



# OMAK HIGH SCHOOL

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## STUDENT HANDBOOK

2018-2019



*OMAK HIGH SCHOOL ... WHERE EVERY STUDENT HAS AN OPPORTUNITY TO SUCCEED!*

*A TRADITION OF EXCELLENCE SINCE 1912*

# Welcome to Omak High School

At Omak High School we believe that every student that walks through our door has the opportunity to succeed in being prepared to pursue their goals after high school wherever it may take them. We hope your time here will be meaningful and rewarding. Your success depends on you, and your progress will depend on your interest, work effort, and willingness to participate.

This handbook will provide important information regarding some of your privileges and responsibilities. It should help you know your school better and navigate successfully through this important journey in your life.

## PEOPLE TO HELP YOU:

<b>MR. KIRK</b>	<b>PRINCIPAL</b>
<b>MS. JOYCE</b>	<b>ASSISTANT PRINCIPAL</b>
<b>Ms. LAGROU</b>	<b>COUNSELOR</b>
<b>MS. PETERSON</b>	<b>CAREER COUNSELOR/CTE DIRECTOR</b>
<b>MS. DESJARDINS</b>	<b>ASB SECRETARY</b>
<b>MS. HOWE</b>	<b>MAIN OFFICE SECRETARY</b>
<b>MS. HARRIS</b>	<b>ATTENDANCE SECRETARY</b>
<b>MS. SMITH</b>	<b>COUNSELOR SECRETARY</b>
<b>MS. LICKFOLD</b>	<b>DISCIPLINE/ISS ROOM</b>
<b>MS. AGEE</b>	<b>LIBRARIAN</b>
<b>MS. BRITT</b>	<b>ELL PARA</b>

## **MAIN OFFICE**

Students may purchase or replenish lunch accounts, pay fines, receive first aid, sign-up for lockers, and get information from office personnel. Phone messages will only be delivered to students during classes in emergency situations. The office staff will make every effort to deliver other messages between classes, however, that may not always be possible. Items delivered to school during the day (ie: beverages, lunch, gifts) will be held in the office and students may pick up during lunch or after school.

## **COUNSELING OFFICE**

The Counselor is available to schedule, orient, and assist students academically. He will help with social and emotional development through individual counseling or referrals to local agencies. Copies of your transcript, course description booklets, scholarship information and registration materials are available upon request. Parents are encouraged to contact the counselors concerning your progress at 826-8531

## **JOM TUTORING / TITLE VII**

This program is designed to assist our Native American students with academic needs. Tutoring will take place during the day and is also available after school. For further information, contact the Counseling Office or April Bigelow (JOM/Title VII Advisor).

## **LEARNING ASSISTANCE PROGRAM**

LAP required courses in reading or math for students who qualify based on school assessment. The LAP program is to help accelerate student learning in math or reading.

## **SITE COUNCIL**

The High School Site Council meets on the 4th Monday quarterly from 6:00 pm – 7:00 pm in the HS library. The student representatives on the Site Council are interested in hearing students' thoughts/concerns so that they can be heard by the Council. Please check with the main office for the names of representatives. Parents are strongly encouraged to become involved and can do so by contacting the High School main office secretary.

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## ATTENDANCE

To succeed in school it is vital to be in school. All attendance issues are directed through the attendance secretary in the main office.

### EXCUSED ABSENCES

School attendance is the responsibility of students and parents. Absences may be excused in two ways: either by written note, including email, or by calling 826-8555. The school must be

notified of the reason for absence **WITHIN TWO DAYS** of the students return to school and the note/call must include the student's name, the guardian's name, an acceptable reason and the date of the absence.

Excused absences that do not require notes:

- School sponsored activities (i.e. field trips and athletics)
- Short term suspensions

Excused absences that require notes:

- Illness
- Medical appointments- although these should be scheduled before or after school
- Family emergencies
- Religious observances
- Required court attendance

Pre-arranged absences: An absence that is for reasons indicated above or is otherwise educational in nature. These must be requested and approved through the attendance office at least one day prior to the absence. Approval will be granted by administration if the absence will not adversely affect the student's academic progress, are not during scheduled state testing or during a seniors final week. Teacher signatures on the prearranged form DO NOT indicate their approval, only their awareness of the upcoming absence.

Make-Up Work: It is the responsibility of the student to complete all work missed during any excused absences and turn it in a reasonable time. Usually 1 day absence = one extra day to turn in work but check with the teacher on their policy.

Students absent from class for any number of periods for non-school related activities are ineligible to participate in after school activities unless approved by the Principal or Athletic Director.

## **UNEXCUSED ABSENCES**

These are unapproved absences or absences that did not receive an excuse from a guardian within 48 hours. These will fall under school discipline policy.

- Absences that do not qualify as excused. Teachers may not allow make up work.
- If ten (10) or more unexcused absences occur within the school year, a meeting will be held with the administration and to start the BECCA procedures
- Absences will impact activity and athletic participation

## ***BECCA LAW:***

*Omak high school is required to follow the guidelines of the Washington State BECCA LAW. If a student has five or more unexcused absences and /or truanicies in a single month, or ten within a school year, the district is legally obligated to refer the student to the Okanogan Juvenile Court System for action.*

## TRUANCY

These are an absence from any class, part of class or a series of classes without prior permission and /or approved excuse. The following types of absences are possible truanancies:

- Skipping or cutting class, oversleeping, missed bus, etc.
- Being in a part of the building that is not stated on a pass
- Leaving the class without permission and a pass
- Leaving school without permission or following the sign-out process

## TARDINESS

- Tardy to class will be marked by the teacher during the first 10 minutes of a period; students go straight to class.
- Students arriving to school or class after the first 10 minutes are to report to the attendance secretary and obtain an admit slip, go directly to class and give the teacher the admit pass to class.
- A tardy without an excuse from a staff member will be considered an unexcused tardy and result in disciplinary actions.

## DISCIPLINE FOR TRUANCIES AND TARDIES

- Ten Minutes late to class would equal an absence.
- Each class syllabus will define disciplinary measures for tardiness.
- Parents will be notified of truanancies and tardies.
- Each truancy may result in detention or in-school suspension (ISS); including attendance contracts.
- Tardies will impact opportunities to attend field trips, club activities and other extra-curricular events.
- Teachers do not have to accept make up work for truanancies, result in a lower grade.
- Excessive truanancies will result in BECCA referral and/or Tribal referral.

## PASSES

- An **On-Campus** pass must be carried at all time when students are out of the classroom during class time, except for free period students.
- An **Off-Campus** pass must be obtained if you leave campus during the school day. Student **must sign out through the attendance office with leaving campus.**
- **Open Campus** is during lunch only. All other times students must remain on campus if they are in a class and guest are not allowed.
- **Illness-** If a student becomes ill, they need to report to their teacher, get a pass to the nurse or main office, and then make arrangements to leave. If students are missing school for several days or weeks for medical reasons, a note from the doctor is needed. The school will work with the student and parents to develop an alternative program to continue the student's education. (OSD Board Policy #3122P)

## STUDENT RIGHTS, RESPONSIBILITIES, AND EXPECTATIONS

Omak High School is dedicated to recognizing the rights and responsibilities of all its members. To that end, the violation or infringement of anyone's civil, social, or physical rights will not be tolerated. Actives, language (written and/or oral), pictures, gestures or touching that in any way disparages a person's dignity, race, ethnic origin, gender, religion or creed is not acceptable.

## **DISCRIMINATION/HARASSMENT/INTIMIDATION/BULLYING STATEMENT (more information attached as Appendix A)**

The Omak School district and Omak High School are committed to a positive and productive educational and working environment that is free from any form of discrimination, harassment, and intimidation or bullying. "Broad-based" harassment can include, but does not have to include, harassing behavior related to sex, race, ethnicity, age, disability, family or marital status, social or economic standing, political or religious affiliation. It includes all forms of general harassment not specifically deemed illegal under non-discrimination laws or malicious harassment laws.

A "hostile environment" has been created for a student when sexual harassment is sufficiently serious to interfere with or limit the student's ability to participate in or benefit from the school's program. The more severe the conduct, the less need there is to demonstrate a repetitive series of incidents. In fact, a single or isolated incident of sexual harassment may create a hostile environment if the incident is sufficiently severe, violent, or egregious.

## **HARASSMENT**

as defined by RCW 10.14.020 is as follows: A knowing and willful course of conduct directed at a specific person which seriously alarms, annoys, or harasses such person, and which serves no legitimate or lawful purpose and occurs:

- a. When a person has been given clear notice that all further contact with the victim is unwanted.
- b. When a person's conduct appears designed to alarm, annoy, or harass the victim.
- c. When a person's conduct has the purpose or effect of unreasonably interfering with the victim's privacy.
- d. When a person's conduct creates an intimidating, hostile, or offensive environment for the victim.

## **SEXUAL HARASSMENT occurs**

- a. When unwelcome sexual or gender directed communication interfere with an individual's performance and creates an intimidating, hostile or offensive environment.
- b. When submission to, or rejection of, sexual demands is a factor in academic, work or other school-related decisions affecting an individual.
- c. When submitting to the harasser's sexual demands is a stated or implied condition of obtaining an education or work opportunity;
- d. When sexual harassment interferes with the recipient's performance.
- e. Sexual harassment can occur;
  1. Adult to student, student to adult
  2. Male to female, female to male
  3. Student to student, adult to adult

#### 4. Male to male, and female to female

### **HARASSMENT/SEXUAL HARASSMENT may include**

- a. Repeated invasions of a person's privacy by acts or words showing a pattern designed to coerce, intimidate, or humiliate a victim;
- b. Unwelcome, offensive or inappropriate suggestive comments, gestures or jokes;
- c. Remarks of sexual and/or derogatory nature about a person's appearance, gender or conduct;
- d. Using derogatory terms for a person either sexual or intimidating;
- e. Standing too close, inappropriately touching, cornering or stalking or intimidating a person;
- f. Displaying offensive or inappropriate illustrations of sexual or intimidating nature on school property;
- g. Describing or asking a student or staff member about personal sexual experiences;
- h. Hazing pranks (initiation rites);
- i. Intimidating behavior directed toward the victim because of the victim's gender, race, and/or ethnicity;
- j. Unwelcome and persistent pressuring for dates or unwelcome pressuring for sex.

**PROCEDURES & GUIDELINES: Staff and administrators strongly encourage students to report such incidents to their teachers, counselor, or administrator. In the event you would like to have an advocate on hand with you to discuss harassment/sexual harassment issues, please feel comfortable in inviting them to attend the conference with you.**

The district prohibits any intimidation, bullying, or harassment/sexual harassment of students, employees and others involved in school district activities. The Omak School District will take prompt, equitable and remedial action within its authority on reports, complaints, and grievances alleging sexual harassment that come to the attention of the district, either formally or informally. Allegations of criminal misconduct will be reported to the law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services. Persons found to have been subjected to sexual harassment will have appropriate school district services made reasonably available to them and adverse consequences of harassment shall be reviewed and remedied, if appropriate.

### **Harassment/Sexual Harassment Corrective Actions/Due Process**

Intimidation, bullying, harassment, and sexual harassment are considered Discipline matters and all reports referred either to staff, administration, or counselors, will be investigated in a timely manner in order that any formal investigation can be completed in accordance with Omak School District policy. They will be dealt with as such, and in accordance with Omak School District policies #3205 and #3205P.

## **STUDENT RIGHTS AND RESPONSIBILITIES: (see Omak School District Policy 3240/3240P)**

- Students have the right to equal educational opportunity regardless of national origin, race, religion, economic status or sex including being free from sexual harassment. Students have the right to learn in a safe environment.



- Students have the right to freedom of speech, freedom of press, and the right to peaceably assemble provided it doesn't impact the learning of other students.
- Students have the right to be secure in person, paper, and effects against unreasonable searches and seizures.
- Students have the right to due process and to request an informal conference with the appropriate administrator for the purpose of resolving a matter for which students have been aggrieved.

**STUDENT RESPONSIBILITIES: Students have the responsibility to comply with written policies, rules, and regulations established, to pursue the required course of studies and to submit to the authority of the teachers and administrators of the school, subject to such disciplinary or other action as the school officials shall determine(WAC 180-40-225 and RCW 28A.600.010). Students are required by state law to:**

- Identify themselves correctly to school employees when asked
- Pursue a course of studies and make reasonable efforts to learn
- Attend school daily and to be on time to all classes
- Be aware of, and obey all school rules.
- Submit to reasonable corrective action or punishment imposed by school staff for violation of school rules.

Students should find independent transportation for after school events. Teachers should not be requested as transportation unless special arrangement due to athletic or activity.

**RULES GOVERNING STUDENT CONDUCT: The school is legally responsible for the students while in school or in transit to or from school or school activities. All students shall comply with school rules and regulations and submit to reasonable directions of school authorities. Refusal shall constitute cause for discipline, suspension, or expulsion. Such rules shall apply:**

- On school grounds during and immediately before or after school hours.
- On school grounds at any other time when the school is being used by a school group, or off the school grounds at a school activity, function or event.
- On the streets immediately adjacent to school property for certain situations per RCW28A.635.020
- Off the school grounds when the prohibited behavior is a consequence of, or directly related to, events that occurred or originated on school grounds.
- Off school grounds when the student is in-route between home and school, including bus stop.
- Honor and Athletic Code violations can occur for activities off school grounds.

**CAMPUS AND CLASSROOM EXPECTATIONS: At Omak High School, our number one concern is student safety. Common courtesy is expected at all times to promote a positive learning environment.**

### ***Bells***

- Please note that, though the bells normally ring on schedule, it is the teacher who dismisses students at the end of any class.

**Hall Behavior**

- Students will walk and talk quietly while passing through the halls during class time.
- Students will use trash receptacles and help keep the campus clean.
- Students will keep hands, feet and objects to themselves. Sitting on the floor with feet in the hallway is not allowed for safety reasons.
- No eating in the hallways during the day.

**Safety**

- Students will respond courteously to requests by OHS staff members, and/or to identify themselves appropriately when asked.
- Profane language is not allowed (written, verbal, or gestures).
- No water balloons, squirt guns, or any other object used to throw or squirt water will be allowed.
- Food and/or drink are allowed in the Student Center. They may be transported through the hallways only if closed or covered.
- Neither tobacco (in any form) (possession or use), nor drugs (including alcohol) are allowed on campus at any time, (possession or use).
- Public display of affection beyond holding hands is not allowed.
- Students will take care of and not abuse school or personal property.
- Roller skates, roller blades, skate boards, longboards and “heelies”, etc., will not be allowed to be used on school property.

**Electronics**

- Personal music devices may be transported in the halls but students have to be able to hear everything going on around them for safety purposes. Teachers will direct students to appropriate use in their individual classrooms.
- Telecommunication devices (cell phones) shall be turned off and operated only before and after the regular school day, during passing periods and during lunch, unless otherwise directed by the classroom teacher. Students that do not abide by the classroom rules will have their phones confiscated and parent contacted.
- Filming staff, other students, or other adults on school property without permission is prohibited.
- Student use of the telephone will not be allowed during class time unless there is an emergency. (Pass/office permission required)

**Dress and appearance:**

Dress and appearance must be neat and clean and must not present health or safety problems or disrupt the educational process “materially or substantially” per Omak Board Policy #3224, 3224P. Reasonable standards of dress and appearance may be established consistent with these policies. Students failing to meet these standards will be sent home to dress properly for school attendance.

- Sunglasses and/or non-prescription contacts may not be worn in the building.
- Lycra or knit leggings must be covered appropriately by a skirt, dress or tunic.
- Shorts that are in good taste, hemmed, and mid-thigh in length (mid-thigh: the finger-tips touch the hem of the shorts when standing normally) are allowed. Gym shorts, short shorts, “skins” or Lycra, and unhemmed cutoffs will not be allowed.
- Shirts or tops that expose the abdomen or torso, or are otherwise excessively revealing will not be allowed. Halter tops, single shoulder, or strapless tops will not be allowed. Foundation garments must be covered.

- Wearing of clothing, i.e. jackets, hats, shirts, pins, etc. that “advertise” alcoholic beverages, other drugs, or tobacco products, or that have profane or vulgar words, phrases, or pictures will not be allowed. Students in violation of this section will be required to remove or change the clothing. Flagrant or repeated violations of this section will lead to suspension.
- Any clothing accessory that could be considered a weapon or could be used as a weapon, (wallet chains, studded bracelets or chokers etc.) or any article of clothing, that could easily conceal a weapon (trench coat, cape, or other excessively baggy clothing, etc.) will not be allowed.
- Failure to ‘dress down’ for Physical Education class (PE) will not provide an excuse for not completing the required assignments for the class. Participation is expected unless physically injured or have a doctor’s release from activity.
- Non marking shoes will be worn any time students and staff are on the court. Failure to wear the appropriate shoes for the prescribed activity will be considered a nonsuit and disciplined according to the instructor’s syllabus.
- **Gang behavior, activity, clothing, or sign will not be tolerated. No student “shall wear, possess, distribute, or display any clothing, jewelry, sign, tattoo, or any other thing, which by virtue of its color, arrangement, symbol, or any other attribute, is evidence of membership or affiliation in a gang.” This would include bandanas of any color or worn in any location on the person. Students involved in such action or displays will be removed from school.**

## GUESTS

Parents are asked to check in at the Attendance office before visiting. Student guest must meet the following criteria:

1. Be educational in purpose
2. Must have written permission note from his/her parent/guardian
3. Must have administrative approval prior to the visit
4. Must request permission from the Attendance Office **at least two days in advance.**
5. Must get written permission in advance from each of his/her teacher(s).
6. Must obtain a guest pass from the attendance office and the guest must accompany the OHS student while visiting. Student guests will be subject to all Omak High School rules and regulations while here. When necessary, Omak High School reserves the right to contact guest’s parents or regular school of attendance for prior approval.
7. As a general rule, a guest may visit with an Omak student for one day. If there are unusual circumstances, a guest may be allowed to visit for a maximum of two days, with prior administrative approval.

## SEARCHES

Please note that school officials may search lockers, property, or possessions when there is sufficient reason to believe that there are materials or objects in their possession or on school grounds that pose a threat to the safety of that student or other staff and students (OSD Board Policy 3230). On occasion, the use of drug/bomb sniffing dogs will be used to search school premises, lockers, and vehicles parked on school property as a preventative measure to ensure the safety of all students and faculty.

## STANDARD PROCEDURE ON HANDLING OF THEFT

If theft occurs and is discovered during a class, Staff will hold all students while contacting the Administration. Students will be required to show contents of their book bags, pockets, etc., if

there is reason to believe that the stolen items might be there. If stolen items are found in possession of any student, school discipline will be enforced, and the Omak Police may be called. For thefts otherwise reported to the administration or other staff, a report will be taken as follows: Lost items will be listed with all values and identifying marks, colors, sizes, descriptions, serial numbers, etc. Omak Police will be contacted if the victim wishes to make a police report.

If there are suspects, they will be located, and called, as needed depending on who is investigating. If OPD is investigating, they will interview all witnesses and suspects, and make arrests or referrals as necessary. If OPD is not involved, OHS administrators and/or staff will handle all interviews and assess discipline as warranted. Omak High staff will NOT search any student, student possession, or student locker without reasonable cause, nor will they make any kind of inappropriate search. It should be noted that items or valuables that are unsecured (left in unlocked lockers or left unattended anywhere in the school) will be very difficult to recover.

### **FIREARM/EXPLOSIVES OR DANGEROUS WEAPONS**

Any elementary or secondary student who is determined to have carried a firearm onto, or have possessed a firearm on, public elementary or secondary school premises, public school-provided transportation, or areas of facilities while being used exclusively by public schools, shall be **removed** from school under RCW 28A.600.010 (subject to appeal, with notification to parents and law enforcement). The superintendent of the school district may modify the suspension/emergency expulsion of a student on a case-by-case basis. Firearm or other dangerous weapons may not be kept in a student vehicle at any time while it is on school property. "Look alike" weapons will not be tolerated for use of such items while on school grounds will be at principal's discretion but can lead to emergency expulsion. Fireworks/firecrackers may fall into this category based on size, intent and disturbance to the learning environment. This determination will be made by the school officials.

### **BOMB THREATS:**

Bomb threats are prohibited RCW 9.61.160, and will be treated as an explosive or dangerous weapon. See previous section for clarification.

### **Omak Police and/or other agencies could also be called for the above criminal acts.**

Please note that school officials may search lockers, property, or possessions when there is sufficient reason to believe that there are materials or objects that pose a threat to the safety of that student or others in their possession. Any weapon or other hazardous material will be confiscated. Firearms or other dangerous weapons may not be kept in a student vehicle at any time while it is on school property.

## **SUBSTANCE ABUSE**

All substance abuse infractions are cumulative and are carried over each year, example: Freshman 1<sup>st</sup> offense, then junior year another offence would be the 2<sup>nd</sup> offense with 2<sup>nd</sup> offence consequences. Illegal substances (tobacco, drugs and or alcohol) are prohibited from any school property, including being transported in a vehicle on school grounds or at a school function. Any weapon or other hazardous material will be confiscated. Any student who refuses to submit to a reasonable search by school authorities will be subject to disciplinary action and/or suspension or expulsion. School authorities may detain the students pending the

notification and arrival of the student's parent(s) and /or guardian(s) and/or law officials as appropriate when refusing a search.

### **Tobacco 1<sup>st</sup> OFFENSE**

Possession or use of tobacco products or substitutes, including vapor **devices**:

1. 3 day In-House suspension
2. Parents notified
3. Omak police notified
4. Referral to the Student Assistance Specialist and the Student Assistance Program (SAP).

### **Tobacco 2<sup>nd</sup> OFFENSE:**

Same as 1<sup>st</sup> offense, but suspension is now two days out of school suspension.

### **Tobacco 3<sup>rd</sup> OFFENSE:**

Same as 1<sup>st</sup> offence, but suspension is now three days out of school suspension.

### **CONTINUED TOBACCO VIOLATIONS:**

Suspension up to and including Long Term Suspension.

### **Breathalyzer test**

**Administration may ask a student to submit to taking an alcohol Breathalyzer test. Refusal to submit to the Breathalyzer test will result in full discipline imposed (Per OSD Board policies #2121 & 2121P)**

### **Alcohol 1<sup>st</sup> OFFENSE**

1. 3 day out of school suspension
2. Parents notified
3. Omak Police notified
4. Referral to the **Student Assistance Specialist** and the Student Assistance Program (SAP).

### **Alcohol 2<sup>nd</sup> OFFENSE**

Same as 1<sup>st</sup> offence but suspension is now 5 days out of school suspension.

### **Alcohol 3<sup>rd</sup> OFFENSE**

Same as 1<sup>st</sup> offense but 10 days out of school suspension

### **Alcohol consecutive offenses**

Increasing out of school suspension leading to expulsion

### **Drugs or Drug paraphernalia 1<sup>st</sup> OFFENSE**

(without intent to distribute)

1. Long Term Suspension of 10 days. This will be reduced to 5 days suspension for following the Intervention Model set up by a **Student Assistance Specialist** in our Student Assistance Program (SAP). If the student opts for the SAP and shortened suspension, and then fails to follow the recommendations, the remainder of the 10-day suspension will be enforced.
  - a. If dependent, the student must follow a recommended and certified rehabilitation program.
  - b. If not dependent, a student must receive a minimum of five hours of counseling under the direction of a **Student Assistance Specialist**.
  - c. If A or B are not agreed upon and/or followed, the original Long Term Suspension will be enforced. If the student continues to be suspected, the student could be required to submit to drug/alcohol screening.
2. Omak Police are notified
3. Parents are notified

### **Drugs or Drug paraphernalia 2<sup>nd</sup> OFFENSE:**

Same as 1<sup>st</sup> offense with short term suspension of 20 days. Student must abide by treatment recommendations of the **Student Assistance Specialist**.

### **Drugs or Drug paraphernalia 3<sup>rd</sup> OFFENSE:**

Same as 1<sup>st</sup> offense with long term suspension

### **Drugs WITH INTENT TO DISTRIBUTE 1<sup>ST</sup> OFFENSE:**

1. 20 day suspension
2. Parent notified
3. Omak Police notified
4. Must meet with SAP and follow plan established

### **Drugs WITH INTENT TO DISTRIBUTE 2<sup>ND</sup> OFFENSE:**

Same as 1<sup>st</sup> offense with end of year suspension

### **Drugs WITH INTENT TO DISTRIBUTE 3<sup>RD</sup> OFFENSE:**

Same as 1<sup>st</sup> offense with emergency expulsion

## **DISCIPLINARY ACTION AND DUE PROCESS**

**DISCIPLINE** shall mean all forms of corrective action or punishment other than suspension or expulsion, including but not limited to the following:

## Detention

The student is assigned to report to lunch detention or after school for a period of time not to exceed one hour on any given day. Student are given the opportunity to manage their detentions until detentions accumulate to five (5) or more, then there will be a one (1) week warning to resolve them within that week or be assigned an in-school suspension. Once a student reaches ten (10) detentions it will result in an automatic in-school suspension for the day. A student will be given one day's notice of assigned detention so that he/she can arrange transportation.

## Exclusion

The teacher may exclude a student from the classroom if the student is unable or unwilling to maintain appropriate behavior such that the learning environment is compromised. Prior to excluding a student, the teacher shall have attempted one or more corrective actions, contacted the In School Suspension (ISS) supervisor, or administration. Due process must be followed.

## Due Process

Any parent or a student who is aggrieved by the imposition of discipline shall have the right to an informal conference with the principal or his designee for the purpose of resolving the grievance. At such conference the student and parent shall be subject after exhausting this remedy, shall have the right, upon two (2) school business days' prior notice, to present in written and/or oral grievance to the superintendent. If the grievance is not resolved, the parent and student, upon two (2) school business days' prior notice, shall have the right to present a written grievance to the school board during its next regular meeting, or at a meeting held within (30) days, whichever is earlier. As per Board Policy 3241.

## Short Term Suspension

Teachers have the right to remove a student from the classroom and recommend that students be removed from school. Each administrator shall have the right to remove students from the school premises for a period of time not to exceed ten days, and/or to assign students to In-House Suspension. Students in In-House Suspension are NOT allowed to participate in school related activities during that suspension. They will be expected to be in the In-House room on time and for all day, using their time to study or read. If staffing is available, they will also be required to eat their lunch in the In-House room during the lunch hour.

### To appeal a Short Term suspension:

1. The student is **not** allowed in school during the appeal, if the appeal is denied, the suspension continues. Suspended students are NOT allowed to be at school or at school related activities.
2. The Parent or Guardian has **two** school business days to appeal in writing to the Omak High Principal, or by calling OHS at 826-5150.

## Long Term Suspension:

Means denial of school attendance for any single class or any full schedule of classes for a stated period of time in excess of ten days. Any long-term suspension that extends to or past

the end of the current term will cause loss of all current credit. An “F” will be posted to the transcript for any and all affected classes.

### **To appeal a Long Term suspension:**

1. The student is **not** allowed in school during the appeal. If the appeal is denied, the suspension continues. Suspended students are NOT allowed to be at school or at school related activities.
2. The Parent or Guardian has **three** school business days to appeal in writing to the Omak High Principal, or by calling OHS at 826-5150 to set a time for the appeal to be heard. The Principal’s decision may be appealed further to the District Superintendent.

## **Expulsion**

Means a denial of attendance in any single subject or class or in any full schedule for an indefinite period of time. Any expulsion will cause loss of all credit during the expulsion. An “F” will be posted to the transcript for all affected classes.

### To appeal an Expulsion:

1. The student is **not** allowed in school during the appeal. If the appeal is denied, the expulsion continues.
2. The Parent or Guardian has **three** school business days to appeal in writing to the Omak High Principal, or by calling OHS at 826-5150 to set a time for the appeal to be heard. The Principal’s decision may be appealed further to the District Superintendent.

## **Emergency Denial of Attendance**

A student may be removed from a class, activity or school for a period not to exceed 10 days while an investigation of severe misconduct is conducted/ completed.

## **Emergency Expulsion**

A student may be removed immediately from a class, subject, or activity by a teacher or administrator provided he/she has good and sufficient reason to believe that the student's presence poses an immediate and continuing danger to the student, other students or school personnel or an immediate and continuing threat of substantial disruption of the class, subject, activity, or educational process of the student's school.

### To appeal an Emergency Expulsion:

1. The student is **not** allowed in school during the appeal. If the appeal is lost, the emergency expulsion continues.
2. The Parent or Guardian has **ten** school business days to appeal in writing to the Omak High Principal, or by calling OHS at 826-5150 to set a time for the appeal to be heard. The Principal’s decision may be appealed further to the District Superintendent.

## **STUDENT DISCIPLINE RECORDS**

Confidential records of all disciplinary actions will be kept in the **student's** disciplinary files. If a student transfers to another school, the records will be forwarded to the new school at that school’s request, per state law. Any student enrolling in a new school in Washington can be asked to disclose in writing any past, current or pending disciplinary action, or any history of violent behavior. (The parent can also be asked for such disclosure.)



## DISCIPLINE ROOM

The purpose of the OHS Discipline/In-House Suspension Room is to provide a behavioral environment that will enable students to develop the means to achieve their individual potential and learn the behavioral skills needed to become productive, positive people in our society.

1. It provides a place to hold students accountable for their behavioral choices.
2. It allows a student the ability to continue to do his/her studies, and to receive credit for attending school while being disciplined, in lieu of being suspended out of school.
3. When a student is sent to the discipline room by a teacher, a "Disciplinary Referral Form" and phone call or E-mail must accompany the student so that there is no confusion as to why the student was sent there. Once the student arrives, the offense will be recorded in his/her student discipline file.
4. The room will not be available as a study hall.
5. The student must work and be actively engaged during in-house suspension.

## BUS RULES FOR THE DISTRICT

1. The driver has full responsibility for the bus and students. Students must promptly obey the bus driver.
2. Any student may be assigned to a specific seat at the driver's discretion.
3. Outside of ordinary conversation, classroom conduct must be observed.
4. Students are to assist in keeping the bus clean.
5. No student shall open a window on the bus without getting permission from the driver.
6. No student shall, at any time, extend his / her head, hands, or arms out of a window, whether the bus has come to a full stop or is moving. Nothing is to be thrown or handed through a window.
7. Students are to remain seated while the bus is in motion and are not to get off or on until the bus has come to a full stop.
8. Students will load and unload at designated stops only.
9. Students who have to walk for some distance along the highway to the bus loading zone should walk along the left side of the road, facing traffic. This will also apply to students leaving the bus loading zone.
10. Students must leave the bus in an orderly manner and must cross the road only in front of the bus.
11. Students must not stand or play in the roadway while waiting for the school bus.
12. Students must not, at any time, ride or hang on the outside of the bus.
13. Students must have nothing in their possession or attached to their clothing that may cause injury or inconvenience to others. Balloons are not allowed. **DANGEROUS ITEMS OR NUISANCE TOYS WILL BE CONFISCATED.**
14. Each student must see that his/her books and personal belongings are kept out of aisles.
15. No student should talk to the driver except when necessary.
16. Students are not to leave the school grounds after arriving at school in the morning or before boarding their bus after school.
17. **Students must have prior permission and obtain a bus pass to ride a bus other than their scheduled bus. These must be obtained from the main office prior to boarding the bus.**

**VIOLATIONS (Minor or Major)** of these rules will cause the following results:

- A. Three **Minor** violations (bus tickets) result in one-week suspension from riding the bus. Five **Minor** violations result in a two-week suspension and Seven **Minor** violations cause suspension from riding the bus for the remainder of the term (up to 90 days).

## **OMAK HIGH SCHOOL STUDENT SERVICES AVAILABLE**

### **STUDENT PARKING**

When students drive and park on school property, they must obey all state and city laws, and school regulations. Neither the Omak School District nor Omak High School is responsible for damage caused to vehicles in the parking lot due to deliberate acts or negligence of other students. Firearms or other dangerous weapons are not allowed on school premises, including the parking lot, and may not be in a student vehicle at any time while on school property.

Violators (whether on campus or on the streets beside the campus when arriving or leaving) will be disciplined, and may lose on-campus driving and parking privileges. Repeated parking violators may be towed at owner's expense.

### **TEXTBOOKS**

Students are responsible for all textbooks (including Chromebook) issued to them. Books will be checked out at the beginning of many classes, and checked back in at the end of those classes. Satisfactory settlement for repair or replacement will be required to pay for lost or damaged books.

### **LOCKERS**

Students may sign up for a student locker the week prior to and during the first week of school. Students are responsible for the condition and care of the assigned locker at all times. It must be noted that many lockers are not secure, and especially if students alter the locking mechanisms to make entry easier. Lockers are the property of the school and are subject to inspection at any time. When using the locker keep hallways clear for traffic. Students are not allowed to use lockers not assigned to them. If they chose to do so their possessions will be removed from the locker and parents notified.

### **P.E. LOCKERS**

are made available in the P.E. locker rooms to P.E. students for storage of their P.E. clothes, and storage of street clothes during class. Students are reminded annually and repeatedly that the locker rooms are not secure, and that valuables must be kept in LOCKED lockers or GIVEN TO TEACHERS OR COACHES to ensure security and safety.

### **TECHNOLOGY**

Students may be issued a computer for educational purposes. These computers may be taken home to continue the learning away from school. Students will be held accountable for the appropriate use of their issued device, and the district will have the right to inspect the use of any student computer if there is a concern of inappropriate use. Students will also have access to computers, labs, and networks at school. For network access, each student will be required to sign a usage contract prior to using the network and/or Internet. These will be supplied by individual teachers and when filled out, will be kept on file in the main office. Violation of the

contract is considered computer trespass, and will result in the loss of the Internet or network privilege. Skyward login may be obtained through the counseling office, student account login may be obtained through the librarian.

## **CAFETERIA**

The OHS cafeteria is located in the Multipurpose Room. A wide variety of options is available from pizza by the slice to deli sandwiches. OHS participates in the Federal Nutrition Program (forms are available in the front office); currently all student enrolled in Omak School District are provided a free breakfast and lunch in the school cafeteria. Your cooperation is asked in leaving tables clean, not cutting in line, and conducting yourself in an orderly manner. We will also be offering a selection of items in the Student Center. With these locations available, it is not allowed to eat in the hallways or individual classrooms without teacher permission. Please take pride in our facilities.

## **MEDICATION AT SCHOOL (per Board Policy 3416 & 3416P)**

If a student must receive prescribed or non-prescribed oral medication (including inhalers) during the school day, the parent must submit a written authorization accompanied by a written request from a licensed health professional (forms available at school). If the medication will be administered for more than fifteen consecutive days, the licensed health professional must also provide written, current and unexpired instructions for the administration of the medication. Requests shall be valid only for the current school year. The prescribed or non prescribed medication must be properly labeled in the original container. Students should not transport medication to school, unless authorized by the parent and licensed health professional. If the school is to be responsible for dispensing medication, the medication should be brought to the school by a parent with the proper authorization form, and given to the dispenser of medications.

## **SCHOOL INSURANCE**

Student accident insurance provided by the Myers-Stevens & Toohey Company is available to all students at reasonable rates. Plans are provided for 24-hour coverage, at-school coverage, dental coverage, and athletic (football) coverage with a variety of different options available. Confidentiality and privacy of all personal information will be maintained. Please pick up information and forms in the High School office.

## **SCHOOL DANCES**

Numerous dances will be held during the school year, sponsored by various school groups who **must complete all forms two weeks before a dance**. All will be operated under regular school rules with students attending expected to follow the normal campus expectations. Only high school aged guests or recent Omak graduates will be admitted with the required guest pass that the OHS student has obtained from the Attendance office in advance of the dance. For Homecoming and Prom, recent graduates of other schools will be permitted only with administrative approval after a "positive background check" with administrators of the guest's prior school. Students will be denied if they have poor attendance, frequent tardiness or any recent suspensions or trancies. This will be the same process for requesting an administration release to attend a dance at a school other than Omak. You must have the guest dance form completed by the guest's school and returned **three (3) days** prior the event. **Students will not be allowed to purchase dance ticket or attend the dance until all fines are paid in full.**

## Dance Procedures

The following are the Omak High School Dance Procedures.

- Dance times will be from 8:00pm to 11:30pm
- All students entering the dance must be a student of OHS or a guest that has been pre-approved and on the guest list. Guest pass request are to be submitted no later than the Wednesday before the dance
- Students will not be allowed into the dance 1 hour after the start of a regular dance and 1.5 hours after the start of Homecoming or Prom. This rule applies even if a ticket has been purchased.
- All students will need to sign out upon leaving the dance if it is before 11:00pm. Students will not be allowed to re-enter the dance after signing out.
- Students are expected to dance "Face to Face and leave some Space".
- Students who do not follow the expectation for dancing will receive two warnings by any adult chaperone before being asked to leave.
- Appropriate attire is expected at dances. Any student wearing an overly revealing outfit will be asked to change or leave the dance.

## SCHOOL ASSEMBLIES

Omak High School has the expectation that all people presenting at assemblies will be treated with courtesy and respect. Standard classroom behavior will be the general expectation, and students failing to be respectful will be removed and assigned to a study room. School assemblies are considered a part of the regular school program, and attendance at assemblies is required. Exceptions may be granted upon request if there is an appropriate reason such as religious preference. Students who arrange to miss assemblies are required to attend one of several study rooms that will be available. On request, a location will be assigned, and roll will be taken during assemblies.

### Assembly behavior:

- Students will be responsible participants, good listeners, and will respect the rights of others as an audience.
- Hats will be removed during the flag salute and/or National Anthem, while in the PAC, or when guest speakers are in the gym.
- While in the PAC, respect will be shown for the facility: no food or drink, no feet on chairs or stage front, no climbing over seats.
- Restrooms will be used prior to assemblies/programs to minimize disruption.
- Electronic devices, cell phones, etc. will be confiscated if used by audience during an assembly. They will be returned to parents upon request.

# ACADEMIC POLICIES, EXPECTATIONS

## GRADING PROCEDURES

Teachers may use a variety of methods to determine student achievement and progress throughout each course. The nature and format of a particular course will govern the types of assessment procedures used to evaluate student effort. Teachers will identify their grading policies at the beginning of each new term along with their other course expectations.

Grades are a function of the following:

### **Attendance**

When absent, a student misses class participation and interaction that contributes to learning. Absences can affect grades.

### **Tests**

These include written evaluations (in some cases oral) at the conclusion of a unit, activity, quarter, or semester block of instruction.

### **Quizzes**

These permit teachers to assess student levels of accomplishment in a prompt fashion on a daily or weekly basis.

### **Homework**

Teachers assign extended learning work to students for the purpose of clarification, application, and analysis. Assessment of this work reveals student daily or weekly preparation and understanding. Such homework may be oral, written, reading, or special project activities.

### **Contribution to Class Instruction**

Teachers count classroom attitude and behavior as contributory toward student learning.

### **Essays (short compositions)**

Narrative, descriptive, and expository papers aid teachers in discovering student commitment and understanding by requiring personal reaction and written response.

### **Oral Reports and Group Presentations**

The oral skills of students will be measured for both form and content.

### **Research Papers**

These assignments permit individual in-depth study for students on a topic that is relevant to classroom study.

## **ACADEMIC HONESTY**

Students are to use only their own work, or are to give appropriate credit to sources used when using research methods. In testing situations, students are to avoid any indication of borrowing information from classmates or bringing written information unless so authorized by the teacher. The consequence of academic dishonesty is potential failure on that assignment or paper, and possible failure in the class with loss of credit.

## **CONFIDENTIALITY & ACCESSIBILITY OF STUDENT RECORDS**

All information related to individual students will be treated in a confidential and professional manner. Student records are the property of the district, but will be available in an orderly and timely manner to students and parents. Other guidelines regarding student records are available in Omak School District Board Policies 3231 and 3231P. Those wanting to review their records should apply at the Counseling Office. Refer to page 24 for further information on “FERPA” (Family Educational Rights to Privacy Act)

## **GRADE REPORTS & TRANSCRIPTS**

Report cards will be given following each quarter. Final grades will be posted to transcripts at the end of the first semester or school year depending on the length of the class. All classes will be posted as either 0.5 or 1.0 credit as determined by the counseling office. Only final grades posted to transcripts are calculated in the accumulative grade point average (GPA.).

### **2018 - 2019 Grade Reporting Schedule**

Quarter 1 Aug 29 – Nov 2

9/18 D & F Reports Due Gradebook must be up to date

10/2 Mid Term Grades Due Must “Post” Grades Online

10/16 D & F Reports Due Gradebook must be up to date

11/6 Quarter 1 Grades Due Must “Post” Grades Online (End of Q1 Nov 2)

Quarter 2/S1 Nov. 3 – Jan. 25 (S1 Aug 29 – Jan 25)

11/27 D & F Reports Due Gradebook must be up to date

12/11 Mid Term Grades Due Must “Post” Grades Online

1/08 D & F Reports Due Gradebook must be up to date

1/29 Q2/Sem. 1 Grades Due Must “Post” Grades Online (End of S1 Jan 25)

Quarter 3 Jan 26 – March 27

2/12 D & F Reports Due Gradebook must be up to date

3/5 Mid Term Grades Due Must “Post” Grades Online

3/19 D & F Reports Due Gradebook must be up to date

4/9 Quarter 3 Grades Due Must “Post” Grades Online (End of Q3 March 27)

Quarter 4/S2 March 28 – June 12 (S2 Jan 26 – June 12)

4/23 D & F Reports Due Gradebook must be up to date

5/7 Mid Term Grades Due Must “Post” Grades Online

5/21 D & F Reports Due Gradebook must be up to date

6/5 SENIOR GRADES DUE “Post” on Skyward

6/14 Q4/Sem. 2 Grades Due Must “Post” Grades Online

## **ACADEMIC EXPECTATIONS POLICY**

The OHS faculty and administration are committed to providing a positive, nurturing learning environment. We want all students to experience academic success, and believe all students perform at a higher academic level if they are aware of their educational expectations. In all cases, the OHS staff is committed to intervening on behalf of the students. Staff will

communicate with students and parents through various means such as conferences, progress and grade reports (as indicated above), and possible counseling sessions. Options for identifying and/or correcting academic deficiencies may include:

- A. Student- staff consultations
- B. Parent - staff consultations
- C. Parent/Student/staff consultations
- D. Written progress reports
- E. Support Services / Counseling
- F. Referral to TAT (Teacher Assistance Team)
- G. Referral to drug-alcohol resources
- H. Progressive discipline procedures
- I. Tutoring program

The Omak School District also expects that the parent/guardian to check with staff regarding any below average grades indicated on any grade check form, progress report, or report card. Guardians' and students attendance at parent conferences, open houses, IEP meetings when applicable, etc., is strongly encouraged. Parents are encouraged to contact the Counseling office regarding possible interventions at any time there are academic concerns. Students are expected to communicate their academic progress with their parent/guardians. **A student's failure to pursue the required course of study, as defined in Omak School District Board Policy 3240, may result in disciplinary action (ex: academic/behavior plan).**

## **REGISTRATION, SCHEDULE CHANGES & DROPS**

Registration for classes happens each spring after the Master schedule is set for the following school year. The counseling office will distribute registration materials and work with all students to build a schedule.

Requests for class (schedule) changes or class drops may be made to the counseling office without academic consequences one week prior and one week after the start of each semester. Requests will be honored if 3 conditions are met: 1) the student's reasons are in the best interest of his/her academic goals; 2) parents give written permission to support the change; and 3) if space is available in the class they wish to enter.

If the request to change or drop a class is made after the first week of the term, the request may be honored, but an "F" grade will be posted on the student's transcript. A posted "F" for a dropped class is still considered an active class with a failing grade until final posting of all grades at the end of the term. Exceptions to the posted "F" may occur if: 1) the student was misplaced in a class and does not have the skills to successfully complete the program as determined by the teacher, or 2) at the recommendation of the administration, counselor, Sp. Ed Team, or TAT.

## **OUTSIDE CREDITS**

All outside credits must be earned through a program approved by the State of Washington according to WAC 180-90-112. The following are examples of approved outside credit programs: a) Running Start, b) College credits. If you plan on earning outside credits other than the examples listed above, check with the Counseling Office first.

## GRADUATION REQUIREMENTS for Omak High School

	<b>Class of 2017 &amp; 2018</b>	<b>Class of 2019 &amp; beyond</b>
<b>English</b>	4	4
<b>Math</b>	3	3
<b>Science ( 2 Lab Science Required)</b>	2	3
<b>Social Studies-PNW, World, US, CWP</b>	3	3
<b>Health and Fitness</b>	2	2
<b>Fine Arts</b>	1	2*
<b>Occupational Ed.</b>	1	1
<b>World Language</b>		2*
<b>Career Concentration</b>		2*
<b>High School/Beyond Plan</b>	Required	Required
<b>State Assessments (ELA, math, Biology*)</b>	Required	Required
<b>Electives</b>	10	4*
<b>Total Credits</b>	<b>26</b>	<b>26</b>

\*Flexible requirements: 1 arts credit, world language credit, career concentration credit, and electives may be substituted according to a student's High School and Beyond Plan.

Students who meet the reading, writing and mathematics high school standards will earn a Certificate of Academic Achievement (CAA) or Certificate of Individual Achievement (CIA). To graduate all student are now required to meet the state's ELA, mathematics and science standards along with completion of the required credits. (State required Biology/Science Assessment for graduation **has been waived for the classes of 2018-2020**).

Note: A student's graduation requirements are determined by the date they start ninth grade. Graduation requirements remain the same for the student regardless of whether they graduate early or need more than four years to graduate.

## RUNNING START

Running Start allows qualified high school juniors and seniors to enroll in high school and community college at the same time, earning credits that apply to each institution. For the sole purpose of determining eligibility for the running start program, junior status will be defined by one of the following two definitions:

- a) The person has earned the required number of credits according to the grade placement policy for junior status and meets the Eligible Student Definition in WAC 392-169 or
- b) The person has received home based instruction under RCW 28A.225.010 (4) for two academic years and meets the Eligible Student Definition in WAC 392.-69.

The district does have discretion in apportioning the Running Start credits earned toward specific graduation requirements. Per WAC 180-51-050, if a student takes a five quarter-hour course, the district must award one high school credit. If a student takes a three quarter-hour



course, the district must award .5 high school credits. If the district determines, however, that the course is only partially relevant to a particular high school graduation requirement, it need only award partial “required” credit. Balance of the high school credit earned in the college course becomes part of the student’s “elective” credits.

These determinations are required to be made within twenty days of the student requesting confirmation of the credits he or she plans to take through Running Start. WAC 392-169 Running start courses shall not conflict with a student’s daily schedule at Omak High. For more information, please contact WVC-North or the counseling office. Students wishing to drop High School classes to take Running Start classes must refer to the class drop policy indicated at the top of this page.

Running Start Credit Equivalencies (*Please speak with our school counselor for additional information*).

## **CLASS RANK**

A class rank is a class list ordered according to students’ earned a cumulative grade point average. To be included in the OHS student rank, a student must meet the following three requirements. The student must: 1) have the required number of credits and the required classes for the assigned grade level; 2) be progressing towards a diploma from OHS; and 3) have letter grades for 75% of his/her posted grades.

## **HONOR ROLL**

For a student to be named to the honor roll for any term he/she must be enrolled in no less than 3 academic courses in which letter grades (A-F) are given and maintain a 3.50 - 4.00 GPA with no failing grades. (Exception: Students with “P” grades in either “AP” or “Independent Study” classes would qualify for honor roll with a 3.5 – 4.0 in 2 academic classes.) (Running Start students will also be on our honor roll if they qualify. Their names will be released to the media if we have received their college credits prior to sending the list.)

## **HONOR CORDS**

Honor cords are awarded for students who have received a 3.5 cumulative G.P.A. over the first seven terms of high school. 2<sup>nd</sup> semester term of the student’s senior year are not used to determine Honor Cord Status due to the ordering date of the actual cords.

## **VALEDICTORIAN-SALUTATORIAN**

Valedictorian and Salutarian selection is based on the Admissions Index developed by the Higher Education Coordinating Board of the State of Washington. It is composed of approximately 75% GPA and approximately 25% standardized test scores. The standardized test used may be either the SAT or the ACT. The standardized test may be taken more than once, and the highest combined score from the same test will be used to compute the Admissions Index number. The last SAT or ACT score will be from the March exams. This will grant ample time for score reporting, and to determine final class rank. Of the total earned credits, 75% or more must be in courses in which letter grades (A-F) are posted. (If the fee for taking a standardized test is a hardship on a family, the Counseling Office has various options that can help with this cost.)

## SENIOR TRIP

The senior trip is an optional opportunity that is not a requirement or right for any student. Attendance for the trip will require attending one of the parent meetings, passing all classes and currently holding a 2.0 GPA or better on the last progress report, and on track for graduation. Students may be denied access to the trip if they are in jeopardy of graduating. The senior trip is to encourage class unity, but to reduce the 'senior skip days' that will risk student success in the long term.

## GRADUATION PARTICIPATION

To be eligible to march with his/her class at graduation: (1) A student must have completed all credit requirements prior to the date of graduation. One week prior to marching, Running Start Students must bring a letter to the high school counselor from their professors stating they are in good standing to pass the class. This is necessary for classes needed to fulfill graduation requirements. Students earning outside credits must have credits posted to transcripts and turned in to the high school counselor. (2) The senior check out form must be completed, and (3) the senior must attend required marching practices. (4) Must wear gown, and appropriate shoes – no "beach" attire. (5) Follow all school rules and expectations during graduation practices (6) Omak high school stoles and cords will be the only allowed adornment to the graduation gown. Any change from this procedure will require administration approval.

## EARLY GRADUATION

Application forms must be submitted to the OHS Principal a minimum of one school year prior to the requested graduation date before consideration will be given to the applicant. Forms are available in the Counseling Office

## FINES, TIME OR INCOMPLETE CHECKOUT

Grades, transcripts, and/or diplomas will be held, extracurricular activity participation will be denied, and/or registration priority will be lost if the student has outstanding fines, fees, or detention time, or has not checked out satisfactorily at the end of the previous school year. We appreciate students taking care of obligations in a timely manner. Once cleared, all sanctions will be dropped.

## STUDENT ACTIVITIES AND CLUBS

Welcome to a wide variety of activities and opportunities! Omak High School has many clubs and activities that can provide each student with plenty of opportunities to participate in high school life. The daily bulletin will inform you of meeting times and locations and all activities that are happening.

### Activities

Art Club: Attached to the Art Department

Annual: Attached to the Journalism class to construct the school annual (Ms. Corson)

A.S.B. (Associated Student Body) Student government (Mr. Smith)

Freshman Class (Mrs. Smith)

Junior Class (Ms. Klemik)

Sophomore Class (Ms. McClellan)

Senior Class (Mr. Smith)

**Book Club:** Social group to celebrate reading and support the library (Ms. Agee)

**CaB (Choir and Band):** Attached to the Music Department. (Mr. Pearce)

**Cheerleading:** A seasonal commitment with members chosen competitively in the spring of the preceding year

**Club Shred:** Ski club that meets and skis on the weekends. (Mr. Smith)

**Drama:** Students involved with live productions in collaboration with the Theater/Tech class and many community groups. (Mr. McNett)

**F.B.L.A. (Future Business Leaders of America):** attached to CTE classes (Mrs. Peterson)

**F.F.A.:** Attached to the Agriculture Department, and involved at Local, Regional, State and National levels. (Ms. Lewis)

**F.C.C.L.A. (Family Career and Community Leaders of America):** attached to the Family and Consumer Sciences Dept., involved at local, regional, state and national levels. (Ms. Wilson)

**Gay/Straight Alliance-** Promotes tolerance of all students at OHS

**Honor Society:** Composed of students who maintain a 3.75 GPA or higher, and are involved in other school and community activities. (Mrs. Orr)

**Key Club:** Students community service club associated with local Kiwanis association (Mrs. Joyce)

**Knowledge Bowl:** Quiz show style academic competition for students interested in local, regional and state competition. (Mr. Fagerness)

**Link Crew:** Open to selected upperclassmen by application. Students interested in helping transition students from the middle school to the high school (Mrs. Joyce)

**Native American Club:** Operated out of the Counseling Office by the JOM and Title IX programs. (Ms. Bigelow)

**Powerlifting Club:** (Tyler Christensen)

## **Interscholastic sports**

Baseball, Basketball, Cross-Country, Football, Golf, Soccer, Softball, Tennis, Track, Volleyball, and Wrestling.

## **ASB CARDS**

Students may purchase ASB Card from the ASB Officers at the beginning of the school year. The card allows you reduced cost or free entries to school events and activities. All club members, athletes, Class Officers, and Student Body officers/representatives are required to purchase an ASB Card. Students must have an ASB card (or otherwise register to vote) to vote in all ASB elections. A validation sticker will be attached to your ID card (after school pictures are taken) when you purchase the ASB card. Without the validation sticker, the card is only an ID card and cannot be used for entry to events.

## **STUDENT GOVERNMENT**

Your student government officers work with their Advisor and the administration. They will plan a variety of activities, assemblies, and dances for you throughout the year. There is often an opportunity to sign up for one of the many committees posted on their bulletin board in the main office. The General Assembly is the governing body and represents the students. It is

comprised of ASB Officers, Class Presidents, classroom representatives, and one elected representative from each club at Omak High School. Please note that all students elected to positions as ASB officers, Class officers, or representatives must read the ASB Constitution, and sign and follow the “ASB/Class Officer Code” made up of elected officer requirements contained in the Constitution.

## **ASB OFFICERS**

President, Vice President, Secretary, Senior and Junior Treasurers, and the Activity Councilperson (ACP). They work directly with the ASB advisor on all activities. Each class has its own officers: President, Vice President, Secretary, and Treasurer who work with the Class Advisors on all of their class activities and on their parts during such ASB activities as Homecoming, Food Drive, Penny Wars, etc.

## **POSTING OF SIGNS, ADVERTISEMENTS, and ANNOUNCEMENTS**

The high school administration or advisor must approve all postings or displays on the high school campus. All items must be initialed and dated before displayed. Event announcements need to be removed immediately following the event. All others must be removed after 30 days. Special permission may be obtained for those items that need more than 30 days of exposure, for example, student annual sales. Displays must be placed so they do not cover existing artwork, safety devices or cause undue disruption of the school process.

## **ACTIVITIES AND ATHLETIC PHILOSOPHY**

The athletic program is an integral part of the total educational effort provided by the Omak School District. To be successful, the athletic program requires a partnership between student athlete, parent/ legal guardian, coach, and administration. This partnership **MUST BE** based on honesty, mutual respect, and open communication.

The Omak School District athletic program is intended to provide students at all levels an opportunity to achieve excellence through participation in sports, while maintaining a strong emphasis on academic excellence to ensure that students have the skills needed to become productive, positive citizens. The principles concerning competitive participation shall include development of physical fitness, skills and abilities, mental alertness, self-discipline, leadership, high self-esteem, good sportsmanship, knowledge, and appreciation for success in a particular sport. Coaches and athletes are expected to give their best at all times.

**Athletic registration is to be completed on the Family ID website:**

**<https://www.familyid.com/organizations/omak-high-school-middle-school>**

Sportsmanship and fair play are intrinsic to the athletic program and will always be important in our goal of gearing all activities to the highest level of achievement possible.

## OBJECTIVES/PROCEDURES FOR THE ATHLETIC PROGRAM

1. The athletic program is voluntary and open to all students who are in compliance with the honor code, to participate in any program they and their parents feel is beneficial to the student, without any pressure from school personnel or students. Encouragement is not considered pressure. Student participation is encouraged, but intimidation or undue recruiting from other activities is unacceptable. Students will not be penalized for participation or non-participation in "out of season" activities which are provided for the enrichment of the participant and should be at his/her option.
2. All students in compliance with the honor code are encouraged to participate in the athletic program. Placement of the athlete at the varsity, junior varsity, or developmental team level shall be determined solely by the coaches for the particular sport. Participation at the various levels will be based on the commitment, attitude, current skills and ability, and past and current performance of the student athlete. Every effort will be made to ensure that there is maximum participation in our programs.
3. To support the idea of continual improvement as coaches and athletes, we are open to evaluation and feedback.

This athletic/activity code begins with the date of your registration as an Omak High School student and continues until graduation, whether the sport is in season or not. At the end of the code packet, there is a form that must be completed (signed by both student and parent/guardian) stating that you will abide by this code. It must be returned to the Athletic Director's office or your advisor **prior** to participating in practices or events.

Our community does not know athletic/activity seasons, but only your attendance at Omak schools and involvement in athletics or activities is not a sometime thing. Therefore, there will be no off-season for students in athletics or other activities in the Omak School District after signing this form. Be proud of your efforts and commitment while representing Omak.

## ACTIVITIES AND ATHLETE EXPECTATIONS

1. Play, have fun, and enjoy the game. The game is for you!
2. Demonstrate good sportsmanship, ethical conduct, and fair play at all times.
3. Treat everyone, including teammates, coaches, officials and opponents, with dignity and respect.
4. Exercise self-control at all times, accepting decisions and abiding by them.
5. Respect the **official's'** judgment and interpretations of the rules.
6. Regarding clarification of a ruling, communicate with the officials through your captain only.
7. Accept victory with humility and defeat with grace. Be neither boastful nor bitter.
8. Stress the values derived from playing the game fairly.
9. Be courteous to visiting teams and officials.
10. Abide by the letter and the spirit of the activity code. Commitment to the team and to one's own word is important. Be willing to accept the consequences for your actions.
11. Remember that you represent not only yourself, but also your parents, your school and your community.
12. Have high expectations; always try to do your best, in practice as well as in contests.

# ACTIVITIES/ATHLETIC TRAINING RULES AND REGULATIONS

## I. GENERAL RULES:

The athlete will carry out coach's directions. Individual sports/activities may also have additional rules concerning but not limited to the following:

- a. Attendance
- b. Sportsmanship
- c. Physical Appearance
- d. Curfew
- e. Attitude toward practice & contest/performance

All athletes are encouraged by the high school staff to maintain a high academic level and will meet minimum requirements as established by the WIAA and Omak School District in order to be able to participate. Penalties from other schools' codes for transferring students will be honored.

## PROCEDURES CONCERNING VIOLATIONS OF GENERAL RULES:

A warning, probationary period or dismissal will result from a violation. Contact will be mailed home to the parent or guardian of the athlete explaining why the individual has been placed on probation or dismissed and any subsequent action that may be taken. The athlete will be required to make all practices during any probationary period, and will conform to any provisions of the coach. If after a warning or probation period, an athlete continues to violate the rules, he/she will be dropped for the remainder of the season.

## II ACADEMIC

To be eligible to compete in athletics/activities, participate as a cheerleader, or to serve as a student government officer in the Omak School District, a student must pass both the WIAA Scholastic Standards and the Omak School District Scholastic Standard for the immediately preceding grading period.

- A. A student shall have earned a 2.00 grade point average (GPA) or better and also pass all classes in which they are officially enrolled at every grading period and required progress report period (about every 2 weeks; each D/F report, Mid-term, and quarter/semester grade period will be an athletic check) to be eligible for competition. A high school student with no failing grades from the previous spring semester will be deemed academically eligible for fall sports if their name does not appear on the first D/F report. Coaches will receive D/F Progress Reports to check student progress between required progress and grading periods. A forty-eight (48) hour window will be used to resolve any grading discrepancies.**
- B. OMAK SCHOOL DISTRICT ACADEMIC SUSPENSION:** A high school student placed on academic suspension for not meeting the standard will be declared ineligible for athletics/activities until the next grading period or required progress report.

- C. Athletes are required to attend turnouts while on academic suspension. Coaches may require students to attend make-up sessions for the class they are failing. Student-athletes that are academically ineligible are not allowed to travel with their team during the week as long as they are on academic suspension. They are allowed to sit on the bench during home and non-school day away contests.
- D. Athletes are required to participate in all classes to be eligible to practice or participate in contests that day. This includes dressing down and participating in P.E.
- E. Student Athletes Enrolled in Omak Highlands High School: Highlands High School teachers will submit documentation regarding a student athlete's academic contracts which will indicate satisfactory or unsatisfactory progress toward requirements for Highlands High school credits. An unsatisfactory grade will signify a failing grade. Since the grade checks for alternative school students are monthly, an unsatisfactory grade will mean that they are ineligible for the entire month.
- F. If student athletes have classes in the high school and Highlands school, they must meet the criteria for both schools or be academically ineligible for athletic contests. The documentation by the teacher will be submitted to the athletic office on the last school day of each month.
- G. Student Athletes Enrolled in Digital Learning (Washington Virtual Academy = WAVA): Students enrolled in a digital online learning program are required to maintain adequate progress throughout the class as determined by the supervisor. Students who are not making adequate progress at a grade period or required progress report time will be declared ineligible for 4 ½ weeks. Adequate Progress means completion of predetermined targets that were set at the beginning of the term. Notification to parents regarding deadlines will be made by students every 4 ½ weeks.

### **III. BEHAVIOR**

- A. Any student convicted of a violation of state laws or under investigation for a violation of a state law shall receive disciplinary action.
- B. Athletes who intimidate, bully, or harass others will receive disciplinary action and may be removed from the team for that sport season.
- C. Any student who forges a document of any kind (signature/grade) will be dropped for that sport season.

### **IV. ATTENDANCE**

Students must be in regular attendance all day to participate in activities after school. Students must be in school all day on Friday to participate in an activity on Saturday.

In the event teams returning on school transportation arrive after 12:00 midnight on a school night, students will be excused until 9:00 am the next school day.

- A. Excused absences because of sickness or hardship may alter this rule at the discretion of the athletic director/administrator involved. The student must take an admit slip to the activity signed by the athletic director/administrator in order to participate.
- B. Unexcused Absences: The student will go to practice that day, but will not be allowed to participate in that practice, plus he/she will miss the next contest.
- C. Unexcused Tardies: Coaches will enforce their team rules in regards to unexcused tardies.
- D. Absences or Tardies from Practice: The coach has the responsibility of determining consequences for absences and tardies from practice. It is always best to prearrange absences with the coach when possible. The coach should be contacted if there are questions pertaining to absences from practice.
- E. Suspension: If an athlete is given in-school or out-of-school suspension by an administrator or their designee, for disciplinary purposes, the student/athlete will not be able to participate in practice and will lose eligibility for the next contest (per OHS handbook)

## **V. ALCOHOL, TOBACCO, DRUGS:**

It is the belief of the Omak School District, administration, staff, and students, that the use of alcohol, tobacco products and other drugs, not only hinders your performance as a student and a participant in athletics, but more importantly, may cause a serious health and/or safety hazard for you and the other team participants. Therefore, the illegal use, possession, or selling of alcoholic beverages, tobacco products and/or other drugs are not permitted and will result in disciplinary action. Attendance at a function where alcohol and/or drugs are being illegally used shall be a violation of this code if the student does not leave immediately.

## **ATHLETIC HONOR CODE**

Our high school desires to conduct activities which will make a permanent contribution to the health and welfare of young people who participate in them. The Honor Code applies to participants in all activities, team support personnel (managers, stat keepers, etc.), cheerleaders, ASB officers, and any school activity, class or club which has competitions, performances or meetings outside of the regular school day. Participants will sign this Student Honor Code every year as part of the normal registration procedure in order for participants to review it. The code agreement will be in effect throughout their entire high school enrollment. The athletic department and coaches will monitor athletes. Advisors and school administrators will be responsible for overseeing participants in activities other than athletics. All participants in activities that access ASB funds will be required to purchase an ASB card.

Athletes will sign a student honor code and school handbook compliance policy upon registering for high school. The student honor code agreement will be in effect throughout their entire school enrollment. Violations of alcohol, tobacco, and drugs will proceed through cumulative steps. Repeat offenses for the use of illegal substances are specific to the middle school and high school level, thereby; middle school offenses will not carry over into high school.



## PROCEDURES CONCERNING SEVERE VIOLATIONS

A. Disciplinary actions regarding allegations of misconduct for severe violations will not be determined prior to an informal conference between the student, athletic director, and/or coach. Violations of alcohol, tobacco, drugs, and criminal acts will proceed through cumulative steps from their freshmen through their senior year. If the season concludes before the suspension is completed, the percentage of the suspension that is left will carry over to the next sport season until it is completed. Students must complete the sport season in which the suspension is being served in good standing as determined by the head coach or the full suspension will carry over to the next sport season. Community service will not be utilized as a substitute for participation forfeiture in the case of alcohol/tobacco/drug violations or illegal activity. Criminal acts including, but not limited to theft or vandalism shall be dealt with according to the seriousness of the crime. In all cases, the percentages of forfeited games will be based on the WIAA season, excluding post season. However, the games missed will include postseason.

B. A student who violates the drug/alcohol/tobacco policy in any category will be required to meet with the school counselor who will assist in determining if he/she must enter a Student Assistance Program, or other needed counseling. An evaluation and mandatory compliance with the treatment recommended must be followed. If the student fails to comply with the evaluation or treatment, he/she will forfeit participation in contests until compliance with the treatment program is met. This is meant to carry over to the next sport, or next school year, until compliance.

C. A student who is on athletic probation for less than one year must practice and attend all team functions including games but will not be allowed to suit up for contests. The student must demonstrate a cooperative attitude. If the season concludes before the suspension is completed, the suspension will carry over to the next sport or next year, until completed.

D. In all cases, if the violation occurred on school grounds or at a school sponsored event, the building discipline policy will be enforced in addition to the athletic code. The building policy may require a ninety day suspension from school. Official notification to police, notification to parents, notification to the Omak Athletic Director, and notification to the school counselor is required.

### SEVERE MISCONDUCT

**Severe Misconduct:** Dishonorable conduct that disgraces the name of the school will be reviewed by school administrators to determine the severity of the consequences. School policies and procedures will be referred to in determining consequences. Severe misconduct concerning behavior includes but is not limited to the following violations: theft, vandalism, malicious mischief, graffiti, immoral or indecent behavior, harassment, intimidation, bullying, bomb threats, or weapons. The general guidelines for forfeiture of athletic contests will follow those for violations of severe misconduct concerning alcohol/illegal drugs.

<b>Severe Misconduct Concerning Alcohol/Tobacco/Illegal Drugs</b>						<b><u>Revised 8/6/2014</u></b>
<b><u>Category</u></b>	<b><u>Violation</u></b>	<b><u>1<sup>st</sup> Offense</u></b>	<b><u>2<sup>nd</sup> offense</u></b>	<b><u>3<sup>rd</sup> Offense</u></b>	<b><u>4<sup>th</sup> Offense</u></b>	
4	Tobacco Referral to Substance Abuse Counseling	2 contests	5 contests	**One calendar year suspension from all activities	Permanent removal from any and all activities sponsored by Omak School District	
3	Possession or Consumption of Alcohol/Illegal Drugs Referral to Substance Abuse Counseling (This will include any MIP or MIC issued by law enforcement)	40% of contests	*The equivalent of one-sport season	**One calendar year suspension from all activities	Permanent removal from any and all activities sponsored by Omak School District	
2 Reductions only	Self-Admit (student admits when questioned) Referral to Substance Abuse Counseling (admitting while in possession or under the influence of drugs or alcohol will not be reduced) Self-Referral (self-report) Referral to Substance Abuse Counseling	30 % of contests  20 % of contests	*The equivalent of one-sport season	**One calendar year suspension from all activities	Permanent removal from any and all activities sponsored by Omak School District	
2	Attendance at a Function Where Alcohol/Drugs Are Being Illegally Used Referral to Substance Abuse Counseling  There is not a violation under this category if a participant leaves the illegal function immediately.	10% of contests	*The equivalent of one-sport season	**One calendar year suspension from all activities	Permanent removal from any and all activities sponsored by Omak School District	
1	Legend Drugs/ Steroids/ Controlled Substances***	*The equivalent of one-sport season	**One calendar year suspension	Permanent removal from any and all activities		

	(WIAA Rule 18.26.2) Referral to Substance Abuse Counseling		from all activities	sponsored by Omak School District	
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In determining the number of contests suspended, multiply the percentage by the number of scheduled events for the season. Round suspended games to the nearest whole number – there are no partial game suspensions. Suspensions may carry to post season or the next sport to complete the number of events missed.

\*One-sport season--If a suspension is carried over to the next sport season, the percentage of the suspension left to be completed will be based upon the regular season team contest limit of the next sport.

\*\*One calendar year--If a student is suspended for one calendar year on September 21, 2013, the participant will become eligible to participate on September 21, 2014.

\*\*\*Legend drugs are drugs obtained through prescription (RCW 69.41.020-050). Controlled substances are drugs which have been declared by federal or state law to be illegal for sale or use, but may be dispensed under a physician's prescription and fall under the Uniform Controlled Substance Act. WIAA 18.26.

## VI. FINES

In order for athletes to participate in practice or contests, students must have turned in all equipment/uniforms and paid all athletic and school related fines.

## VII. CURFEW

To increase and help maintain athletic performance, it is recommended that our student athletes adhere to proper sleeping patterns. The following are recommended curfew guidelines:

- A. Weekdays (Sundays through Thursday) students are to be home by 10:00 p.m. or thirty (30) minutes after a school sponsored activity.
- B. Weekends (Friday and Saturday) students should be home by 12:00 a.m. or thirty (30) minutes after a school sponsored activity.

## VIII. GOOD GROOMING

Good grooming is an asset to every individual. Students are expected to be clean and well-mannered when representing our school, and comply with the school dress code. Coaches need to establish a policy (approved by the athletic director) as it applies to their activity.

## IX. INDECENT EXPOSURE

Indecent exposure will be cause for suspension for the remainder of that season.

**X.** The Omak School District will honor other schools' codes for transferring students who are in violation of the previous schools' codes. The appeals board may be utilized to settle disputes in this area.

**XI.** Athletes who also participate in other activities will be held accountable to the activity code for those activities in addition to the athletic code.

**XII.** The Omak School District is a member of Washington Interscholastic Activities Association (W.I.A.A.), and as such, will follow rules and regulations as established in the W.I.A.A. Handbook. For more information about W.I.A.A. rules and regulations call: 425-687-8585 or Internet address <http://www.wiaa.com>.

### **XIII. W.I.A.A. EJECTION POLICY**

Any player or coach who is ejected from a contest for unsportsmanlike conduct will be ineligible until after the next contest at the same level of competition from which the person was ejected.

## **PROCESSING VIOLATIONS**

### **I. Violation Report**

- A. Violations shall be reported to the Athletic Director.
- B. The student will be notified of the violation after its receipt in the Athletic Director's office. Due process will ensue.

### **II. Due Process**

- A. Upon receipt of a suspected violation, the coach and the Athletic Director will gather evidence and hold a conference with the student in question. A written notice will be sent home. Every attempt will be made to call the student's parents/caretaker as soon as possible and involve them. (Minimum of 1 phone call and 1 letter) A determination will be made and the allegation either cleared or a penalty invoked.
- B. The student may appeal this decision to an appeal board (made up of the Principal/designee, Activity Council Person (student), and an out-of season coach). The appeal should be made in writing within five (5) school days of the coach and Athletic Director's decision. A decision on the appeal will be made within five school days of the receipt of the appeal.
- C. If the student is not satisfied that a fair decision has been reached by the appeal board, he/she may appeal to the School Board, by contacting the Superintendent. The appeal should, at this level, also be in writing to the Superintendent within five (5) school days of the appeal board's decision. The School Board will review the investigation and hold a hearing, then render a decision, within five school days of the receipt of the appeal by the Superintendent.
- D. While awaiting the results of an appeal, the athlete's suspension will remain in effect.

# FAMILY EDUCATIONAL RIGHTS to PRIVACY ACT (FERPA)

## FERPA ISSUES

Parents have a right to access student records upon request. The District intends to collect student information and will share this information for public request for Directory Information. Parents need to inform the school or district in writing at the start of each school year in order to withhold your **student's** Directory Information from being included in directory information or being released to the public

## Student Directory Information

School districts must annually notify parents or eligible students of 1) the release of school district-designated "directory information" and 2) that the parents or eligible students have the right to refuse the disclosure of any or all information on the students that is included in the directory. Directory information is defined as information not generally considered harmful or an invasion of privacy if disclosed. Such information shall not be released for commercial reasons. This information may include: name, address, telephone listing, electronic mail address; date and place of birth, photographs; participation in officially recognized activities and sports; field of study; weight and height of athletes; enrollment status (full-time, part-time, undergraduate, graduate); degrees and awards received; dates of attendance; most recent previous school attended; and grade level. Directory information cannot include student identification numbers or social security numbers.

## Student Records and Parental Rights

The Family Educational Rights to Privacy Act (FERPA) affords parents and students ("eligible students") certain rights concerning the student's education records. Parents/eligible students must be informed annually of the following rights:

1. The right to inspect and review the student's education records.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA.

Omak School District Administrative Procedure – 3231P

## Additional documents

Additional pages listed are downloaded onto student Chromebooks; (also available on the school website and in the main office)

- ***Appendix A: School District Calendar***
- ***Appendix B: HS Master Teaching Schedule***
- ***Appendix C: HS Daily Bell Schedule***
- ***Appendix D: HS School Map for students***
- ***Appendix E: Discipline Matrix***
- ***Appendix F: Non-Discrimination and Sexual Harassment***
- ***Appendix G: SafeSchool Reporting Tip Line***
- ***Appendix H: Harassment Intimidation and Bullying Reporting Form***

## **Appendix A: School District Calendar**

## Omak School District 2018-19

08.21.18

BOARD APPROVED 2.27.18

August 2018 <span style="float: right;">(3 days)</span>							(18 days)					January 2019	
		M	T	W	T	F	M	T	W	T	F		
22 6th Gr Orientation-PAC (6:00) 23 Back-To-School Night (5:00) 23 9th Grade Orientation (6:00) 27 All Staff Kickoff (8:00-12:00) 27-28 Teacher Workdays 28 School Board Meeting (5:30) 29 First Day of School (Gr. 1-12)								1	2	3	4	1-4 Winter Break 21 Martin Luther King, Jr. Day 22 School Board Meeting (5:30) 25 2nd Quarter Ends (6-12) 25 Early Release - Records (6-12) 25 Early Release - Staff Dvip (P-5) 28 All Staff Mid-Year Mtg (2:30)	
		20	21	22	23	24	14	15	16	17	18		
		27	28	29	30	31	21	22	23	24	25*		
							28	29	30	31			

September 2018 <span style="float: right;">(17 days)</span>							(18 days)					February 2019	
		M	T	W	T	F	M	T	W	T	F		
3 Labor Day 4 Kindergarten begins 7 School Improvement Day- No School 12 Preschool Begins 25 School Board Meeting (5:30) 28 Omak Native American Day												15 Non-Contracted - Snow Makeup 18 Presidents' Day - No School 26 School Board Meeting (5:30)	
		3	4	5	6	7	4	5	6	7	8		
		10	11	12	13	14	11	12	13	14	15		
		17	18	19	20	21	18	19	20	21	22		
		24	25	26	27	28	25	26	27	28			

October 2018 <span style="float: right;">(23 days)</span>							(21 days)					March 2019	
		M	T	W	T	F	M	T	W	T	F		
23 School Board Meeting (5:30)		1	2	3	4	5					1	8 2nd Trimester Ends (P-5) 26 School Board Meeting (5:30) 27 3rd Quarter Ends (6-12) 27 Early Release - Records (P-5) 27 Early Release - Staff Dvip (6-12) 28-29 * P.T.S. Conferences	
		8	9	10	11	12	4	5	6	7	8*		
		15	16	17	18	19	11	12	13	14	15		
		22	23	24	25	26	18	19	20	21	22		
		29	30	31			25	26	27*	28	29		

November 2018 <span style="float: right;">(18 days)</span>							(17 days)					April 2019	
		M	T	W	T	F	M	T	W	T	F		
2 1st Quarter Ends (6-12) 2 Early Release - Records (P-12) 12 Veterans Day-No School 16 1st Trimester Ends (P-5) 19-20 * P.T.S. Conferences 21-22 Thanksgiving Break 23 WA Native American Day 27 School Board Meeting (5:30)					1	2*	1	2	3	4	5	1-5 Spring Break 23 School Board Meeting (5:30)	
		5	6	7	8	9	8	9	10	11	12		
		12	13	14	15	16*	15	16	17	18	19		
		19	20	21	22	23	22	23	24	25	26		
		26	27	28	29	30	29	30					

December 2018 <span style="float: right;">(15 days)</span>							(22 days)					May 2019	
		M	T	W	T	F	M	T	W	T	F		
18 School Board Meeting (5:30) 24-31 Winter Break		3	4	5	6	7			1	2	3	13-17 Camp D - 6th Gr. (Group 1) 20-24 Camp D - 6th Gr. (Group 2) 27 Memorial Day 28 School Board Meeting (5:30) 31 5th Grade OMS Visitation	
		10	11	12	13	14	6	7	8	9	10		
		17	18	19	20	21	13	14	15	16	17		
		24	25	26	27	28	20	21	22	23	24		
		31					27	28	29	30	31		

(8 days)		June 2019					
		M	T	W	T	F	
		3	4	5	6	7	8 OHS Graduation (1:00)
		10	11*	12			11 End of 4th Quarter/3rd Trimester
							11 Early Release - Records
							11 OMS 8th Promotion (6:00)
							12 Preschool Ends
							12 Last Day of School (10:00)

There are 180 required school days.

- \* = End of Quarter / Trimester
- 
 = No School
- 
 = Early Release for Records or Staff Development
- 
 = Regular School Board Meeting

*Italicized = Early Release for Professional Development Mondays*

*\*Parent/Teacher/Student Conferences - Students attendances required.*

## Appendix B: HS Master Teaching Schedule

Program	Staff	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7
World Language	Abrahamson	Salish 3	Salish 1	Salish 2	Study Hall	Prep	Open	Open
	Carroll	Spanish 1	Spanish 3	Prep	Spanish 1	Spanish 1	Spanish 2	ELL
Special Education	Love	RR ELA	Prep	RR ELA	Life Skills	RR ELA	Consult	RR ELA
	Matthews	Life Skills	Life Skills	Consult	Prep	Life Skills	Life Skills	Life Skills
	Pearson	Prep	RR Math	Life Skills	Consult	RR Math	RR Math	RR Math
Science	Fagerness	Chemistry	Physical Science	Physical Science	Chemistry	Physics	Microbiology	Prep
	Morrison-Nelson	Into to Comp. Sci.	Biology	Biology	Prep	Physical Science	Biotechnology	Biology
History	Striggo	US History	PNW	Prep	US History	US History	PNW	US History
	Werner	CWP	CWP	CWP	World History	Prep	PNW/Health	World History
English	Kelly	English 9	English 9	English 11	English 9	English 9	English 9	Prep
	Lamb	English 10	Pre-AP ELA 10	English 10	Yearbook	Bridges - ELA	English 10	Prep
	Orr	Mythology	AP Senior ELA	AP Junior ELA	English 11	English 12	English 12	Prep
P.E.	Lamb	General PE	General PE	Strength and Cond.	General PE	General PE	Strength and Cond.	Strength and Cond.
Math	Huckins	Algebra 1	Algebra 2	Algebra 1	Algebra 1	Study Hall	Prep	Bridges-Math
	Pecha	Algebra 2	Pre-Calc	AP Calculus	AP Calculus	Algebra 2	Prep	Pre-Calc
	Sackman	Geometry	Algebra 1	Algebra 1	Personal Finance	Geometry	Geometry	Prep
Music	Gorman	Jazz Band	Prep	Middle School	Middle School	Middle School	Middle School	Band
	Pearce	Jazz Choir	Adv. Choir	Study Hall	Concert Choir	Prep	Middle School	Middle School
CTE	Black	Study Hall	Adv. Comm. Art	Art Exploration	Prep	Commercial Art	Commercial Art	CTE - Art
	Lewis	Ag. Biology	Vet. Medicine	Prep	Nat. Resources	Prin. Of Ag.	Greenhouse	Study Hall
	McNett	Middle School	Middle School	Middle School	Prep	Adv. Theater	Intro. Theater	CTE - Theater
	Peterson	CTE Director	CTE Director	Web Design	Prep	Accounting I & II	Tech. Fund.	CTE Director
	Quick	Ag. Welding	Study Hall	Prep	Adv. Welding	Ag. Carpentry	Ag. Carpentry	CTE - Woods
	Smith	Auto 2	Auto 3	Prep	Auto 1	Leadership	Study Hall	CTE - Auto
	Wilson	Beg. Foods	Health	Beg. Foods	Ind. Living	Prep	Health	Ind. Living
Guidance	LaGrou	Counselor	Counselor	Counselor	Counselor	Counselor	Counselor	Counselor
HHS	Simmons							
	Popelier							

PREP	BEA	SPED	MS	CTE	HHS	Open	Study Hall
------	-----	------	----	-----	-----	------	------------

Monday	PRIDE	Extended Block (W/Th)	Tuesday/Friday	Assembly	Early Release
1st 8:00 - 8:43	1st 8:00 - 8:46	1st/2nd 8:00 - 9:45	1st 8:00 - 8:51	1st 8:00 - 8:47	1st 8:00 - 8:32
2nd 8:48 - 9:31	2nd 8:51 - 9:37	3rd/4th 9:55 - 11:40	2nd 8:56 - 9:47	2nd 8:52 - 9:39	2nd 8:37 - 9:09
3rd 9:36 - 10:19	3rd 9:42 - 10:28	Lunch 11:40 - 12:10	3rd 9:52 - 10:43	3rd 9:44 - 10:31	3rd 9:14 - 9:46
4th 10:24 - 11:07	PRIDE 10:33 - 11:06	5th/6th 12:15 - 2:00	4th 10:48 - 11:39	4th 10:36 - 11:23	4th 9:51 - 10:23
5th 11:12 - 11:55	4th 11:11 - 11:57	7th 2:06 - 3:00	Lunch 11:39 - 12:09	Lunch 11:23 - 11:53	5th 10:28 - 11:00
Lunch 11:55 - 12:25	Lunch 11:57 - 12:27		5th 12:14 - 1:06	5th 11:58 - 12:45	6th 11:05 - 11:37
6th 12:30 - 1:13	5th 12:32 - 1:18		6th 1:11 - 2:03	6th 12:50 - 1:37	7th 11:42 - 12:14
7th 1:18 - 2:00	6th 1:23 - 2:09		7th 2:08 - 3:00	7th 1:42 - 2:30	Lunch 12:14 - 12:45
	7th 2:14 - 3:00			Assembly 2:35 - 3:00	

## Appendix C: HS Daily Bell Schedule

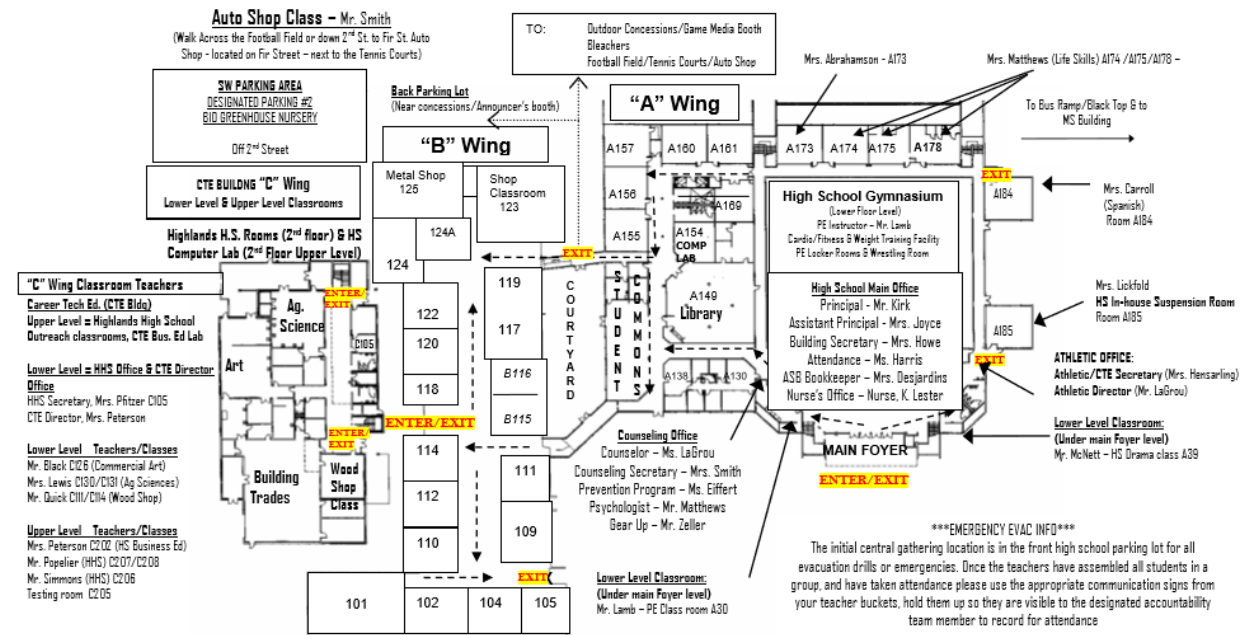


**OMAK HIGH SCHOOL DAILY BELL SCHEDULE 2018 - 2019**

<p><b>PDM (Professional Development Monday's) Monday Early Release Bell Schedule</b></p> <p><i>Warning Bell 7:55 AM</i>            1st 8:00 AM – 8:43 AM            2nd 8:48 AM – 9:31 AM            3rd 9:36 AM – 10:19 AM            4th 10:24 AM – 11:07 AM            5th 11:12 AM – 11:55 AM  <i>Lunch 11:55 AM – 12:25 PM</i>            6th 12:30 PM – 1:13 PM            7th 1:18 PM – 2:00 PM  <i>*Staff PDM 2:00 PM – 3:30 PM</i></p>	<p><b>PRIDE 101 Advisory Bell Schedule</b>  <i>*PRIDE Tuesday:</i>            (9/4, 9/18, 10/2, 10/16, 10/30, 11/6, 12/4, 12/18,            1/15, 1/29, 2/12, 2/26, 3/12 3/26, 4/16, 4/30, 5/14, 6/7)</p> <p><i>Warning Bell 7:55 AM</i>            1st 8:00 AM – 8:46AM            2nd 8:51 AM – 9:37 AM            3rd 9:42 AM – 10:28 AM            PRIDE* 10:33 AM – 11:06 AM            4th 11:11 AM – 11:57 PM  <i>Lunch 11:57 PM – 12:27 PM</i>            5th 12:32 PM – 1:18 PM            6th 1:23 PM – 2:09 PM            7th 2:14 PM – 3:00 PM</p>
<p><b>Regular 7 Period Bell Schedule (Tuesday's, Friday's)</b></p> <p><i>Warning Bell 7:55 AM</i>            1st 8:00 AM – 8:51 AM            2nd 8:56 AM – 9:47 AM            3rd 9:52 AM – 10:43 AM            4th 10:48 AM – 11:39 AM  <i>Lunch 11:39 AM – 12:09 PM</i>            5th 12:14 PM – 1:06 PM            6th 1:11 PM – 2:03 PM            7th 2:08 PM – 3:00 PM</p>	<p><b>Extended Learning Bell Schedule (Wednesday's)</b></p> <p><i>Warning Bell 7:55 AM</i>            1st 8:00 AM – 9:45 AM            3rd 9:55 AM – 11:40 AM  <i>Lunch 11:40 AM – 12:10 PM</i>            5th 12:15 PM – 2:00 PM            7th 2:06 PM – 3:00 PM</p>
<p><b>Extended Learning Bell Schedule (Thursday's)</b></p> <p><i>Warning Bell 7:55 AM</i>            2nd 8:00 AM – 9:45 AM            4th 9:55 AM – 11:40 AM  <i>Lunch 11:40 AM – 12:10 PM</i>            6th 12:15 PM – 2:00 PM            7th 2:06 PM – 3:00 PM</p>	<p><b>Early Release Bell Schedule</b></p> <p><i>Warning Bell 7:55 AM</i>            1st 8:00 AM – 8:32 AM            2nd 8:37 AM – 9:09 AM            3rd 9:14 AM – 9:46 AM            4th 9:51 AM – 10:23 AM            5th 10:28 AM – 11:00 AM            6th 11:05 AM – 11:37 AM            7th 11:42 AM – 12:14 PM  <i>Lunch 12:14 PM – 12:45 PM</i></p>
<p><b>Assembly Bell Schedule</b></p> <p><i>Warning Bell 7:55 AM</i>            1st 8:00 AM – 8:47 AM            2nd 8:52 AM – 9:39 AM            3rd 9: 44 AM – 10:31 AM            4th 10:36 AM – 11:23 AM  <i>Lunch 11:23 AM – 11:53 AM</i>            5th 11:58 AM – 12:45 PM            6th 12:50 PM – 1:37 PM            7th 1:42 PM – 2:30 PM  <i>Assembly 2:35 PM – 3:00 PM</i></p>	

**Appendix D: HS School Map for students**

### OMAK HIGH SCHOOL MAP



\*\*\*EMERGENCY EVAC INFO\*\*\*  
 The initial central gathering location is in the front high school parking lot for all evacuation drills or emergencies. Once the teachers have assembled all students in a group, and have taken attendance please use the appropriate communication signs from your teacher buckets, hold them up so they are visible to the designated accountability team member to record for attendance

**"B" Wing Classroom Teachers & Room #**

Mr. Fagerness	B102 B116/B120
Mr. Gorman (Band)	B104
Mr. Huckins	B114
Mr. Love	B115/B116
Mr. Morrison-Nelson	B101
Mr. Pearson	B117
Mr. Pearce (Choir)	B105
Mrs. Pecha	B110
Mr. Quick (Welding Shop)	B125
Mr. Sackman	B12
Mr. Smith (Leadership class)	B124
Mrs. Wilson	B109/B111

**OTHER**

Ms. Sigelow (JDM)	B122
Leadership Room	B124
Study Hall Classes	B118/B120
UB Office in HS	B123

<b>"A" Wing Classroom Teachers</b>	<b>Library &amp; Computer Lab</b>
Mrs. Abrahamson A173	Mrs. Agee A145/A154
Mrs. Carroll A184	
Ms. Kelly A180	<b>In-House Suspension (ISS) Room#</b>
Mrs. Lamb A158	Mrs. Lickfold A185
Mr. Lamb PE Gym	
Mrs. Orr A157	
Mr. Striggo A155	
Mr. Werner A181	

School Year 2018-2019      Revised AUGUST 2018 dh

## Appendix E: Discipline Matrix

Revised: August 25, 2018

Level 1	Cdes	1st	2nd	3rd	4th
Bus Disruptive Behavior	BDB	B/C1	C2	C3	H
Bus Safety Violation	BSV	H	H	H	H
Cheating	CHE	L	L	L	L
Defiance	DEF	C1	C2	C3	D1
Dishonesty	DIH	B/C1	C2	C3	D1
Disrespectful to Staff	DIS	C1	D1	E1	E3
Disruption	DSR	A/B/C1	A/C1	A/C2	A/C3
Dress Code Violation	DRE	B/N	C1/N	C2/N	C3/N
Failure to Serve Detention	FSD	P	P	P	P
Graffiti	GRF	C2	C3	D1	D2
Horseplay/Rough-Housing	HR	B/C1	B/C2	B/D1	B/D2
Indecency	IND	P	P	P	P
Malicious Mischief	MM	B/D1	B/D2	B/E1	B/E2
Not Following School Rules	NFR	A/B/C1	A/B/C2	A/B/D1	A/B/D2
Parking/Auto Violation	PAV	B/C1	B/C2	B/D1	B/D2
Profanity/ Gestures/Obscenity	PR	D1	D2	E1	E3
Public Display of Affection/ Sexual Misconduct	PDA	B	C1	C2	D2
Tardy (5x increments)	TAR	B	B/P	C1	C1
Technology Violation	TV	B	C1/I	C2/II/M1	D1/II/M2
Trespassing	TRE	B	B/C2	D1/G	D1/G
Unsafe Conduct	UC	B/C1	B/C2	B/D1	B/D2

**A - Classroom consequence**  
**B - Verbal reprimand /student conference** that is documented with discipline notes by appropriate staff member  
**C-After School Detention:** parent/administration notified  
 C1-1ASD C2-2ASD C3-3ASD  
**D - In-School Suspension:** Administrative directed with parent/guardian notified.  
 D1 - 1/2day D2 - 1day D3 - 3day D5 - 5day  
**E - Out-of-School Suspension:**Administrative directed with parent guardian notified. Re-admittance conference may be requested.  
 Short Term (15 max. per semester)  
 E1 - 1Day E2 - 2 day E3 - 3day E5 - 5day E10 - 10Day  
 Long Term (Reengagement meeting REQUIRED)  
 EQT - quarter ETRM - term  
**F - Emergency Expulsion:** Immediate isolation and/or removal from school grounds - parent/guardian notification. Denied attendance until hearing with Superintendent to address concerns. (Reengagement meeting REQUIRED)  
**G - Omak Police Department notified**  
**H - Bus Privileges suspended:** parent/guardian notification.  
**I - Confiscation** of item by administration/staff until

Level 2	Cdes	1st	2nd	3rd	4th
Arson	ARS	E5/G	E10/G	ETRM/G	F/G
Assault (to Student)	ASS	E5/G	E10/G	F/G	F/G
Assault to Staff	ATS	E5	EQT	F	F
Bomb/ Building Threat, False Alarm	Zw1	EQT/G	F/G	F/G	F/G
Drugs/Alcohol (Distribution)	ZD1	E20/G	ETRM/G	F/G	
Drugs/Alcohol (Use, Possession, Paraphernalia)	ZD2	E10/G	E20/G	EQT/G	F/G
Fighting (Instigation of a Fight)	FGT	E5	E10	G	G
Fighting (Mutual Combat)	FGT	E3	E5/G	EQT	G
Forgery	FR	D2/P	E1/P	G/P	G/P
Gang Activity	GA	C1	D2	E3	G
Harassment/Intimidation or Bullying to Student	HIB	D2	D3	E3	E5
Obscenity to Staff	TS	E3/P	E5/P	E10/P	P
Sexual Harassment	SH	E3	E5	EQT	ETRM
Theft/ Stolen Property (Possession)	TFT	E2/K/G	E5/K/G	EQT/K/G	ETRM/K/G
Threat to Staff	TTS	E5	E10	ETRM	G
Tobacco	ZT	D3	E2/H	E3/H	E5/H
Truancy	TRU	C2/P	C2/P	See BECCA	
Vandalism	VAN	E3/J	E5/J	E10/J	EQT/J
Weapons	Zw	E10/G	EQT/G	F/G	F/G
Weapons (Firearms)	Zw	F/G	F/G	F/G	F/G

parent/guardian picks up item  
**J - Restitution** for stolen/vandalized items  
**K - Special Services - P1 - Guidance, P2 - Social Worker P3 - Student Assistance Specialist**  
**L - 0%/F on assignment,** parent/guardian notified by teacher  
**M - Loss of computer use**  
 M1 - 1 week M2 - 2 weeks M4 - 4 weeks MR - year  
**N - Change or turning of garment**  
**O - Administrative Decision- \*ALL discipline** may include but not limited to:  
 1. Student Conference  
 2. Increased Consequences (detention/suspension)  
 3. Lunch Clean-up  
 4. Parent conference  
 5. Student Behavior contract  
 6. Schedule Change  
 7. Shortened Day  
 8. Outreach program  
 9. Recommend Expulsion for repeated behaviors  
**P - Notification of parent:** may include scheduling a meeting with parent/guardian at school

## Appendix F: Non-Discrimination & Sexual Harassment

Under state law, information about every school district's sexual harassment policy and complaint procedure must be included in staff and student

handbooks, or other publications that set forth the rules, regulations, and standards of conduct for the school or district (WAC [392-190-058](#)). Every school district must also annually inform all students, parents, and employees about its discrimination complaint procedure (WAC [392-190-060](#)).

The Equity and Civil Rights Office at the Office of Superintendent of Public Instruction (OSPI) has developed the following sample language that districts can include in student and staff handbooks to meet these requirements.

State law also requires each school district to post its sexual harassment policy in each building. Order or print posters for your buildings here: [Posters and Outreach Materials](#).

## **DISCRIMINATION**

### **Nondiscrimination Statement**

Omak School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, sexual expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: Civil Rights Coordinator and Title IX Coordinator: LeAnne Olson, (509) 826-7687, lolson@omaksd.org; and Section 504 Coordinator: John Holcomb, (509) 826-8342, johnholcomb@omaksd.org, P.O. Box 833, Omak, WA 98841.

The following employees have been designated to handle questions and complaints of alleged discrimination:

- Title IX/RCW28A.640/RCW28A.642 Officer, as well as, Compliance Coordinator for State Laws RCW 28A.640 Sexual Equality and RCW 28A.642 Discrimination Prohibited Officer, LeAnne Olson, lolson@omaksd.org, P.O. Box 833, Omak, WA 98841 (509) 826-7687,
- Section 504/ADA Coordinator, John Holcomb, jholcomb@omaksd.org, P.O. Box 833, Omak, WA 98841 (509) 826-8342.

This organization complies with the Americans with Disabilities Act. Persons who may need some accommodation in the hiring process should contact the Human Resources Office.

Omak School District is a drug and tobacco free workplace.

For more information on Omak School District's Affirmative Action Plan, please visit the "District Information" section located under "our District" on the Omak School District website at [www.omaksd.org](http://www.omaksd.org).

This organization requires a successful applicant to provide employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view it online here: <https://app.eduportal.com/share/162b8f3cd19ec994>

### **SEXUAL HARASSMENT**

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity.

Sexual harassment is unwelcome behavior or communication that is sexual in nature when:

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
- The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

#### **Examples of Sexual Harassment:**

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, emails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

You can report sexual harassment to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of your district's sexual harassment policy and procedure,

contact your school or district office, or view it online here:

<https://app.eduportal.com/share/2e25ce2126a2b0dd>

### **COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT**

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to resolve your concerns.

#### **Complaint to the School District**

##### ***Step 1. Write Out Your Complaint***

In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the district should take to resolve the problem. Send your written complaint—by mail, fax, email, or hand delivery—to the district superintendent or civil rights compliance coordinator.

##### ***Step 2: School District Investigates Your Complaint***

Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the district will notify you in writing to explain why staff need a time extension and the new date for their written response.

##### ***Step 3: School District Responds to Your Complaint***

In its written response, the district will include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

### **Appeal to the School District**

If you disagree with the school district's decision, you may appeal to the school district's board of directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you received the school district's response to your complaint. The school board will schedule a hearing within 20 calendar days after they received your appeal, unless you agree on a different timeline. The school board will send you a written decision within 30 calendar days after the district received your notice of appeal. The school board's decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI).

### **Complaint to OSPI**

If you do not agree with the school district's appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the district's complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly.

You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI:

*Email:* [Equity@k12.wa.us](mailto:Equity@k12.wa.us) | *Fax:* 360-664-2967

*Mail or hand deliver:* PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

For more information, visit [www.k12.wa.us/Equity/Complaints.aspx](http://www.k12.wa.us/Equity/Complaints.aspx), or contact OSPI's Equity and Civil Rights Office at 360-725-6162/TTY: 360-664-3631 or by e-mail at [equity@k12.wa.us](mailto:equity@k12.wa.us).

### **Other Discrimination Complaint Options**

*Office for Civil Rights, U.S. Department of Education*

206-607-1600 | TDD: 1-800-877-8339 | [OCR.Seattle@ed.gov](mailto:OCR.Seattle@ed.gov) | [www.ed.gov/ocr](http://www.ed.gov/ocr)

*Washington State Human Rights Commission*

1-800-233-3247 | TTY: 1-800-300-7525 | [www.hum.wa.gov](http://www.hum.wa.gov)

## **Appendix G:**

### **SafeSchools Alert: Tip Reporting Service**

Omak School District is now using SafeSchools Alert, a tip reporting service that allows students, staff, and parents to submit safety concerns to our administration four different ways:

1. Phone: 206.557.3622
2. Text: Text your tip to 206.557.3622
3. Email: 1687@alert1.us
4. Web: <http://1687.alert1.us>

You and your child can easily report tips on bullying, harassment, drugs, vandalism or any safety issue you're concerned about through SafeSchools Alert. Save the number in your phone so you can use it whenever you need. In case of an emergency, still call 911! Every tip SafeSchools Alert receives about Omak School District is immediately logged in the system and our administration is notified so that they can investigate and take appropriate action. And, tips may also be submitted anonymously if you prefer. Together, using SafeSchools Alert, we can make Omak School District a safer place to work and learn!

## **Appendix H: Harassment Intimidation & Bullying Reporting Form**



(2 pages)

**Student Harassment, Intimidation and Bullying Reporting Form****Omak School District #19**

*The Omak School District is committed to a safe and civil environment for all students, employees, volunteers and patrons, as free as possible from harassment, intimidation and bullying.*

**Reporting person (optional):** \_\_\_\_\_

**Targeted student:** \_\_\_\_\_

**Your email address (optional):** \_\_\_\_\_

**Your phone number (optional):** \_\_\_\_\_ **Today's date:** \_\_\_\_\_

**Name of school adult you've already contacted (if any):** \_\_\_\_\_

**Name(s) of bullies (if known):** \_\_\_\_\_

**On what dates did the incident(s) happen (if known):** \_\_\_\_\_

**Where did the incident happen? Circle all that apply.**

Classroom	Restroom	Hallway	Parking lot	Lunchroom
Internet	Locker room	Sport field	School bus	Cell phone
	Off school property	On the way to/from school	During a school activity	

**Other (Please describe.)** \_\_\_\_\_

**Please check the box that best describes what the bully did. Please choose all that apply.**

- Hitting, kicking, shoving, spitting, hair pulling or throwing something at the student
- Getting another person to hit or harm the student
- Teasing, name calling, making critical remarks or threatening in person, by phone, by e-mail, etc.
- Putting the student down and making the student a target of jokes
- Making rude and/or threatening gestures
- Excluding or rejecting the student
- Making the student fearful, demanding money or exploiting
- Spreading harmful rumors or gossip
- Cyber bullying (bullying by calling, texting, emailing, web posting, etc.)
- Other

**If you select other, please describe:** \_\_\_\_\_

**Student Harassment, Intimidation and Bullying Reporting Form**  
**Omak School District #19**

*The Omak School District is committed to a safe and civil environment for all students, employees, volunteers and patrons, as free as possible from harassment, intimidation and bullying.*

**Why do you think the harassment, intimidation or bullying occurred?**

\_\_\_\_\_

**Were there any witnesses? Yes  No  If yes, please provide their names:**

\_\_\_\_\_

\_\_\_\_\_

**Did a physical injury result from this incident? If yes, please describe.**

\_\_\_\_\_

**Was the target absent from school as a result of the incident? Yes  No  If yes, please describe**

\_\_\_\_\_

**Is there any additional information?**

\_\_\_\_\_

\_\_\_\_\_

**Thank you for reporting!**

-----**For Office Use**-----

**Received by:** \_\_\_\_\_

**Date received:** \_\_\_\_\_

**Action taken:** \_\_\_\_\_

**Parent/guardian contacted:** \_\_\_\_\_

**Circle one:    Resolved            Unresolved**

**Referred to:** \_\_\_\_\_