

Walden School of Liberal Arts



Secondary School Handbook

What is a “liberal arts” school?

Liberal arts high schools, colleges and universities focus on providing students with a balanced education emphasizing strong literacy and reasoning skills and offering a core in the humanities, mathematics, natural and physical sciences, language and literature, and fine arts. Walden is a college preparatory school and, as such, does not offer many courses typically associated with trade or technical schools. For example, we do not offer driver’s education, metal or wood shop, although we often offer short experiential courses that give students exposure to a wide variety of trades and skills. Students are encouraged to attend MATC their junior or senior year if they would like a broader technical experience. We have a strong academic core and although we are small, by focusing on college prep we are able to offer a wide variety in our English, Social Studies and Science classes. Walden does not offer credit recovery programs, but we will point you to online programs that may meet your needs.

Why the emphasis on expeditions?

Although we want students to succeed academically first and foremost, we believe it is crucial for students to stay in touch with the natural world, to challenge yourself both physically and intellectually, to learn about and travel to unfamiliar places, and to develop an understanding of and empathy for people of many ethnicities and cultures. If you are a student who enjoys exploring the world, Walden will be a good fit for you.

International Baccalaureate

Walden will begin this school year as an International Baccalaureate candidate school, implementing the IB Middle Years Programme for ages 11-16. We will add the Diploma Programme for juniors and seniors in the fall of 2015, but will continue to teach AP classes until that time. IB programs prepare students to live, work, and serve in a global community. Students who choose this curriculum option will be pushed to develop intellectually, emotionally, and ethically. In their junior and senior years, students engage in a broad liberal arts education emphasizing writing, science, social studies, and humanities. Each student conducts original research and writes an extended essay on a topic of interest. The creative action service (CAS) portfolio gives students the opportunity to use their talents and creative energy to develop artistic skills, serve their communities, build strong interpersonal relationships, and establish healthy lifelong physical habits. Students who graduate with an IB diploma are frequently granted a year of college credit and can waive multiple college general education requirements.

What’s different about a Walden Education?

At Walden, we try to infuse all of our classes with experiential learning (field experiences, project work, etc.), Socratic teaching (discussion, questioning, debate) media support (film clips, websites, etc.), and critical thought. Students are asked to read extensively and to write papers in most academic core classes. Students are often given choices about the assignments they will complete to demonstrate mastery.

Walden Administrative Team

At Walden, every teacher takes on a few administrative duties. We try to model democratic and cooperative ideals for our students. Although our administrative network is complex, the following people are happy to help you with questions and concerns in their specific area of expertise.

| | | |
|--------------------|-----------------|--|
| Executive Director | Dr. Lois Bobo | lois@waldenschool.us |
| Assistant Director | Hannah West | hannah@waldenschool.us |
| Associate Director | Sharon Beecroft | sharon@waldenschool.us |
| Registrar | Hannah West | hannah@waldenschool.us |
| CASA | Lexi Corbett | lexie@waldenschool.us |
| Theater Director | Gwen Dutcher | gwendutcher@gmail.com |
| Fine Arts Director | Josh Graham | dontsleep.graham@gmail.com |
| Academic Counselor | Maureen Meyer | maureen@waldenschool.us Secondary Special |
| Education | Lynda Golding | lynda@waldenschool.us |

Board of Trustees

| | |
|-----------------------|----------------------------|
| Chief Admin Officer | Robert Allphin |
| Trustee | Justin Kennington |
| Trustee (CFO) | Randall Hall |
| Parent Representative | Alissa Wheeler |
| Elementary Director | Dr. Lois Bobo (non-voting) |
| Trustee | Diana West |
| Trustee | Randall Hall |
| Trustee | Matt Williams |

Walden High School Instructors

| | |
|--------------------|------------------------------|
| English | Derek Henderson |
| English | Lara Asplund |
| English | Nathan Hauke |
| Social Studies | Mallory Tryon |
| Social Studies | Mike Morrell |
| Mathematics | Joshua Faulkner |
| Mathematics | Jeanette Jones |
| Mathematics | Kim Perry |
| Science | Aaron Clark |
| Science | Kamden Jones |
| Fine Arts | Josh Graham |
| CTE | Kat Webb |
| Physical Education | Aaron Hopkinson |
| Yoga | Monica Nardone & Gygi Koster |
| French | Cheryl |
| Spanish | Jill Highland |

Unique Programs

Service

Service has always been an important part of the Walden experience and is a formal part of the Walden curriculum. To advance each year, Walden students need to serve a minimum of 35 hours (.25 credit). Students can earn this credit during the summer prior to the school year, or during the school year. Please

obtain a service hours form from Sarah, our counselor, and make sure that your hours are recorded and signed by a mentor, parent, teacher, or the representative of the organization you worked for.

Expeditions

At Walden, we value our interactions with the natural world. Expeditions are an important part of the curriculum. High School students agree to participate in the annual Fall Walkabout and at least a few expeditions during their 4 years at Walden.

Walkabout: This 3 to 4-day camping or backpacking trip takes place within the State of Utah. The walkabout is intended to be a challenging experience; we don't always eat or sleep well, but we work hard and always have a great time! High school students backpack through the Wasatch Range or the High Uintas, or in red rock country, such as Escalante.

College Trip: Every October, the seniors are invited to participate in a college-hopping expedition to explore the variety of college and university experiences that is available to them. We also offer Utah State college trips to visit colleges as far South as Southern Utah University and as far north as Utah State University. Walden graduates have attended college across the United States, from Stanford and San Diego State, to Bryn Mawr and Barnard (a division of Columbia). We have had Walden graduates attend every University in the State, including BYU and Westminster.

Wintersession: In late Winter, regular classes are suspended for two weeks and students have the opportunity to participate in a wide variety of specialize classes and expeditions or to design independent learning projects and internships. Students typically earn .50 credit during Intersession. Past Intersession experiences have included a trip to Northern Mexico to study border issues, a trip to Spring City to interview and document the lives of artisans, camping and hiking in Moab, and a wide range of classes, from scuba diving, oil painting, recording & mixing, theater, gymnastics, mock trial, professional writing, gourmet cooking, and many others.

Study Abroad: Every few years, Walden offers a more extensive study abroad experience that runs between three and four weeks in length. This trip is typically preceded by an academic course that immerses students in the history, culture, language, customs and cuisine of the country they will be visiting. In 2013-14, we will be visiting India.

Spring Trips: Each May, students can choose to participate in a 5 to 12 day expedition to a national or international destination. In the past, we have traveled to Mexico, Guatemala, Ecuador, India, Turkey, the Yucatan Peninsula, Bosnia, Serbia, and Vietnam. National trips have included San Francisco, New York, Boston, Washington D.C. and many other, more local expeditions.

Summer Literature & Composition

Each summer Walden gives upper school students the opportunity (okay, so it's required) to read good books and write a quality paper. This year, Walden has adopted a common reading experience: *The Boy Who Harnessed the Wind* (9-12) by William Kamkwamba. Everyone is invited to read the adopted selection, *and* choose an additional book from the list on the website. Of course we hope you read many more books than these—reading is a great escape and is one of the best ways to continue learning and sharpening academic skills over the lazy summer months.

Annual Summer Reading and Writing is mandatory for graduation and completion of the requirement earns a quarter credit (.25) each year. Students can obtain copies of their books from the library, a local bookstore, or Amazon.com. If you need help obtaining a copy, feel free to contact Diana West at diana@waldenschool.us. ***Please do not choose to read a book that you have read previously!***

This year, for the first time, we will have several different options for how you can fulfill your composition requirement. Please check the web page after June 15th for details.

Walden Online Classes

Walden offers a limited selection of blended learning English, Social Studies, Science, Health, PE and Elective classes. These classes allow you to work at your own speed and earn core or elective credit. Walden Online Classes combine the online experience with in-class learning. In most cases, your instructor will be a Walden faculty member who will meet with you several times throughout your course to check your progress and work with you one-on-one. Classes may include field experiences or you may be invited to attend forums or lectures with a group of students who are also taking the course. Walden Online Classes are the only online option you can use that offers personal help from your Walden teachers and allow you to stay on campus and use the school's facilities and resources to complete your work. Your instructor will be available by email, phone, or appointment to assist you when you need help. Please visit the website at www.waldenschool.us and check with Sarah to find out which classes we are currently offering.

UVU. U of U or BYU Classes

Accelerated students are encouraged to supplement their education with summer or evening university classes. University classes can be counted toward Walden graduation. The University of Utah offers a program called High School University designed specifically for high school students. For more information, see <http://web.utah.edu/newstudents/hsup.htm>

Mountainland Applied Technology Courses

MATC provides high school students advanced technical training for high school credit. Students may enroll in MATC programs tuition-free and learn marketable job skills before graduation. Students must be a junior or senior and at least 16 years old. Transportation to and from MATC is the responsibility of the student and parent.

Fees: Students are responsible for applicable fees and will be required to purchase books and other supplies depending on the various program requirements. The fees vary in amount and must be paid by the payment deadline. Fees are generally very reasonable.

Deadline: Classes fill quickly, so it is a good idea to plan ahead and register up to six months in advance. You can obtain an MATC catalog from Sarah.

Sessions: Session 1 at MATC meets daily 7:30 - 10:30 a.m.
Session 2 at MATC meets daily 11:45 - 2:45 p.m.

Credit: MATC courses generally count toward Technology, Practical Art, or Elective credit. Check with your counselor to be sure.

Grades: Final grades are recommended by the MATC instructors. Walden reserves the right to determine the final grade and credit posted on a student's transcript for an MATC class. To receive full credit, a student must complete the entire MATC course and stay enrolled and in good standing at Walden.

Following are some of the courses offered by MATC. See a catalog for the full listing.

Dental Assistant
Medical Assistant
Medical Coding

Medical Office Admin
Medical Transcription
Nurse Assistant

Pharmacy Technician
Physical Therapy
EMT/Firefighter

Veterinary Assistant
Information Technology
Media Design

Business Technology
Carpentry Building
Construction

Culinary Arts
Cosmetology
Welding

Early Graduation

Walden recognizes the fact that many seniors are anxious to move on to new experiences. We are willing to work with students to help them graduate early. Please understand, however, that if you are trying to get into a prestigious post-secondary school or earn scholarship money, you will be best served by taking a rigorous schedule and completing four full years of high school. We can work with you to make sure you have interesting, enriching experiences in your high school years and we can help you find ways to earn some credit off campus your senior year. Talk to us about your options!

To graduate in three years, you will need to earn 9 credits (regular diploma) or 10 credits (honors diploma) each year. This isn't as difficult as you might think. Walden offers a few summer courses, but there are many opportunities, such as summer camps, independent study courses, university classes, etc., that award credit. You will need to inform the school counselor of your plan by early October and complete all Walden graduation requirements and the Senior Portfolio two weeks before graduation to qualify.

Statewide Online Education Program (SOEP)

<http://www.schools.utah.gov/edonline/>

Utah legislation affords eligible students in ninth through twelfth with the option to take up to two high school credits a year of online education as part of their regular schedule. Online courses combined with regular classes may not exceed the number of courses taken during a regular school day. These courses are available at no cost to the student and are funded by withholding state funding from your school/district. Courses may charge class fees that are the responsibility of the student. Fee waivers are available to eligible students. Parents assume the responsibility for students during the release time from the school day.

This program is not intended to serve as credit recovery. If you need to earn missing credit, you will need to work with Sarah to find reasonably priced options. Walden does not have a credit recovery program and cannot fund repeated classes.

The purposes of Statewide Online Education Program are to:

- Provide students with access to online learning regardless of where students attend school.
- Provide high quality learning options for students regardless of language, residence, family income, or special needs.
- Provide online learning options to allow students to acquire the knowledge and technology skills necessary in a digital world.
- Utilize the power and scalability of technology to customize education so that students may learn in their own style preference and at their own pace.
- Utilize technology to remove the constraints of traditional classroom learning, allowing students to access learning virtually at any time and in any place and give students the flexibility to take advantage of their peak learning time.
- Provide personalized learning where students can spend as little or as much time as they need to master the material.

- Provide greater access to self-paced programs enabling high-achieving students to accelerate academically, while struggling students may have additional time and help to gain competency.
- Allow students to customize their schedule to better meet their academic goals.
- Provide quality learning options to better prepare students for post-secondary education and vocational or career opportunities.
- Allow students to have an individualized educational experience.

To begin this process a Course Credit Acknowledgement (CCA) form must be prepared by your counselor or the online provider and submitted to the Utah State Office of Education. Please talk to Sarah to start the process.

Behavior and Discipline Policies

In accordance with Rule R277-609. Standards for School District Discipline Plans, the Walden School of Liberal Arts has developed the following behavioral and discipline policies.

A. Each school district, or school and each charter school shall develop and implement a board approved comprehensive school district, school or charter school plan or policy for student and classroom management, and school discipline. The plan shall include:

- (1) the definitions of Section 53A-11-910;
- (2) written standards for student behavior expectations, including school and classroom management;
- (3) effective instructional practices for teaching student expectations, including self-discipline, citizenship, civic skills, and social skills;
- (4) systematic methods for reinforcement of expected behaviors and uniform methods for correction of student behavior;
- (5) uniform methods for at least annual school level data-based evaluations of efficiency and effectiveness;
- (6) an ongoing staff development program related to development of student behavior expectations, effective instructional practices for teaching and reinforcing behavior expectations, effective intervention strategies, and effective strategies for evaluation of the efficiency and effectiveness of interventions;
- (7) policies and procedures relating to the use and abuse of alcohol and controlled substances by students;

(8) policies to define, prohibit, and intervene in bullying, including the requirement of awareness and intervention strategies, including training for social skills, for students, parents, and school staff. The policies shall:

Goals and Objectives

The Walden School of Liberal Art's main focus is on fostering student passion for learning and life, for providing the highest academic, social and emotionally safe and progressive setting possible, and for assisting student education and growth in any way possible. Sometimes the most effective and most positive means and methods for providing this education and growth, and for maintaining a safe and secure setting for teachers and students where both can learn, is to help students through disciplinary methods and actions. We believe in using the least amount of action necessary to solve problem, and to have the student integrally involved in the process.

Discipline should always been undertaken with a primary concern for a student's well being and learning. It is necessary to establish basic guidelines for disciplinary actions to safeguard both student and teacher; however, these guidelines are designed with utmost flexibility, as teachers realize that varying methods are needed for different students. Discipline is organized and arranged so as to allow the student to take responsibility and to solve the problem as often and as realistically as possible. Within this realm, basic framework exists for handling most discipline problems, giving special emphasis to the teaching and practice of self-discipline, citizenship skills, and social skills.

Contraband Items

The following items are not allowed at school. Please don't let your student bring them:

- Skate Boards
- Game Boys or other Electronic Games
- Weapons of any kind—toy or real
- Computer Games (Even if you bring your own computer, you may not play games at school. Your computer will be confiscated if you do.)
- Cell Phones (unless they remain in a backpack or purse during classes).

Corporal Punishment

Walden administration, faculty and staff are strictly prohibited from using any form of corporal punishment, including but not limited to hitting, pushing, shoving, grabbing, and pulling. As per section 53A-11-801-805, physical restraint is to be used only in circumstances where the safety of the child, the adult, or of other students appears to be in jeopardy. If a parent or guardian feels that a student has been inappropriately disciplined, the incident should be brought to the attention of the school director. If the issue is not resolved satisfactorily, it should be brought to the attention of the Walden Board of Trustees. If it is not resolved at this level, the USOE legal department should be contacted. Walden will make every effort to ensure that any accusation of corporal punishment will be thoroughly investigated and disciplined according to

state statute. Employees will have access to an appeals process under state statute.

Evaluation Process

The Walden Board of Trustees will evaluate these behavioral and discipline goals and objectives annually in its June/July board meeting.

Staff Development

All teaching, administrative, and office staff will be required to participate in an annual professional development related to student discipline, self-discipline, good citizenship, and social skills. Staff will work together to develop and refine school policies that promote a positive emotional, social and learning environment at Walden.

Grounds for Suspension or Expulsion from Walden

Although Walden treats each incident as a unique situation, State statute 53A-11-904 provides the Board of Trustees with the authority to suspend or expel a student for any of the following actions.

- frequent or flagrant willful disobedience, defiance of proper authority, or disruptive behavior, including the use of foul, profane, vulgar, or abusive language;
- willful destruction or defacing of school property;
- behavior or threatened behavior which poses an immediate and significant threat to the welfare, safety, or morals of other students or school personnel or to the operation of the school;
- possession, control, or use of an alcoholic beverage as defined in Section 32A-1-105;
- behavior which threatens harm or does harm to the school or school property, to a person associated with the school, or property associated with that person, regardless of where it occurs; or
- possession or use of pornographic material on school property.

A student must be suspended or expelled from Walden if any of the following violations affect another student or a staff member, or any serious violation occurs in the school building, in or on school property, or in conjunction with any school activity, including:

- the possession, control, or actual or threatened use of a real weapon, explosive, or noxious or flammable material
- the actual or threatened use of a look alike weapon with intent to intimidate another person or to disrupt normal school activities; or
- the sale, control, or distribution of a drug or controlled substance as defined in Section 58-37-2, an imitation controlled substance defined in Section 58-37b-2, or drug paraphernalia as defined in Section 58-37a-3; or
- the commission of an act involving the use of force or the threatened use of

force which if committed by an adult would be a felony or class A misdemeanor.

Weapons

A student who commits a violation involving a real or look alike weapon, explosive, or flammable material shall be expelled from school for a period of not less than one year subject to the following:

- (a) within 45 days after the expulsion the student shall appear before the Board of Trustees, accompanied by a parent or legal guardian; and
- (b) the Board of Trustees shall determine what conditions must be met by the student and the student's parent for the student to return to school and if it would be in the best interest of both the school and the student, to modify the expulsion term to less than a year, conditioned on approval by the Board of Trustees, giving highest priority to providing a safe school environment for all students.

A student may be denied admission to Walden on the basis of having been expelled from that or any other school during the preceding 12 months.

A suspension or expulsion under this section is not subject to the age limitations under Subsection 53A-11-102(1).

Walden is required to prepare an annual report for the State Board of Education on:

- (a) each violation committed under this section; and
- (b) each action taken by the school district against a student who committed the violation.

Drug & Alcohol Abuse

Walden shall review specific policies and procedures relating to the use and abuse of alcohol and controlled substances annually. As of August 1, 2007, those policies are as follows:

When a student is discovered to have abused alcohol or drugs on school grounds, the following consequences apply:

On a first offense, disciplinary action is administered at the discretion of the school director and local law enforcement may be called. A 3 to 45 day suspension will be administered, depending on the severity of the offense.

On any subsequent offense, the student is invited to participate in a disciplinary action court, where the Board of Trustees will consider expulsion from the school. The student is invited to bring parents, and legal representation if necessary.

In 2002, the Supreme Court granted schools the legal right to administer random drug tests to students. Walden reserves the right to administer random drug testing to our students. In general, we exercise this option only in situations where students have engaged in substance abuse or other illegal behavior.

Bullying

Walden shall conduct annual staff training review specific policies and procedures relating to define, prohibit, and intervene in bullying, including the requirement of awareness and intervention strategies, including training for social skills, for students and school staff. The policies shall:

- (a) provide training specific to overt aggression that may include physical fighting such as punching, shoving, kicking, and verbal threatening behavior, such as name calling, or both physical and verbal aggression or threatening behavior;
- (b) provide training specific to relational aggression or indirect, covert, or social aggression, including rumor spreading, intimidation, enlisting a friend to assault a child, and social isolation;
- (c) provide training specific to cyber bullying, including use of email, web pages, text messaging, instant messaging, three-way calling or messaging or any other electronic means for aggression inside or outside of school;
- (d) provide for student assessment of the prevalence of bullying in schools/school district, specifically locations where students are unsafe and additional adult supervision may be required, such as playgrounds, hallways, and lunch areas;
- (e) complement existing safe and drug free school policies and school harassment and hazing policies;
- (f) include strategies for providing students and staff, including aides, paraprofessionals, and coaches, with awareness and intervention skills such as social skills training;
- (g) include strategies to provide for necessary adult supervision;
- (h) be clearly written and consistently enforced;
- (g) include parents, community council and other community members in policy development, training and prevention implementation.

Walden shall review specific policies and procedures relating to bullying annually.

Behavior & Classroom Management

Walden shall develop written standards for behavior and class and school management, including consequences for appropriate and inappropriate behavior. The standards shall be developed by administration, instruction and support staff, students, parents, and community members in such a manner as to create widespread understanding and a sense of participation, ownership, support, and responsibility.

All discipline policies and procedures, including notice to parents and students and student due process, shall be in accordance with the law. R277-609-4. A continuum of intervention strategies shall be made available to assist students whose behavior in school is repeatedly short of reasonable expectations. Earnest

and persistent effort shall be made to resolve individual discipline problems within the least restrictive school setting.

Reportable Incidents

In most instances, Walden faculty and staff must report violations of school behavioral policy to the school director and/or the school counselor.

The following incidents must be recorded on an official school incident report form and submitted to the school counselor or director on the same day the incident occurred, preferably immediately following the incident.

- 1) Bullying
- 2) Vandalism
- 3) Theft
- 4) Possession or use of an illegal substance
- 5) Truancy
- 6) Physical abuse
- 7) Threatening behavior or language
- 8) Extremely disruptive behavior
- 9) Vulgar language
- 10) Fighting
- 11) Sexual misconduct

The school director is required to involve local law enforcement in the event that a crime has been committed, but can use discretion to decide whether or not to press charges if the infraction is minor and is a first offense. All incident reports must be made available to the parent(s) of the student involved. All reportable offenses must be recorded on the annual Utah State RISEP report.

The following incidents may be dealt with on a teacher/student or staff/student basis if the incident is uncharacteristic of the offending student,

- 1) Unkind interaction with other student or faculty member.
- 2) Minor theft of school property (pencils, milk, etc.)
- 3) Mildly inappropriate language
- 4) Mildly disruptive behavior
- 5) Rambunctious or unsafe behavior
- 6) Disregard for classroom or school rule.

Suspendable Incidents

The following incidents may result in a suspension from school for 1 to 45 days, depending on the severity of the infraction. If a student is suspended 3 times in one year, the Board of Trustees will convene to decide if that student may continue at the school or is a candidate for expulsion.

- 1) Bullying
- 2) Vandalism
- 3) Theft
- 4) Possession or use of an illegal substance
- 5) Physical abuse or harm to another student or staff member.

- 6) Threatening behavior or language
- 7) Disruptive behavior
- 8) Vulgar language
- 9) Fighting
- 10) Sexual misconduct

Causes for Expulsion

Dismissal from school on a semi-permanent to permanent basis is an extremely serious occurrence. This action needs to take place when all other actions and attempts have been made to curb, alter, or modify behavior (including academic behavior) and no change – or no lasting change – has occurred. Dismissal is also warranted for extreme and severe behavior, which threatens students, staff and the community. *Behaviors warranting dismissal include, but are not limited to:*

- 1) Bringing a weapon to school
- 2) Using, selling, distributing or possessing illegal or controlled substances, including tobacco, alcohol, and illegal or non-prescribed prescription drugs
- 3) Violent acts towards students, parents, visitors, volunteers or staff
- 4) Sexual assault or extreme or continual harassment
- 5) Slander or libel of students or staff
- 6) Repeated disrespect of students and staff
- 7) Theft/stealing
- 8) Threats and violence on an organized scale
- 9) Destruction of property
- 10) Criminal misbehavior or mischief.
- 11) Continued and repeated failure to participate in the learning process/severe academic laziness.

Testing Information

For better or for worse, testing is a part of high school life. At Walden, we try to take the stress out of testing situations as much as possible by serving breakfast, testing in small groups, fostering a relaxed atmosphere, and allowing plenty of time to complete testing. We also offer the PSAT and PLAN tests to help our students prepare for success taking the SAT and ACT.

ACT/SAT

Students should plan on taking the ACT and/or the SAT by spring of their Junior year at the latest. Following are the official 2016-17 testing days. The ACT can be taken at Walden on dates with an asterisk. Both tests are usually administered at at least one Utah Valley location for each date.

ACT Testing Dates

Walden High School Code: 450322

Register online: www.actstudent.org

Sat Testing Dates

Walden High School Code: 450322

Register online: www.collegeboard.com

| Registration Deadline | Test Date |
|-----------------------|-----------|
| TBA | TBA |
| TBA | TBA |
| TBA | TBA |
| TBA | TBA |
| TBA | TBA |
| TBA | TBA |

| Registration Deadline | Test Date |
|-----------------------|-----------|
| TBA | TBA |
| TBA | TBA |
| TBA | TBA |
| TBA | TBA |
| TBA | TBA |
| TBA | TBA |
| TBA | TBA |

Preparation Tests

The following tests can be taken to help prepare high school students for the high-stakes test they will have to take in their junior year.

| TEST | Registration Deadline | Test Date |
|--|--|--------------------------|
| PSAT/NMSQT National Merit Qualifying Test and SAT Prep for interested juniors. (Sophomores may take test, but don't qualify for National Merit Scholarship.) | Notify the school in early September if you would like to take the test. | October 16 th |
| AMC 10 & AMC 12 These math reasoning tests automatically enter 9 th -12 th grade students in national math competitions. Excellent online preparatory courses available. | Early October | Late October, |
| PLAN & EXPLORE This is an ACT preparation test given to interested freshmen and sophomores. | Early October, | Early November |
| ACT All Walden juniors are asked to take the ACT as a measure of college readiness, at no cost to you. | You will be pre-registered by the school | March 4 th |

Walden Graduation Requirements

| Subject | Regular Diploma | Honors Diploma |
|--|-----------------|----------------|
| English Language Arts (4.0) Take 1 class every semester. | 4.0 credits | 4.0 credits |
| Math (3.0) 4.0 recommended for college entrance. Secondary Math 1, 2, & 3 required. AP Calc, AP Statistics, Consumer Math or Discreet Math senior year. | 3.0 credits | 3.0 credits |
| Science (3.0) 4.0 recommended for college entrance. Choose 2 from Biology, Earth Systems, Physics or Chemistry, then choose from all science offerings for additional credit. | 3.0 credits | 3.0 credits |
| Social Studies (3.5-4.0) Complete US History (1.00), World Geo (.50), World Civ (.50), US Government (.50), and Electives (.50 or 1.0) | 3.5 credits | 4.0 credits |
| Summer Literature & Comp (.75) Earn .25 credit per project | .75 credit | .75 credit |
| Service Hours (.75) Earn .25 credit per 35 hours service | .75 credit | .75 credit |
| Walkabout (.75) Earn .25 credit per fall trek | .75 credit | .75 credit |
| Physical Education (1.5) Choose from yoga, dance, running, team or individual sports & others. | 1.5 credits | 1.5 credits |
| Fine Arts (1.5 required) Choose from fine arts classes in music, dance, art, art history, theater, photography & film. | 1.5 credits | 1.5 credits |
| Career & Technical Education Choose from any career or skills classes, including cooking, media, photography, computer science, etc. | 1.0 credit | 1.0 credit |
| Computer Tech (.50) | .50 credit | .50 credit |
| Foreign Language (2.0 req.) Take 2 consecutive years of language. | 2.0 credits | 2.0 credits |
| Health (.50) Complete Health or Physiology | .50 credit | .50 credit |
| Expeditions (.50) Earn .25 to .75 per expedition | .50 credit | .50 credit |
| Additional Credit (3.25-3.75) Academic or elective classes | 3.25 credits | 3.75 credit |
| Advanced Credit* (2.0 credit) | | 2.0 credits |
| College Prep | .50 credit | .50 credit |
| Total Credits | 27 credits | 30 credits |

- *Any of the following count as Advanced Credit: AP classes, 4th credit of science or math, 3rd credit of world language, 5th credit of social studies or English, college classes, or any pre-approved class that meets advanced level qualifications.*

Walden Attendance Policy

Walden School of Liberal Arts, like all Utah charter schools, is a school of choice. As such, families typically choose to attend Walden because of the programs, policies, and offerings that we are able to provide. We recognize that enrollment at a charter school typically requires a greater commitment in terms of transportation responsibilities and we express our deep appreciation to families who chose to attend Walden School in spite of the added travel time, transportation costs, and scheduling difficulties.

The faculty and administration of Walden School are deeply committed to our responsibility for the education of all enrolled students. In order for our programs to be effective, it is essential for students to participate regularly and on time. Research supports the fact that regular attendance is a critical component of scholastic success. Our experience has shown that students who are habitually late or absent *always* suffer significantly in academic and/or social ways. Nevertheless, we recognize that there are valid reasons for students to miss school. Walden School's teachers and administration will work with families to create a plan so that students who are legitimately ill or who have an opportunity to travel or participate in approved alternative learning activities can do so without irreparably jeopardizing their attendance record.

Policy Definitions:

Attendance: A physical presence in the class, at the time the class is scheduled to start, wherein the student is ready and prepared to participate in the academic and social activities prepared by the school and/or a designated teacher.

Excused Absence: Any absence from school for reasons identified by the school as reasonable such as: illness, medical appointments, family emergencies, death of family member or close friend, pre-approved family activity or travel, approved school activity or other activities approved by the school for which a parent communicates with the school to excuse the absence. Absences must be excused within two school days from the time of the missed attendance. For absences longer than one day, the absence must be excused within two days of the first day of the absence. *Excused absences require the student to make up any missed assignments.*

Unexcused Absence: As per state law, an unexcused absence is recorded when a student is not physically present at the school at any of the times attendance checks are made and the student's absence has not been excused by a parent, guardian or physician, or was not incurred as a part of school sponsored educational activity.

Tardy: Arrival in the classroom, ready to participate in learning activities *after* the designated start time for that class. Elementary classes and the first period classes of the day (for middle and high school students) start at 8:30 each school day. *Three tardies are equivalent to one unexcused absence for the purposes of Walden's attendance policy.*

Habitual/Chronic Truancy: A student who has ten or more unexcused absences is designated as habitually or chronically truant and will face procedures as designated by school and state policy.

Truancy: Unexcused absences are truanancies. If a student is truant more than five times in a school year, the student must be reported to the courts. To avoid this problem, please excuse your student by stopping by, or calling, the front office before 8:30 the day of an absence.

Absences

Students are expected to be in class and on-time every school day. Walden faculty and administration will work in partnership with students and families to support continued academic progress when students miss school due to illness or other approved absences. However, those who accrue five unexcused or ten excused absences during the school year (or three unexcused/five excused absences in a semester) for any reason must address the school board of trustees or a subcommittee thereof and submit a plan for improving school attendance or withdraw from the school. Missing two or more class periods counts as a day's absence for middle or high school students. Families who are unable to meet Walden School's attendance policy are encouraged to consider alternative schooling options such as enrollment in their neighborhood school or online public schools. Wherever valid reasons exist for an adjusted attendance requirement, students or parents may request for consideration of an Individual Attendance Plan (see the section on *Special Circumstances* below).

Each term (in middle and high school) is approximately 40 days in length. Middle and high school students often receive participation points for daily classroom activities and even a small number of absences can put their grades in jeopardy or loss of credit. A student who misses more than 18 days in a school year will face retention in the same grade for the next school year and will be reported to truancy court. Loss of credit can be appealed by a parent or guardian but will be granted only in extreme situations.

A student will not be counted absent if he or she is participating in an educational or approved family trip, a performance, or a competition and has received prior approval.

Tardiness

School begins at 8:30 each morning and every student should be in his or her classroom ready to learn at or before that time. Elementary classes have specific routines and students who are late miss important academic and social content and cause disruptions to the class when entering late. High school and middle school classes are limited in length and instruction time is compromised when a few students straggle in late. Please be considerate of the teachers and other students and help your student arrive on time. Three tardies are the equivalent of one absence in terms of calculating compliance with the school absentee policies.

10-Day Rule

As per state law, any student who is absent 10 consecutive days (without prior written notice and approval) and has not communicated with the school, will automatically be dropped from the school's records. We will make every attempt to contact the family to determine if there is a legitimate reason for the absences, but we are required to withdraw inactive students.

Extended Absence Approval

Students may be absent from the regular school day and still receive credit for attending school under certain circumstances. The student or parent must submit an official "extended absence approval" form to the school director or counselor at least one week prior to departure. A

decision will be rendered within three business days of receipt. Extended absence approval may be issued for the following reasons.

- 1) Family trip that includes educational activities.
- 2) Study aboard experience affiliated with Walden or another institution.
- 3) Educational or athletic trip affiliated with Walden or approved organization.
- 4) Workshop or seminar that fulfills educational purposes.
- 5) Competitions or performances in which the student is participating.

Please be aware that approval may be contingent on completion of academic work to be submitted upon return from the trip.

Attendance Make Up Procedures

Students who are in danger of losing credit for a class or multiple classes (middle and high school) or who are falling behind academically (elementary) may qualify to make up missed days or excessive tardies using the following procedures:

Teacher Excused

Individual teachers may allow students the opportunity to make up absences/tardies by assigning extra homework, and/or other duties. However, teachers are not obligated to provide make-up hours. Teacher-initiated make-up hours are only allowed for the teacher providing makeup (i.e., hours are not transferable to another teacher).

Math and Writing Lab

At the discretion of the teacher, students in middle or high school may make up missed days by attending Math or Writing Lab. Math Lab is available Monday through Thursday after school from 3:00-4:00 PM. Writing Lab will be announced throughout the term. Both labs are open to all upper school students at Walden. Student who are currently behind on assignments or who are earning lower than a C are required to attend lab until they are receiving a passing grade.

Special Circumstances

Individual Attendance Plan

A student who suffers from a medically documented chronic condition that negatively impacts attendance may qualify for consideration or accommodations under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. If you feel that you or your student may qualify for an *Individual Attendance Plan* in conjunction 504 plan, please contact an administrator or the school's special education coordinator.

Attendance Improvement Plan

Students or parents meeting with the board of trustees regarding attendance concerns will be asked to submit an *Attendance Improvement Plan* for approval by the board. This plan may be constructed with assistance from a school administrator or faculty member and should document steps that will be taken to improve a student's school attendance. Failure to comply with the improvement plan will lead to further action by the school administration or the board of trustees, and/or may lead to school suspension or expulsion.

Walden School Truancy and Intervention Policy Per Utah Board Rule 53A-11-101.7

School Responsibilities

Walden School Truancy Prevention and Intervention Program has been established to encourage good attendance and to facilitate the processing of chronically truant students through the juvenile court. Walden shall make and document efforts to resolve a student's attendance problems, which may include the following:

1. Meeting with the board of trustees to draw up an individual attendance improvement plan;
2. Counseling by school authorities;
3. Considering alternatives proposed by a parent or legal guardian;
4. A home visit from the school health officer, school counselor, or other appropriate faculty/administrative personnel;
5. Daily monitoring school attendance of the student;
6. Working with parents, upon request, to resolve the student's attendance problems;
7. Possible suspension;
8. Issuing Truancy Citations, Notice of Truancy, or Notice of Habitual Truancy to a student who is at least 12 years old; and/or
9. Issuing a Notice of Compulsory Education Violation to the parent or legal guardian of a student who is younger than 12 years old.

Documentation of meetings and copies of citations shall be retained in the student's cumulative file.

Students age 5-11

- If child is absent without a valid excuse at least 5 times during the school year, parents will be contacted parents will receive a notice of "Compulsory Education Violation."
- The Compulsory Education Violation will be delivered by email with a follow up through certified mail and will contain:
 1. Request for a meeting with school to discuss attendance problems
 2. Request for parent to cooperate with school to secure regular attendance
 3. Language stating that it is a class B misdemeanor for parent to fail to meet with school authorities and/or fail to prevent student from being absent an additional five or more times during the remainder of the school.
- Walden will report violations to the Utah Country District Attorney.
- The juvenile court has jurisdiction over any action filed by Walden School.

Students age 12 and over

Earnest and persistent efforts to resolve student attendance problems may include:

- *Phone Call* — a teacher or administrator may choose to call the parent or guardian of a student who has missed class if truancy is suspected.
- *Truancy Citation* – a citation will be personally delivered or mailed by regular mail to the parent or guardian of a student when that student has three or more unexcused absences.

- *Notice of Truancy* – issued when a student has been truant at least 5 times
 1. Identify classes and/or dates when student was considered truant
 2. Direct the student and parent to meet with school authorities to discuss student’s truancies
 3. Inform the student and parent that Utah State Law requires their cooperation in securing regular attendance of the student
 4. Inform the student and parent that additional truancies by the student may result in the student being referred to the juvenile court for violation of Utah’s Compulsory Education law
 5. Shall be mailed by certified mail to the custodial parent or legal guardian

- *Habitual Truant Citation* – issued to a student who has at least 10 unexcused absences during the school year
 1. The school has made and documented reasonable efforts to resolve the school attendance problems of the student which includes at least one “Notice of Truancy” during the school year
 2. Efforts to resolve the school attendance problems have not been successful
 3. Shall inform the parent that the student shall be referred to the juvenile as a habitual truant
 4. Notice shall be delivered by certified mail to the custodial parent or legal guardian of the student

- Parents shall have the right to appeal a Truancy Citation or Notice of Truancy in writing to Walden within ten days of it being issued

- Appeal of a *Habitual Truant Citation* is within the jurisdiction of the juvenile court.