned in weekly. Documented time should reflect and support work turned in and academic progress. There is an additional study period available to students of 3 hours on Fridays. This is optional unless a student is making up deficient study hours or an absence. Students who have earned 9+ credits are expected to be in class each school day a minimum of 3 hours per day. Friday school will be assigned per the discretion of the teacher. All missed days must be made up on Fridays. We will not be doing 'contract learning'. Students with less than 9 credits (but more than 4.5 credits) will be assigned 4 hours per class day (Mon.-Thur.). Friday school will be assigned per the discretion of the teacher. Students with less than 4.5 credits will be assigned 5 hours per class day (Mon.-Thur.) and also assigned 3 hours of Friday school. Weekly time sheets are mandatory for all students, if you do not get the 25 hours per week minimum logged, expect to be assigned Friday school and/or additional class hours. We may assign specific class arrival and departure times as warranted.

Extra-Curricular Activities

Students are encouraged to participate in extra-curricular activities at CHS, including Drama, Choir, Band, Clubs, Cheerleading & all varsity sports. In certain situations credits may be earned if permission is obtained in advance from both GVHS and CHS. Students, considered to be eligible according to WIAA standards, will be enrolled in at least 2.5 credits and be classified as "making progress". A student will be considered to be "making progress" as outlined in the student's **Learning Plan**, in conjunction with their **Weekly Credit Achievement** form.

CHS Credits While at GVHS

Students are encouraged to participate in classes at CHS but may do so only with specific permission in advance from both GVHS and CHS. Students who do not fulfill their class attendance requirements at GVHS will not be allowed to participate or attend a CHS class, practice, production or contest on the same day without prior approval from GVHS. Students should always check in at the main office window when visiting the CHS campus.

Termination

A student's enrollment in Glacier Valley High School may be terminated when they do not abide by the Performance, Productivity, Progress, Accountability, Attendance, Behavior and/or Conduct standards. Parents will be notified in writing when a student is withdrawn. Upon termination, it is the parent/guardian's responsibility to meet the state's educational requirements as outlined in State Law, RCW 28A.255.010.

Dropped Students/ Re-enrollment

If a student has been dropped from the program for either lack of attendance or lack of academic progress, they are not eligible to re-enroll in the program until the following semester, provided there is space available.

Service Learning

Students at Glacier Valley are required to have 25 hours of service learning before they graduate. Hours that were done at another high school are acceptable as long as there is

documentation. The hours are to be done for non-profit organizations that are preferably connected to a student's career interest of pathway. Babysitting, working for relatives, or a company without pay does not constitute a non-profit organization.

Student Transfers

The Lake Chelan School District provides Alternative Learning Experiences as an option to better meet the needs of students. Because those needs may change over time, students may be allowed to transfer back and forth between schools based upon the following conditions:

1. Transfer students from Chelan High School to Glacier Valley High School will not be allowed to return to CHS until at least the end of the semester.
2. Students may be allowed to enroll in a class that is not offered at GVHS (if room is available and with teacher's approval both from CHS & GVHS). GVHS attendance requirements must be met in order to earn credit for any off campus classes. Always remember to check in at the main office window each day.
3. Students transferring back to CHS must meet the CHS graduation requirements to receive a CHS diploma.
4. Transfer between schools will be considered on an individual basis.
5. Transfer must be approved by all coordinators and principals involved.

Senior Projects & Senior Exit Interviews

All seniors must have a senior project/portfolio and a senior exit interview before they are able to graduate. The student typically shares their project, before a small committee at the senior exit interview. Notebooks and work from Chelan High School may be included as part of the Glacier Valley High School portfolio. Students must include their plans for the year following graduation.

Parent Involvement Policy

In an effort to ensure effective involvement of parents and to build a partnership for student achievement, we will:

- assist parents in understanding Glacier Valley's academic and achievement standards by disseminating pamphlets and handouts and conducting parent-teacher conferences, parent workshops, and Open House,
- communicate and monitor a student's progress by way of, telephone calls, and academic plans as needed.
- provide opportunities for parents to communicate with the school through open door policy and designated time to meet with principal and/or teachers,
- provide reasonable support for parental involvement activities as parents may request.
- provide opportunity for parent input for school improvement, including parent involvement policy, through direct communication and a parent survey.

Attendance Policy

The Importance of Attendance

Regular attendance is necessary for a quality education and is directly related to success in school. In addition to developing an appreciation for lifelong learning, the students also develop habits of punctuality, self-discipline, and responsibility while attending class. Two of the most important job skills cited by today's employers as essential in their employees are **reliability** and **timeliness**. At Glacier Valley we encourage the development of these skills by requiring 90% mandatory attendance. It is the students' responsibility to be on time for their class session and

avoid being absent unless absolutely necessary. Always sign-in when you arrive and always sign-out before leaving. Each student is expected to stay in class a minimum of three hours unless cleared in advance. Students may, on occasion, be assigned Friday school (times to be determined) and are expected to attend if directed to do so. Students are not allowed to leave class for any reason (this includes lunch and/or breaks) without specific approval in advance.

State Regulations

State Law, RCW 28A.255.010 requires students from 8-18 years of age to attend school. **Regular daily attendance is required by the BECCA law.** Therefore, it is critical to emphasize the importance of regular attendance to the student.

Absences

If a student is absent from school, the student or parent/guardian must call the school on the day of the absence. This phone call must occur no later in the day than the time needed for the student to meet their hour commitments. Example; 1. A student who has a three hour commitment must make the call before noon in order to be in compliance. 2. A student who has a four hour commitment must make the call before 11am to be in compliance. Please let the teacher know if the absence is due to illness, family emergency, or appointment. Students may be asked to justify absences by providing a written note signed by a parent, guardian, or a doctor. **Please attempt to schedule appointments around the class schedule.** Students should inform the staff at Glacier Valley if they have a prearranged absence from school. All time missed because of absences must be made up. Unexcused absences must be made up on the optional Friday within 2 weeks of absence but will remain as unexcused in the records. The Teacher/Coordinator at GVHS will determine if absences are excused or unexcused.

Failure to Notify and call in.

This policy is modeled after the local employer's, both private and public, as it relates to attendance. The following steps will be instituted in relation to the student not calling in when they miss school. These steps will be followed when a student misses school without notification.

Steps

1. (Verbal) Student will be coached on the importance of attendance and the accountability for their actions.
2. (Written) Student will be coached on the importance of attendance and the accountability for their actions. Furthermore, the student will be required to spend five hours a day, which may include being assigned Friday, for a maximum of two weeks, and a minimum of one week.
3. (Dropped) The student will be dropped from the program and may re-enroll at the quarter/semester if room is available.

Excessive Absences

Students attending less than 90% for any reason or students with more than one unexcused absence a month will receive a 10 day attendance warning letter which will be mailed home to the student's parents/guardians. **If attendance continues to fall below this minimum standard the student may be dropped from Glacier Valley High School to allow a student on the waiting list to be enrolled.**

Student Conduct

Appropriate student conduct is expected at all times at Glacier Valley High School. We strive for a safe environment that supports the primary focus at Glacier Valley, which is teaching and learning for all students.

Class Atmosphere

Quiet, productive, and free from disruptions describes the learning environment at Glacier Valley. Students are expected to maintain a “library-like” atmosphere allowing the focus and concentration to be on learning. Students who conduct themselves in a way that interferes with the learning of others will be asked to leave for the day. Should such behavior continue, the students may lose their right to attend Glacier Valley High School.

Music use and the Computer

It is acceptable to listen to music, that you bring from home, on a personal device. You must use your own head phones and the volume must not be such that it can be heard by the person sitting next to you. It is not acceptable to access the computer to listen to music. Students will not access web based sites for music, download music to their file on the server, or in anyway use the technology provided by the school for the purpose of acquiring, distributing, sharing, or listening to music. If a student does access music from their computer the following steps will be followed.

Steps

1. Verbal and Written warning, parents notified, denied access to the computer for the rest of the day.
2. Verbal and Written Notification to parents. Denied access to the computers for no more than two weeks and no less than one week.
3. Terminated from accessing school provided technology and equipment for the remainder of the quarter.
4. Terminated from accessing school provided technology and equipment for the remainder of the year. Student course work at this time will be changed to “Text Driven” vs. “Computer Based” with additional classes assigned to meet the 2.5 credit requirement.

Profanity, Name Calling, & Harassment

The District is committed to a safe and civil educational environment for all students, employees, volunteers, patrons, free from harassment, intimidation, or bullying. “Harassment, intimidation, or bullying” means any intentional written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 9A.36.080(3), (race, color, religion, ancestry, national origin, gender, sexual orientation, or mental or physical disability), or other distinguishing characteristics, when the intentional written, verbal, or physical act:

- *Physically harms a student or damages the student’s property; or
- *Has the effect of substantially interfering with a student’s education; or
- *Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or

*Has the effect of substantially disrupting the orderly operation of the school. Harassment, intimidation, or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral, or physical actions. “Intentional acts” refers to the individual’s choice to engage in the

act rather than the ultimate impact of the action(s). Informal procedures to report and resolve the issue may be made to a staff member. Formal reporting needs to follow specific procedural guidelines set by the district.

*Appropriate language is a key to the success, and future success, of the students at Glacier Valley High School in the classroom and throughout their lives. Inappropriate language and the use of “swear words” will not be tolerated at Glacier Valley High School.

Mutual respect for all is an integral part of Glacier Valley’s philosophy.

Closed Campus

Our campus is “closed” during the school day. Once you arrive at school you are expected to come into the building to start your class. Students are not permitted to “hang out” in or out of vehicles in the parking area in front of the school or across from the school by the community gym. Visitors and friends are not allowed unless specifically cleared in advance. No pets are allowed. **Because students may be seen in the community during school hours due to the shortened attendance policy, they are expected to conduct themselves with the same high standards as are expected in the classroom.**

Dress and Appearance

All glacier students are expected to come to school well groomed and appropriately dressed. In order to provide a safe and focused learning environment, students are prohibited from wearing: ***Revealing Clothing** – including halter tops, midriff skirts, skirts and shorts above mid thigh, exposed underwear-undergarments, and holes in clothing that expose inappropriate body areas. Pants need to be on the waist or hips (not falling off). Students will be asked to change or cover up.

***Inappropriate Messages** – including any obscene language slogans, gang, sexual or drug related messages, or any slogans/signs that may be offensive to others.

***Disruptive or Dangerous Items** – such as chains, sharp, protruding objects attached to necklaces, collars, bracelets, rings or clothing. Sunglasses may not be worn in class. Portable cassettes or CD players with earphones are allowed at the teacher’s discretion. If the teacher can hear the device, the student will be asked one time to turn it down. If they need to be asked again, the device will be taken by the teacher for the day.

Note: Glacier Valley High School reserves the right to determine acceptable dress and appearance.

Campus Upkeep

Glacier students and staff take great pride in the condition of the facility. It is our responsibility to maintain our classroom. Please use the trash cans and recycling bins that are in our classroom and on the grounds. Students are responsible for keeping clean and tidy workstations.

Textbooks

Students are responsible for the care and return of all textbooks and other educational materials issued by GVHS. Failure to return materials following completion of courses or withdrawal from the program will result in a fine.

Telephone Use

Students may use the phone during class breaks for necessary calls only. Please check with the instructor or program assistant prior to using the telephone. Cell phones must be turned off and may only be used during break.

Food and Drink

Students are permitted to eat and drink during break time only or with teacher permission. **No food or drink is permitted at computer workstations at any time.**

Weapons/Explosives

All forms of weapons (including knives) and explosive devices are prohibited on GVHS property. **Any violation of this will result in immediate expulsion and possible criminal charges.**

Any Lake Chelan School District student who is determined to have carried a firearm or to have possessed a firearm on school premises, school provided transportation, or school sponsored activities at any facility shall be expelled from school for not less than one year (12 months) under RCW 28A.600.420, with notification to parents and law enforcement. The Superintendent of the Lake Chelan School District may modify the expulsion of a student on a case-by-case basis under RCW 28A.600.010.

Drugs, Alcohol, and Tobacco

Glacier Valley High school strives to be a “drug free” facility: In accordance with state law (RCW 28.210.310), students attending Glacier Valley will comply with the following School District policies:

1. Never bring alcohol, illegal drugs or drug paraphernalia to Glacier Valley.
2. Never come to Glacier Valley under the influence of alcohol or illegal drugs.
3. Respect the “no smoking/no chewing” policy while you are at school. Smoking is not permitted on or around school grounds. We feel it is important for students at GVHS to be positive role models for the preschool and elementary schools located close by.
4. If a student is suspected of being under the influence of drugs or alcohol they will be sent immediately to the building administrator. The student will then be sent to the hospital for a urinalysis for proving innocence. If the results are positive, the student will have the choice of either a 5 day suspension and a CARE team contract, or a 90 day suspension. Students who refuse to take a UA will have the same choice. The student or the student’s family is responsible for the cost of the UA if the results come back positive.

Vandalism/Theft

Students are expected to respect and care for all property at Glacier Valley High School: tables, chairs, textbooks, restrooms, computers, etc. Students will be held liable for damaging or defacing property associated with GVHS. Willful destruction, defacement of property, belongings, or theft is cause for suspension or expulsion from the program and may result in criminal charges. This includes graffiti of any form.

GVHS Students at CHS

Below is the Chelan Middle/High School Visitors & Guest Policy. Please remember that when you visit CHS, you are a guest. Please enter and exit the main visitors parking area and use the main visitor’s parking lot in the front of the building. Do not enter the rear or side parking areas at CHS. **Always check in at the main office window as soon as you enter the building.**

Chelan Middle/High School Guest Policy

Visitors

The following guidelines are established to permit visitors to observe the educational program with minimal disruption:

- A. All visitors must register at the office upon their arrival at school.
- B. Visitors whose purpose is to influence or solicit students shall not be permitted on the school grounds unless the visit furthers the educational program of the district.
- C. If the visitor wishes to observe a classroom, the time shall be arranged after the principal has conferred with the teacher.
- D. If the purpose of the classroom visitation is to observe learning and teaching activities, the visitor may be asked to confer with the teacher before or after the observation to enhance understanding of the activities.
- E. The principal may withhold approval if particular events such as testing would be adversely affected by a visit. Similarly, if a visitor's presence becomes disruptive, the principal may withdraw approval. In either case, the principal shall give reasons for the action.
- F. If a dispute arises regarding limitations upon or withholding of approval for visits:
 - a. The visitor shall first discuss the matter with the principal;
 - b. If it is not satisfactorily resolved, the visitor may request a meeting with the superintendent.

The latter shall promptly meet with the visitor, investigate the dispute and render a written decision, which shall be final, subject only to the citizen's right to raise an issue at a regular session of the board.

Disruption at School Activities

The following guidelines are suggested as basic security measures to prevent/reduce disruptive activities in the school:

- A. All visitors are required to check into the office upon entering a school building. All entrances must be posted;
- B. Staff members are responsible for monitoring hallways and playgrounds. Unfamiliar persons are to be directed to the office;
- C. A visitor's badge with the current date should be worn conspicuously;
- D. Written guidelines pertaining to rights of noncustodial parents should be readily accessible to direct staff about what to do if a noncustodial parent shows up demanding to :
 - a. meet with the teacher of his/her child;
 - b. visit with his/her child; or
 - c. remove his/her child from the school premises.

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- E. If a visitor is under the influence of alcohol or drugs, is committing a disruptive act or invites another person to do so, the staff member shall exercise the right to order the visitor off school premises. If the visitor fails to comply, the staff member shall contact the school office which may, in turn, report the disturbance to a law enforcement officer.

Student Visitors

All student visitors, including those students enrolled in the district, must have the prior approval of the building principal in order to visit any school in which the student is not enrolled. The above guidelines regarding visitors shall be followed.

Revised Visitor Policy: 03.27.07