

2023-2024

STUDENT PLANNER/HANDBOOK

Name _____

Grade _____



Okanogan School District recognizes each student as an individual lifelong learner. We will provide a high quality, engaging education in a safe supportive environment. Together with families and community, students will be empowered to succeed and embody tenacity, integrity, acceptance, and respect.

244 South Fifth | P.O. Box 592 | 509.422.3770

www.oksd.wednet.edu

Office Hours: 7:30 a.m. to 4 p.m.

Principal: Zach Spaet | Secretary: Teri Ewer



Okanogan High School
Graduation
Requirements

4 Years	English	4.0 Credits
4 Years	Social Studies	4.0 Credits
3 Years	Science	3.0 Credits
3 Years	Math	3.0 Credits
2 Years	Physical Education	2.0 Credits
1 Year	Occupational Education	1.0 Credits
1 Year	Fine Arts	1.0 Credits
1 Year	Digitools	1.0 Credits
1 Semester	Applied Economics	<u>.5 Credits</u>

*20.5 Required Credits

*5.5 Elective Credits

26.0 Total Credits

26 TOTAL CREDITS TO GRADUATE

English

There are no substitutes for required English except Running Start or pre-approved Correspondence courses.

Social Studies

Grade 9: World Civ I	1 year
Grade 10: World Civ II	1 year
Grade 11: U.S. History	1 year
Grade 12: CWP	1 year

Physical Ed.

9th Grade P.E. is required. The second year may be taken in grade 10, 11, or 12.

Fine Arts

This can be Art, Choir, Band, or Floral Design.

Occupational

This can be the many CTE courses offered at Okanogan High School.

Applied Econ

Senior required course for one semester.

Running Start

A program for juniors & seniors to begin college work. Parents of qualified students must attend an orientation.



OKANOGAN HIGH SCHOOL
Education/Career Planning Guide

REQUIRED COURSES:

English – 4 Yrs.

___ 9th English
___ 10th English
___ 11th English
___ 12th English

Social Studies – 4 Yrs.

___ World Civ I
___ World Civ II
___ U.S. History
___ CWP

Math – 3 Yrs.

___ Algebra I
___ Geometry
___ 3rd yr Math

Science – 3 Yrs.

___ Science
___ Science
___ Science

Fine Arts – 1 Yr.

___ Art
___ Music
___ Floral Design

Physical Ed. – 2 Yrs.

___ 9th Gr. P.E./Health
___ P.E. Elective

Digitools/Office User – 1 yr

___ Digitools/Office User

Applied Econ – 1 Sem.

___ Applied Econ

Occ Ed. – 1 Yr.

___ CTE Courses

Additional

___ 1 Fine Arts & 2 World Language

*Courses are required, unless replaced by “Personalized Pathway”

A High School and Beyond Plan is a requirement for every student to graduate from Okanogan High School.

FOUR YEAR UNIVERSITY/COLLEGE REQUIREMENTS:

4 Years of English

3 Years of College Prep Math (Algebra I, Geometry, Algebra II)

3 Years of Science (Chemistry is required by some colleges)

2 Years of the same Foreign Language

3 Years of Social Studies

REGULAR BELL SCHEDULE

1 st Period	8:05-9:02
2 nd Period	9:06-9:56
3 rd Period	10:00-10:50
4 th Period	10:54-11:44
5 th Period	11:48-12:38
Lunch	12:38-1:12
6 th Period	1:16-2:06
7 th Period	2:10-3:00

Buses Depart at 3:07

ADVISORY SCHEDULE

1 st Period	8:05-8:50
Advisory	8:54-9:38
2 nd Period	9:42-10:26
3 rd Period	10:30-11:14
4 th Period	11:18-12:02
5 th Period	12:06-12:50
Lunch	12:50-1:24
6 th Period	1:28-2:12
7 th Period	2:16-3:00

**Every Wednesday*

Buses Depart at 3:07

***Second breakfast occurs
everyday from 8:57 to 9:02 a.m.**

TWO HOUR LATE START

1 st Period	10:05-10:41
2 nd Period	10:45-11:18
3 rd Period	11:22-11:55
4 th Period	11:59-12:32
Lunch	12:32-1:09
5 th Period	1:13-1:46
6 th Period	1:50-2:23
7 th Period	2:27-3:00

**This is likely a day caused by inclement weather.*

Buses Depart at 3:07

EARLY RELEASE SCHEDULE

1 st Period	8:05-8:40
2 nd Period	8:44-9:15
3 rd Period	9:19-9:50
4 th Period	9:54-10:25
5 th Period	10:29-11:00
6 th Period	11:04-11:35
7 th Period	11:39-12:10
Lunch	12:10-12:45

Buses Depart at 12:50

ASSEMBLY SCHEDULE

1 st Period	8:05-8:50
2 nd Period	8:54-9:38
3 rd Period	9:42-10:26
4 th Period	10:30-11:14
5 th Period	11:18-12:02
6 th Period	12:06-12:50
Lunch	12:50-1:24
7 th Period	1:28-2:12
Assembly	2:16-3:00

Buses Depart at 3:07

BEFORE/AFTER SCHOOL

All students should not be in the building prior to 7:30 a.m. and are to be out of the building by 3:30 p.m.—unless they are being supervised by a teacher, advisor, or coach.

RUNNING START STUDENTS

Running start students are not to be in the building during the time they do not have classes at Okanogan High School unless by permission of the principal.

WELCOME!

Welcome to Okanogan High School! The faculty, staff and administration know that the time you spend here will be educational and rewarding. This student planner is for you. It will help keep you organized and help you understand the operations of the school as well as your rights and responsibilities as a student. We hope that every student will become involved in the total school program and contribute in some way to make Okanogan High School filled with **Courtesy, Pride and Respect!**

PHILOSOPHY

One of the major goals of Okanogan School District is to promote in each student a sense of one's civic rights and responsibilities. As a result of the process of education, each student should clarify his/her basic values and develop a commitment to act upon these values within the framework of one's rights and responsibilities as a participant in the democratic process.

STUDENT RIGHTS

All students have the right to a safe environment and the right to an equal educational opportunity regardless of national origin, race, religion, economic status or sex, including being free from sexual harassment, or other types of harassment. Students have the right of freedom of speech, and of the press and right to peaceably assemble. Students have the right to be secure in person, paper, and effects against unreasonable searches and seizures. All students have the right to due process. Any pupil who is aggrieved for any cause has the right to request an informal conference with the appropriate administrator for the purpose of resolving the matter.

STUDENT RESPONSIBILITIES

All students who attend school in this district shall comply with the written policies, rules and regulations established, shall pursue the required course of studies, and shall submit to the authority of the teachers of the school, subject to such disciplinary or other action as the school officials shall determine.

TEACHER RIGHTS AND RESPONSIBILITIES

Every teacher and administrator shall, in accordance with due process rights of the students, have the authority to discipline any student for any disruptive or disorderly conduct while that student is under his/her supervision and jurisdiction. Teachers are required to maintain a suitable environment for learning and are to "set an appropriate example of personal conduct and avoid statements, which may be demeaning or personally offensive to any student or group of students" (School Board Policy #3200P).

RULES GOVERNING STUDENT CONDUCT

The school is legally responsible for students while in school or in transit to or from school. 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 the school grounds during and immediately before or immediately after school hours.
- On the 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.
- Off the school grounds when the prohibited behavior is a consequence of, or directly related to causes or events which occurred or originated on school grounds.
- Off school grounds when the student is enroute between home and school, including bus stops.
- Off school grounds at another school or at a school sponsored activity or event.
- Off school grounds when the student's behavior interferes with any official school duties or business.

CUMULATIVE VIOLATIONS POLICY

Attendance and discipline files will be kept for each student throughout his/her secondary career. These files may be used as a reference in determining which corrective action is necessary. A student who shall repeatedly fail to comply with various school policies, rules and regulations will be subject to suspension and/or expulsion. Repetitive minor violations can result in rather stringent disciplinary action. The seriousness of the violation is not the only criteria for disciplinary action.

PROGRESSIVE DISCIPLINE MATRIX

Okanogan High staff and administration care about each student and want to provide a safe, wholesome, positive atmosphere for learning and activity. To accomplish this we cannot allow abusive or disruptive behavior. Depending on severity or frequency of the violation(s) the administration reserves the right to determine the level at which the violation will be handled. **Proper authorities may be called for any offense at any level.**

DISCIPLINARY ACTION AND DUE PROCESS

Students are expected to use self-discipline and must assume responsibility for their behavior. When student behavior is not acceptable, necessary action will be taken.

Teachers and administrators have full authority to control or discipline a student during the time such student is in attendance or in transit to or from school or any school sponsored function. Discipline shall mean all forms of corrective action or punishment other than suspension and expulsion, including but not limited to the following:



Detention Time: The student is assigned to report to a teacher or the office to resolve a problem. The student may also be assigned time during a specific class period, lunch, or before or after school. If assigned before or after school detention, a student is given one day's notice when time is assigned so that he/she can arrange transportation.

Student Exclusion by teacher: A student may be excluded by the teacher from his or her individual classroom and instructional or activity area for a portion of the school day. If this occurs, parents will be notified by the teacher.

EMERGENCY REMOVAL

A student may be removed immediately from a class, subject, or activity by a teacher or administrator provided that the teacher or administrator has good and sufficient reasons 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.

IN SCHOOL SUSPENSION

The principal shall have the right to assign a student to In School Suspension for any single class or any full schedule of classes for a stated period of time not to exceed ten days. While serving ISS, students are restricted from school activities and interacting with other students on school grounds before, during, and after school hours.

SHORT-TERM SUSPENSION

The principal shall have the right to remove students from the school premises for any single class or any full schedule of classes for a stated period of time not to exceed ten days.

LONG-TERM SUSPENSION

Long-term suspension shall mean denial of the right of school attendance for any single class or any full schedule of classes for a stated period of time in excess of ten days.

EMERGENCY EXPULSION

An Emergency Expulsion may be issued if the principal reasonably believes the student is an immediate or continuing danger to him/herself, other students or is a substantial disruption to the educational process of the district

EXPULSION

Expulsion shall mean a denial of school attendance for an indefinite period of time. Students are restricted from school grounds and school activities during suspensions or expulsions.

CRIMINAL ACTS

Any act occurring on school premises or at a school-sponsored event which is contrary to the laws of the State of Washington or the ordinances of the City of Okanogan or the County of Okanogan is prohibited and may be turned over to the police. Appropriate action may be taken by school authorities if the incident is school-related, regardless of whether or not criminal charges result. While the list of criminal acts in the discipline model is not intended to be exclusive, it illustrates the kinds of offenses encompassed here.

FIREARMS ON SCHOOL PREMISIS OR TRANSPORTATION

RCW 28A.600.420 - Any student who is determined to have carried a firearm onto, or to 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 expelled from school *for not less than one year* under RCW 28A.600.010. The student's parents and police will also be notified. The superintendent of the school district may modify the expulsion of a student on a case-by-case basis.

DRUG AND ALCOHOL INTERVENTION PROGRAM

The Okanogan School District Board of Directors recognizes the use of alcohol and other illegal drugs, including controlled substances, as one of many societal problems that may represent an impairment to the normal development, well being, and academic performance of students. The board believes that the use of alcohol and other illegal or controlled drugs is wrong and harmful. Therefore, the board has declared that Okanogan Schools will be alcohol and drug free. The school board has adopted an alcohol and drug program that emphasizes prevention, intervention, aftercare support and necessary corrective actions. The program addresses the legal, social and health consequences of drug and alcohol use, and provides information about effective techniques for resisting peer pressure to use alcohol or illicit drugs. The program's components are age appropriate and developmentally based for all students in all grades.

STATEMENT TO ALL STUDENTS

The board of directors has grave concerns about student use, abuse, and experimentation of alcohol and other illegal drugs. The board has approved policies which forbid the unlawful part of any school sponsored activity. The sale of such illegal substances and the use of peer pressure to encourage drug use is especially serious and can be expected, in most cases, to result in the suspension or expulsion of the offending student. Actions taken by staff in dealing with student use of alcohol and other illegal drugs will have, as their first concern, the welfare of the student involved and of other students in the school. Law enforcement agencies will be called upon when federal, state or community laws have been violated.

CORRECTIVE ACTION

If a student appears at school or at a school sponsored function demonstrating behavior which indicates that s/he may be under the influence of alcohol or other illegal drugs (e.g., glassy and/or bloodshot eyes, smell, unsteady gait, mood swing, slurred speech, unusual behavior) and/or admits to an administrator that s/he is under the influence of alcohol or other illegal drugs, the school will take the following actions:

- The student may be asked to take a breathalyzer test if alcohol use is suspected (Refusal to take the test may result in implementation of school discipline for insubordination).
- Parents will be notified to arrange for appropriate treatment.
- Appropriate school discipline action will be taken.
- If the student's illegal use of alcohol or drugs is confirmed, the school administration may request the assistance of an enforcement official in investigating the source of the illegal substance.
- Names of any students involved with possession, selling or use of alcohol, illegal drugs or paraphernalia on school premises or at school activities, may be submitted by the appropriate school official to the proper law enforcement authorities.
- Referral to Student Services. Student Services staff will assist the student and family by helping to develop an intervention plan and in finding appropriate evaluation and treatment services.
- The building administrator has the authority to reduce the duration of a suspension, provided the building administrator is convinced that an intervention plan has been established, which will reduce future misconduct or involvement with drugs and/or alcohol.
- The student or parent may petition by letter for alternative corrective action through the superintendent's office. Accompanying this petition must be a drug and alcohol evaluation and recommendations. This evaluation must be done by a state accredited substance abuse treatment agency. The school district assumes no responsibility for such evaluation.

DEFACING PROPERTY (RCW 28A.635.060)

This has been expanded to allow suspension and punishment of a student who defaces or otherwise injures "property belonging to a school contractor, employee, or another student; not just those damaging school property". A student suspended under this section may not be readmitted until the damage has been paid for in full or the superintendent directs his or her admittance. If the student was suspended for damaging a school bus, the same suspension provisions apply, plus the student may not ride any school bus.

INNAPPROPRIATE LANGUAGE

Cursing is sometimes humorous, but sometimes abusive. It can help vent anger, or provoke it. It can relieve stress, or cause it. Control it, tame it, time it. Or, to be on the safe side, stop using it altogether. Even if your friends and associates commonly use cuss words, you will be perceived

as more mature, intelligent, articulate, polite, considerate and pleasant if you control your language and the emotions that typically prompt expletives. Choose to have character and class!

PUBLIC DISPLAY OF AFFECTION

Showing your affection without regard to your fellow students has it's place, and that place isn't in school. Please contain your demonstration of affection. You can hold hands, give that good ol' hug, but please ... no lip locks, tonsil hockey, or all-in-one hugs and passionate embraces. If you have a difficult time understanding what and when it is OK to show your affection, see the principal. If you are a guilty perpetrator of smashmouth in the school, you will be referred to the office. Discipline for repeat offenders will range from detention time, a parent conference, or suspension.

PERSONAL PROTECTION DEVICES

Personal protection devices such as mace, pepper spray, pocket knives, etc. are not allowed on campus.

ELECTRONIC DEVICES-SCHOOL BOARD POLICY 3245

Cellular telephones and music devices may be brought to school but must be put away when entering a classroom. All devices **must be turned off and put away** until the end of the period unless allowed by the teacher. A teacher may require that devices be put in a container in their room. Devices may be used between class periods and during lunchtime. Penalties:

- First Offense: item held in office for one day
- Second Offense: item held in office - parent must pick up
- Third Offense: detention and parent conference

SNOWBALLS

We all know that snow is beautiful and fun, but please remember to let it stay on the ground. Throwing snowballs will get you detention time.

HARASSMENT/INTIMIDATION/BULLYING POLICY

The Okanogan School District is committed to a positive and productive working and learning environment free of discrimination, intimidation, harassment or bullying. These behaviors adversely affect morale and interfere with one's ability to work and learn. WAC 392-190-056 defines harassment to include conduct or communication involving adult to student, student to adult, student to student, adult to adult, male to female, female to male, male to male, and female to female. Everyone at the Okanogan School District has the right to feel respected and safe. Consequently, we want you to know about our policy to prevent religious, racial or sexual harassment and violence of any kind. A harasser may be a student or an adult. Harassment may include the following when related to religion, race, sex, or gender: name calling; jokes or rumors; pulling on clothing; graffiti; notes or cartoons; unwelcome touching of a person or clothing; offensive or

graphic posters or book covers, or; any words or actions that make you feel uncomfortable, embarrass you, or hurt your feelings. If any word or action makes you feel uncomfortable, or fearful, you need to tell or write a teacher, counselor, supervisor, the principal or the Title IX Compliance Officer. Your right to privacy will be respected as much as possible. We take seriously all reports of religious, racial or sexual harassment, violence, and will take appropriate actions based on your report. The School District will also take action if anyone tries to intimidate you or take action to harm you because you have reported. This is a summary of the School District policy against religious, racial and sexual harassment. Complete policies are available in the District Office upon request.

SPECIAL NOTICE

In accordance with the Okanogan Education Association Contract, each student is to be informed that: The Okanogan School District shall prosecute to the fullest extent of the law any individual who physically or verbally abuses, intimidates, or interferes with an employee of this school within the performance of such employee's duties. Parents and guardians of students who willfully or maliciously damage or destroy school or employee property will be held liable for such damages.

ATTENDANCE

Good attendance patterns play a vital role in a student's success in school as well as in the world of work. If students develop good attendance patterns now, there will be many benefits from these habits in the future. All students are expected to be regular and punctual in attendance to derive the most benefit from their educational opportunities. The following absences shall be excused:

- Personal illness.
- Family emergencies, i.e. funeral, death, hospitalization.
- School sponsored activities.
- Mental health.
- Appearances in court when required by law.
- Disciplinary action (i.e. suspensión).

Students returning to school following any absence (except school activity), must present a written excuse from a parent/guardian to the high school office. **The excuse note must state the date(s) and reason for the absence.** Absences must be excused within two school days of return or they will automatically become unexcused. It is the student's responsibility to complete all work missed due to an excused absence at the teacher's convenience and turn it in at a reasonable time identified by the teacher in his/her classroom expectations.

UNEXCUSED ABSENCES

Any absence not listed as excusable will be considered unexcused regardless of parent note. The student's grade may be affected since work missed during an unexcused absence may not be made up.

EXCESSIVE ABSENCES

Absences are considered excessive once they begin to have an adverse impact on the student's academic progress. The school will communicate with parents by written referrals, phone calls, and parent-student-teacher-administrative staffing conferences in order to arrive at a satisfactory solution after 10 absences.

TRUANCY/UNEXCUSED ABSENCES

A truancy is an absence from any class, part of class or series of classes without prior permission and/or excuse. Students may not make up work missed due to truancy.

- All instances of truancy will result in a conference with the student and notification to the parents/guardians. School discipline may be issued.
- Excessive unexcused absences may result in a referral and petition to the School Reengagement Board.

Sometimes truanies are due more to a lack of cooperation or failure to follow correct procedures and involve missing all or parts of one or two periods rather than the full day of school.

Examples are:

- A student leaves school grounds without checking out in the high school office (checking out means a parent note or a phone call with the parent and high school secretary or high school principal).
- A student is absent from class without permission of the teacher.
- A student obtains a pass to go to a certain place and does not report there.
- A student becomes ill and goes home or stays out of class without reporting to the high school office.
- A student becomes ill during lunch and stays home and fails to have a parent call the school by 3:00 p.m. Please call 422-3770.
- A student fails to attend a scheduled school assembly/activity.
- A student is absent from class after once arriving on campus without the knowledge and consent of the school.

TARDINESS

Promptness to class is very important. Students are to be in their seats and ready to work when the bell sounds. **Arriving to class AFTER the bell rings and/or being unprepared for class and needing to return to your locker for materials will be considered tardiness.** Tardiness without a valid admit slip from another teacher, counselor, secretary, or principal will be considered unexcused. Tardies may be used in lowering a students grade—this will be covered in the teacher's class rules.

18-YEAR OLD STUDENTS

Eighteen year old students have the right to write their own excuse for a previous day's absence, provided a signed release from their parent/guardian acknowledging this change of responsibility is on file in the office.

ILLNESS AT SCHOOL

When becoming ill at school, a student must report to the school office. Appropriate arrangements will then be made. Students not following this procedure will be considered truant. The truancy procedure will be followed.

MEDICATIONS

Students may not bring prescription or non-prescription medications to school. If it is necessary to take medication at school, the student must complete a form that requires parent and doctor signatures. This form is available in the office. A parent/guardian must bring in the completed form with the medication to the office.

ACCIDENTS

School accidents should be reported immediately to the nearest adult in charge. If additional help is needed, you should contact the office for further arrangements. An accident report must be filled out.

CLOSED CAMPUS

Okanogan High School has a closed campus. This means no student leaves school grounds without parent and school authority permission. All students must follow proper check out procedures in the high school office. High school students may leave without checking out during the lunch period only.

SCHOOL VISITORS

Parents are encouraged to visit school at any time and are also asked to check in with the office. **Student visitors will not be allowed, unless there is an educational benefit to our school for the visit.**

HALL PASSES

Hall passes are assigned at the classroom teacher's discretion.

RESPONSIBILITIES OF STUDENT DRIVERS

Students are allowed to park on school district property as a privilege and that privilege may be revoked for inappropriate driving or parking. Because the school allows you to park on school property, the vehicle may be searched if an administrator sees the need. The school is not responsible for the protection of your vehicle or valuables in your vehicle.

DROPPING CLASSES

Classes may be dropped or changed within the first week of the semester with permission of the Counselor. After that period of time, only the Principal, upon recommendation of the Counselor, can grant permission to drop or change classes.

WITHDRAWAL FROM SCHOOL

Students withdrawing from school must have written permission from home. After obtaining a withdrawal form from the counseling office, the student must obtain all the necessary signatures to show that all obligations regarding books, equipment and fines have been met and then return the form to the counseling office.

REPORT CARDS

Report cards are issued at the end of the major terms. Each teacher will explain his/her grading system to you. It is wise to keep up your daily work, homework and test preparation.

ATTENDANCE AND GRADING/CREDIT

Teachers may consider a student's attendance/class participation in determining the student's overall grade or deciding whether the student should be granted or denied credit. Please refer to individual classroom rules. Students need to be aware that excessive absence without verifiable medical or other hardship could still result in lowered grades or loss of credit since attendance/class participation will be used in grading as identified in each teacher's classroom expectations/grading policy.

PARTICIPATION IN ACTIVITIES

Students absent from class on the day of any activity (for any number of periods) are ineligible to participate in activities that day unless given approval by the principal or his/her designee. Students returning home late from activities will be expected to attend **ALL** classes the next day.

VALEDICTORIAN/SALUTATORIAN

The Valedictorian shall be the senior student having maintained the highest cumulative grade point average from the date of entrance into the high school program through the completion of the second semester of his/her senior year. To be Valedictorian, the student must take classes on campus at Okanogan High School for a minimum of 50% for each of his/her junior and senior years or is enrolled at OHS 100% of their senior year. The Salutatorian shall be the senior student having maintained the second highest cumulative grade point average from the date of entrance into the high school program through the completion of the second semester of his/her senior year. To be Salutatorian, the student must take classes on campus at Okanogan High

School for a minimum of 50% for each of his/her junior and senior years or is enrolled at OHS 100% of their senior year.

RUNNING START STUDENT DIPLOMAS

Students enrolled in Running Start may not receive their high school diploma until after their final grades are posted from the college they are attending.

COUNSELING

The counselor is available to schedule, orient, and assist students academically. The counselor will also help with students' social, physical, and emotional development. This may be done through individual counseling or through referrals to other local agencies with which counselors work cooperatively. Course description booklets, registration materials, and guaranteed services manuals are available to students and parents upon request. Parents are encouraged to contact and/or meet with the counselor concerning their children's progress.

GUIDANCE/INTERVENTION SERVICES

Student Services personnel meet with staff, students, and their families to help evaluate problems and to develop appropriate intervention plans. Student Services include the following associations: Referral & Assessment Teams, Support Groups, Hope Squad, etc.

TUTORING AND CONFERENCES

Teacher's hours are posted outside of their classrooms. Students are encouraged to use this time to get academic help, tutorial assistance, and to resolve behavioral problems that occur in the classroom. Parents are encouraged to make appointments to meet with teachers during this time, or during the teacher preparation period. It will be the student's responsibility to find out the prep periods of their individual teachers.

DRILLS

Drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders. The teacher in each classroom will give the students instructions.

TEXTBOOKS & SCHOOL-ISSUED MATERIALS

Students will be issued textbooks/materials for most of their classes. These items are issued to you by number. You are responsible for taking care of the items that are checked out to you and returning them at the end of the course. Any damage or excess wear and tear may result in a fine. Students must pay for lost items that have been checked out to them.

LAPTOPS/CHARGING

Students are responsible for charging their school-issued laptops before the school day. Students that do not may be academically impacted. In addition, students are responsible for their laptops and will be issued fines if any

damage occurs to them. Laptop insurance will be available at the beginning of the year.

LOCKERS

Students will be assigned a locker when they receive their schedule in the fall. Any problem concerning lockers should be brought to the attention of the office. Students are responsible for the condition and care of their locker at all times. Lockers are the property of the school and subject to inspection at any time.

OFFICE TELEPHONES

Office telephones are used for school business. Student use is limited to emergencies and may only be used with office permission and a note from the teacher.

THE CAFETERIA

The school cafeteria is maintained as a vital part of the health program at the school. To encourage good nutrition, a well-balanced breakfast, second change breakfast, and lunch are offered for free as a part of the CEP program. The cafeteria management and your fellow students will appreciate your cooperation in:

- Depositing all meal litter in wastebaskets.
- Returning all trays and utensils to the dish washing area.
- Leaving the table and floor around your place in a clean condition for others.

LIBRARY

The library has books, magazines, newspapers, and many other print and non-print materials for assigned study and recreational use by students. The library is open for use by students during the entire school day and one-half hour before and after school. Fines are charged for lost materials.

SCHOOL CLIMATE

A positive school environment can help students to achieve in a productive manner (academically, socially and emotionally). Our school strives to be a place where:

- Students, staff and parents respect themselves and others.
- Individuals can be trusted to do what they say they will do.
- Each person feels that s/he has a voice in the decisions that affect him/her.
- Everyone accepts and values diversity among people.
- All possess a "sense of belonging".
- All feel that they can make a difference to someone else.

STUDENT GOVERNMENT

The Associated Student Bodies of Okanogan High are governed by elected ASB officers, class presidents, class representatives and one elected representative from each club. Ms. Brown is the ASB advisor and will meet

with officers during weekly advisory periods. If you are interested in participating in student government, please contact Ms. Brown.

ATHLETICS, CLUBS, AND ACTIVITIES

It is a statistical fact that students involved in extracurricular activities academically achieve at higher levels. Be a part of the action – join a club or activity! At OHS we have: Art Club, Drama Club, Key Club, Okanogan Inter-Tribal Organization, ASB, FBLA, FFA, Knowledge Bowl, Music Club, National Honor Society, Ping Pong Club, Ski/Shred Club, and World Languages Club. If clubs are not your passion, then please consider athletics! We offer a variety of sports in the fall, winter, and spring.

SPORTSMANSHIP

Proper sportsmanship is **expected** at Okanogan High School. Whether the event is at home or away, and you are a player or spectator, you will be held to the highest sportsmanship expectations. Failure to do so may result in suspension/expulsion from extra-curricular activities.

ASB CARDS & CLUB FEES

ASB cards cost \$45 and are required to participate in extracurricular activities (athletics and clubs). Income qualifying students may have ASB card costs waived and/or reduced based on the annual family income survey. ASB cards will be distributed after school pictures are taken. Finally, some clubs have membership fees; and, these fees are not subject to fee waivers/reductions provided by HB1660.

INSURANCE

To participate in any school activity, sport, or field trip, students must have personal health and/or accident insurance.

DANCE PASSES

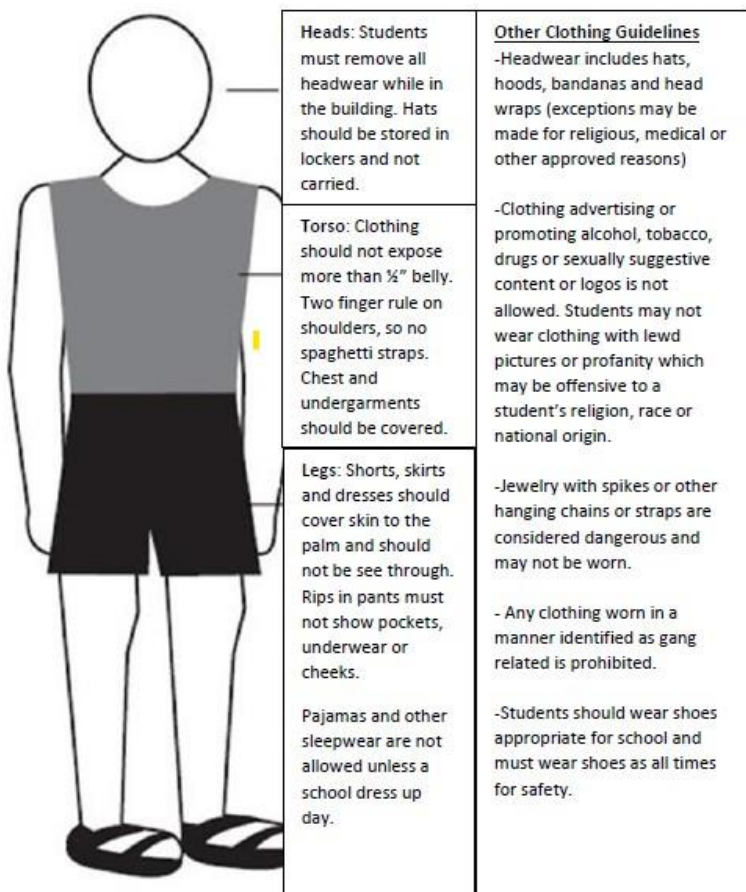
Dance passes are required for all non-Okanogan High School students to attend dances. The pass may be obtained from the office, completed by the student and guest, and returned to the office for registration and administrative signature. Guests over the age of 20 are not allowed.

DANCE GUIDELINES

School dances are an important part of the high school experience and are a privilege to attend. It seems that some people feel that the dance floor is a good place to “bump and grind” to their favorite music. NOT AT OHS! We are a public high school and have high expectations of our students and their guests. Therefore, at our dances, the rule of “face to face and leave a space” will always be followed. Those who cannot seem to follow our policy will be asked to leave. **Students who are earning an F in any class at the grade check prior to the dance will not be allowed to attend.**

DRESS APPEARANCE

Appropriate dress and grooming are expected of students. Students are to maintain high standards of personal cleanliness and personal appearance. Students are to avoid styles of dress and grooming that distract attention from the orderly pursuit of knowledge and experience, disrupt the educational process, or constitute a threat to individuals or group safety. The shaded portion of this figure represents front and back views. These parts of the body must be covered in all positions (sitting, standing, bending, reaching) while attending school. Sunglasses must be removed when entering the building.



Students in violation of these dress and grooming procedures will be required to meet the acceptable standards **before** being allowed to attend

class. Students in violation will be disciplined in accordance with the discipline matrix.

INFORMATION FOR SCHOOL-AGED YOUTH

If you or your family lives in any of the following situations:

- In a shelter, motel, vehicle, or campground
- On the street
- In an abandoned building, trailer, or other inadequate accommodations, or
- Doubled up with friends or relatives because you cannot find or afford housing

Then, you have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act.

You have the right to:

- Go to school, no matter where you live or how long you have lived there. You must be given access to the same public education provided to other students.
- Continue in the school you attended before you became homeless or the school you last attended, if that is your choice and is feasible. The school district's local liaison for homeless education must assist you, if needed, and offer you the right to appeal a decision regarding your choice of school if it goes against your wishes.
- Receive transportation to the school you attended before you became homeless or the school you last attended, if you request such transportation.
- Attend a school and participate in school programs with students who are not homeless. Students cannot be separated from the regular school program because they are homeless.
- Enroll in school without giving a permanent address. Schools cannot require proof of residency that might prevent or delay school enrollment.
- Enroll and attend classes while the school arranges for the transfer of school and immunization records or any other documents required for enrollment.
- Enroll and attend classes in the school of your choice even while the school and you seek to resolve a dispute over enrollment.
- Receive the same special programs and services, if needed, as provided to all other students served in these programs.
- Receive transportation to school and to school programs.

- When you move, please contact the school district's local liaison for homeless education (see phone number below) for help in enrolling in a new school or arranging to continue in your former school. (Or, someone at a shelter, social services office, or the school can direct you to the person you need to contact.)
- Tell your teachers anything that you think they need to know to help you in school.
- Ask the local liaison for homeless education, the shelter provider, or a social worker for assistance with clothing and supplies, if needed.

Local Area Contacts: Julia O'Connor (509) 422-5414

State Coordinator: Melinda Dyer (360) 725-6050

If you need further assistance, call the National Center for Homeless Education at the toll-free Helpline number: **1-800-308-2145**.

DISCRIMINATION

Okanogan 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, gender expression, gender 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 employee(s) has been designated to handle questions and complaints of alleged discrimination:

Mr. Steve Quick, Superintendent squick@oksd.wednet.edu

P.O. Box 592, Okanogan, WA 98840 509-422-3629

Ms Angela Rolfe, Section 504 arolfe@oksd.wednet.edu

P.O. Box 592, Okanogan, WA 98840 509-422-3770

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: <http://www.oksd.wednet.edu/Page/56>

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, e-mails, 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: [School Board / Policy 3000](#)

COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT

If you believe that you or your child has 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 Our 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 needs 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 | **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, 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.

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 | www.ed.gov/ocr

Washington State Human Rights Commission

1-800-233-3247 | TTY: 1-800-300-7525 | www.hum.wa.gov

