



Orting High School  
Student Handbook  
**2024-2025**

We believe that communicating with families in the language they are comfortable with is important in preparing students for college, careers, and life.

If you need information in another language, or would like to request interpretation services for a school-related event, please contact or visit your child's school. Front office staff have been trained to assist you. Over the phone interpretation services are available anytime through Language Line. We respectfully request two weeks' notice for in-person and ASL interpretation services.

### **Spanish**

Creemos que es importante poder comunicarnos con las familias en el idioma en el que se sienten cómodas para poder preparar a los estudiantes para la vida universitaria, profesional y la vida en general.

Si necesita información en otro idioma o le gustaría solicitar el servicio de interpretación para eventos relacionados con la escuela, comuníquese o visite la escuela de su hijo. El personal de la secretaría está capacitado para asistirlo. El servicio de interpretación por teléfono está disponible en cualquier momento a través de Language Line. Le pedimos que solicite el servicio de interpretación ASL (lenguaje de señas estadounidense) y en persona con dos semanas de anticipación.

### **Arabic**

نحن نؤمن أن التواصل مع الأسر باللغة التي يرتاحون معها هو أمر مهم في إعداد الطلاب لمواجهة الحياة الجامعية والمهنية والعملية.

إذا احتجت إلى معلومات بلغة أخرى أو كنت ترغب في طلب خدمات الترجمة الفورية لأي حدث متعلق بالمدرسة، فيرجى التواصل مع مدرسة طفلك أو زيارتها. لقد تم تدريب طاقم الاستقبال لمساعدتك. تتوفر خدمات الترجمة الفورية عبر الهاتف في أي وقت من خلال Language Line. نطلب منك فقط أن تقدم إشعاراً مسبقاً بأسبوعين بحاجتك إلى خدمات الترجمة الفورية الشخصية وترجمة لغة الإشارة الأمريكية.

### **German**

Wir glauben, dass die Kommunikation mit Familien in der Sprache, in der sie sich wohl fühlen, wichtig ist, um die Schüler auf Studium, Karriere und das Leben vorzubereiten.

Wenn Sie Informationen in einer anderen Sprache benötigen oder Dolmetschdienste für eine schulbezogene Veranstaltung anfordern möchten, wenden Sie sich bitte an die Schule Ihres Kindes oder besuchen Sie sie. Unser Sekretariatspersonal ist entsprechend geschult, um Ihnen zu helfen. Telefonische Dolmetschdienste sind über Language Line jederzeit verfügbar. Wir bitten um eine Vorankündigung von zwei Wochen für persönliche und Gebärdensprache-Dolmetschleistungen.

### **Filipino**

Naniniwala kami na ang pakikipag-ugnayan sa mga pamilya sa wikang komportable sila ay mahalaga sa paghahanda sa mga mag-aaral para sa kolehiyo, mga karera, at sa buhay.

Kung kailangan mo ng impormasyon sa ibang wika, o nais humiling ng mga serbisyo sa pagsasalin para sa kaganapang may kaugnayan sa paaralan, mangyaring makipag-ugnayan o bisitahin ang paaralan ng iyong anak. Ang mga kawani sa tanggapan ay sinanay upang matulungan ka. Magagamit din ang mga serbisyo sa pagsasalin anumang oras gamit ang telepono sa pamamagitan ng Language Line. Lubos naming hinihiling ang pagbibigay ng dalawang linggong abiso para sa mga serbisyong harapang interpretasyon at wikang pasenyas (American Sign Language, ASL).



## French

Pour préparer nos étudiants aux études supérieures et à leur avenir professionnel et personnel, nous pensons qu'il est important de communiquer avec les familles dans la langue qu'elles maîtrisent le mieux.

Si vous avez besoin d'informations dans une autre langue ou si vous souhaitez faire appel à des services d'interprétation pour un événement lié à l'école, vous pouvez contacter l'école de votre enfant ou vous rendre sur place. Le personnel de la réception a été formé pour vous aider. Des services d'interprétation par téléphone sont accessibles à tout moment grâce au service de Language Line. Nous vous demandons de bien vouloir nous avertir au moins deux semaines à l'avance pour les services d'interprétation en personne et en langue des signes.

## Japanese

学生が大学、キャリア、人生の準備体制を整えていくうえで、使い慣れている言語でコミュニケーションを取ることが重要であると確信しています。

別の言語で情報が必要な場合、学校関連のイベントで通訳サービスの依頼を希望される場合には、お子様の学校にお問い合わせいただくか、訪問してください。受付スタッフは、皆さんをサポートできるように訓練を受けています。電話での通訳サービスは、Language Line からいつでもご利用いただけます。対面およびASL(アメリカ手話)通訳サービスについては、2週間前にご連絡いただくようお願いしています。

## Khmer

យើងជឿជាក់ថាការទាក់ទងជាមួយក្រុមគ្រួសារជាភាសាដែលពួកគេមានភាពងាយស្រួលមានសារៈសំខាន់ក្នុងការរៀបចំនិស្សិតសម្រាប់មហាវិទ្យាល័យ អាជីពការងារ និងជីវិត។

ប្រសិនបើអ្នកត្រូវការព័ត៌មានជាភាសាផ្សេង  
ឬចង់ស្នើសុំសេវាកម្មបកប្រែសម្រាប់ព្រឹត្តិការណ៍ដែលទាក់ទងនឹងសាលារៀន  
សូមទាក់ទងឬទៅមើលសាលារៀនរបស់កូនអ្នក។  
បុគ្គលិកការិយាល័យនៅខាងមុខត្រូវបានបណ្តុះបណ្តាលដើម្បីជួយអ្នក។ មានសេវាកម្មបកប្រែតាមរយៈទូរស័ព្ទនៅគ្រប់ពេលតាមរយៈ Language Line។ យើងខ្ញុំសូមស្នើដោយការគោរពនូវការជូនដំណឹងពីសប្តាហ៍ចំពោះសេវាកម្មបកប្រែដោយផ្ទាល់ និងភាសាសញ្ញាអាមេរិកាំង (ASL)។

## Korean

학생의 가정과 서로 편한 언어로 의사소통하는 것은 학생이 대학, 직업, 인생을 설계하는 데 매우 중요합니다.

학교와 관련된 일에 대한 정보를 다른 언어로 열람하고 싶으시거나 통역 서비스를 요청하고자 하시는 경우 아이의 학교로 연락을 하시거나 방문하시기 바랍니다. 여러분께 이러한 도움을 드릴 수 있도록 교육을 받은 직원이 있습니다. Language Line을 통해 언제든지 전화 통역 서비스를 받으실 수 있습니다. 대면 서비스 및 미국 수화 통역 서비스는 2주 전에 예약해 주시기 바랍니다.

## Punjabi

ਸਾਡਾ ਵਿਸ਼ਵਾਸ ਹੈ ਕਿ ਕਾਲਜ, ਕਰੀਅਰ ਅਤੇ ਜੀਵਨ ਲਈ ਵਿਦਿਆਰਥੀਆਂ ਨੂੰ ਤਿਆਰ ਕਰਨ ਵਿੱਚ ਪਰਿਵਾਰਾਂ ਨਾਲ ਉਹ ਭਾਸ਼ਾ ਵਿੱਚ ਗੱਲ ਕਰਨਾ ਮਹੱਤਵਪੂਰਨ ਹੁੰਦਾ ਹੈ ਜਿਸ ਵਿੱਚ ਉਹ ਅਰਾਮਦੇਹ ਮਹਿਸੂਸ ਕਰਦੇ ਹਨ।

ਜੇ ਤੁਹਾਨੂੰ ਕਿਸੇ ਹੋਰ ਭਾਸ਼ਾ ਵਿੱਚ ਜਾਣਕਾਰੀ ਦੀ ਲੋੜ ਹੈ, ਜਾਂ ਕਿਸੇ ਸਕੂਲ-ਸਬੰਧਿਤ ਪ੍ਰੋਗਰਾਮ ਲਈ ਅਨੁਵਾਦ ਸੇਵਾਵਾਂ ਦੀ ਬੇਨਤੀ ਕਰਨਾ ਚਾਹੁੰਦੇ ਹੋ, ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ ਆਪਣੇ ਬੱਚੇ ਦੇ ਸਕੂਲ ਨਾਲ ਸੰਪਰਕ ਕਰੋ ਜਾਂ ਬੱਚੇ ਦੇ ਸਕੂਲ ਜਾਓ। ਫਰੰਟ ਆਫਿਸ ਸਟਾਫ ਨੂੰ ਤੁਹਾਡੀ ਸਹਾਇਤਾ ਕਰਨ ਦੀ ਸਿਖਲਾਈ ਦਿੱਤੀ ਗਈ ਹੈ। Language Line ਰਾਹੀਂ ਕਿਸੇ ਵੀ ਸਮੇਂ ਫੋਨ ਤੇ ਅਨੁਵਾਦ ਸੇਵਾਵਾਂ ਉਪਲਬਧ ਹਨ। ਅਸੀਂ ਆਦਰਪੂਰਵਕ ਵਿਅਕਤੀਗਤ ਅਤੇ ਏਐਸਐਲ (ASL) ਅਨੁਵਾਦ ਸੇਵਾਵਾਂ ਲਈ ਦੋ ਹਫਤਿਆਂ ਦੇ ਨੋਟਿਸ ਦੀ

ਬੇਨਤੀ ਕਰਦੇ ਹਾਂ।

### **Russian**

Мы считаем, что общение с семьями на удобном для них языке важно для подготовки учащихся к поступлению в колледж, будущей карьере и жизни в целом.

Если вам нужна информация на другом языке или вы хотите воспользоваться услугами устного перевода на школьном мероприятии, свяжитесь с нами дистанционно или при личном визите в школу. Сотрудники нашего секретариата прошли обучение для оказания соответствующей помощи. Услуги устного перевода по телефону доступны в любое время по языковой линии Language Line. Просим вас предоставлять уведомление за две недели при заказе услуг с личным присутствием или использованием американского языка жестов.

### **Tagalog**

Naniniwala kami na ang pakikipagkomunikasyon sa mga pamilya sa wikang kumportable sila ay mahalaga sa paghahanda sa mga mag-aaral para sa kolehiyo, karera at buhay.

Kung kailangan mo ng impormasyon sa ibang wika, o gusto mong humiling ng mga serbisyo ng pag-interpret para sa kaganapan na may kaugnayan sa paaralan, mangyaring kontakin o bisitahin ang paaralan ng iyong mga anak. Ang Front office staff ay sinanay upang tulungan ka. Ang mga serbisyong pag-interpret sa pamamagitan ng telepono ay available anumang oras sa pamamagitan ng Language Line. Kami ay lubos na humihiling ng dalawang linggong paunawa para sa in-person at mga serbisyong Senyas na Wika sa Amerika(ASL) na pag-interpret.

### **Ukrainian**

Ми вважаємо, що спілкування із сім'ями рідною для них мовою є важливим фактором підготовки студентів до коледжів, кар'єри та життя.

Якщо ви бажаєте отримати інформацію іншою мовою або подати запит на послуги усного перекладу для участі в навчальних заходах, зв'яжіться з нами або відвідайте нашу школу. Співробітники на рецепції пройшли підготовку та будуть раді допомогти вам. Послуга усного перекладу по телефону доступна в будь-який час на Language Line. Ми переконливо просимо повідомити про замовлення послуг усного перекладу та мови жестів за два тижні.

### **Vietnamese**

Chúng tôi tin rằng việc liên lạc với các gia đình bằng ngôn ngữ mà họ quen thuộc là rất quan trọng để chuẩn bị cho học sinh trước ngưỡng cửa đại học, nghề nghiệp và cuộc sống.

Nếu quý vị cần thông tin bằng ngôn ngữ khác hoặc muốn yêu cầu dịch vụ phiên dịch tại sự kiện liên quan đến trường học, vui lòng liên lạc hoặc tới trường của con quý vị. Nhân viên lễ tân đã được đào tạo để hỗ trợ quý vị. Quý vị có thể yêu cầu các dịch vụ phiên dịch qua điện thoại bất kỳ lúc nào qua Language Line. Chúng tôi mong quý vị có thể thông báo trước hai tuần nếu muốn yêu cầu các dịch vụ phiên dịch ngôn ngữ ký hiệu Hoa Kỳ và trực tiếp.

### **Samoan**

Matou te talitonu o le fesoota'i i aiga i le latou lava gagana e taua lea i le sauniunia o fanau a'oga mo le kolisi, galuega, ma le olaga.

Afai e manaomia faamatalaga i se isi gagana, pe mana'o e talosagaina se tautua faaliliu mo se faatasiga faalea'oa'oga, faamolemole fesoota'i pe asiati i le falea'oga a lou alo. Ua toleniina le 'aufaigaluega i le ofisa fesoasoani atu ia oe. Tautua o faaliliuga e avanoa i so o se taimi i luga le telefoni ile Language Line. E talosaga atu ma le faaaloalo ia tuu mai se avanoa ole lua vaiaso mo se tagata faaliliu e auai mai

ma tautua a le Gagana mo Tagata Tutuli i Amerika (ASL).

## **Table of Contents**

### **School Contact Information**

[OHS Fight Song](#)

[Bell Schedule](#)

[OHS Fees](#)

[Club Advisors](#)

[OHS Staff](#)

[Counseling and Career Center](#)

### **Policies and Procedures**

[Attendance Policies and Procedures](#)

[Behavior Offenses](#)

[Bicycles](#)

[Bulletins and Announcements](#)

[Classroom Disruption and the Educational Process](#)

[Closed Campus](#)

[Commercialism/Signs](#)

[COVID-19 Safety Plan](#)

[Disciplinary Actions](#)

[Dress Code](#)

[Electronic Devices](#)

[Extracurricular Activities](#)

[Food](#)

[Harassment, Intimidation, and Bullying \(HIB\)](#)

[Illness at School](#)

[Jurisdiction](#)

[Loitering](#)

[Medicine at School](#)

[Off Limits Areas](#)

[Parking](#)

[Payments](#)

[Pets/Animals](#)

[Report Cards and Grades](#)

[Skateboards](#)

[Student Identification Cards](#)

[Students Rights and Responsibilities](#)

[Technology](#)

[Telephones & Messages](#)

[Visitors](#)

[Discipline Matrix](#)

**ORTING HIGH SCHOOL**  
**2023-2024 Student Handbook**



**Mr. Cliff Fries**  
Principal

**Mr. Matt Carlson**  
**Mrs. Tia-Michelle Marquez**  
Assistant Principal

**Mr. Tyler Polly**  
Athletic Director/Activities Coordinator

320 Washington Avenue North  
Orting, WA 98360

Main Office: 360-893-2246  
Counseling: Option 2  
Attendance: Option 4  
Athletics: Option 1

The Orting 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 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: Debi Christensen, Title IX Coordinator & Civil Rights Coordinator, 360-893-6500 x4037, christensend@orting.wednet.edu. ; Chris Willis, Section 504 Coordinator, 360-893-6500 x4027 willisc@orting.wednet.edu, 121 Whitesell Street NE, Orting, WA 98360.

## **Orting High School Fight Song**

**Fight, fight, fight for Ol' Orting High!**

**Win this victory,**

**We're gonna win this game for Ol' Orting High!**

**Best in the West**

**We're gonna be a success,**

**So on, on, on, on,**

**Fight till the end!**

**Honor and glory we shall see!**

**So fight, fight, fight for Ol' Orting High and**

**Victory...Hey!**



**This fight song is accompanied by music played by the Orting High School Band. Students, Staff, and Alumni are encouraged to stand and clap while reciting the lyrics whenever this is played in a public venue.**

## Bell Schedule

### Monday OHS 2024-25 Bell Schedule

1st	7:45	8:39	54 min		
2nd	8:46	9:40	54 min		
3rd	9:47	10:41	54 min		
4th - 1st Lunch Class	11:18	12:13	55 min	1st Lunch	10:41 - 11:11
4th - 2nd Lunch Class	10:48	11:43	55 min	2nd Lunch	11:43- 12:13
5th	12:20	1:14	54 min		
6th	1:21	2:15	54 min		

### Tuesday - Thursday OHS 2024-25 Bell Schedule

1st	7:45	8:32	47 min		
2nd	8:39	9:26	47 min		
3rd	9:33	10:20	47 min		
Cardinal Time	10:20	11:03	43 min		
4th - 1st Lunch Class	11:40	12:27	47 min	1st Lunch	11:03 - 11:24
4th - 2nd Lunch Class	11:10	11:57	47 min	2nd Lunch	11:57 - 12:27
5th	12:34	1:21	47 min		
6th	1:28	2:15	47 min		

### When do I go to Lunch??

If your 4th period teacher is....

1st Lunch	2nd Lunch
Babcock, Bannan, Barrientes, Bart, Bertrand, Henry, Hernkind, Jaco, Jay, Kemmerer, T. Mayfield, Pekarek, Petersen, Polly, Scannell, Thompson, Walker	Baskett, Brosseau, Chadwick, Chittick, Filipowicz, Frafjord, Hale, Martin, McCall, McCarthy, McNinch, Millay, Nasinec, Portillo, Rewitz, Smith



## Friday Bell Schedule

1st	7:45	8:24	39 min		
2nd	8:31	9:10	39 min		
3rd	9:17	9:56	39 min		
4th	10:03	10:42	39 min		
5th - 1st Lunch	11:19	11:59	40 min	1st Lunch	10:42 - 11:12
5th - 2nd Lunch	10:49	11:29	40 min	2nd Lunch	11:29 - 11:59
6th	12:06	12:45	39 min		

### When do I go to Lunch??

If your 5th period teacher is....

1st Lunch	2nd Lunch
Babcock, Barrientes, Bart, Bertrand, Buroker, Coleman, Henry, Hernkind, Jay, Johnson, Kemmerer, T. Mayfield, Pekarek, Petersen, Scannell, Walker	Baskett, Brosseau, Burns, Chadwick, Chittick, Frafjord, Hale, A. Mayfield, McCall, McCarthy, McNinch, Millay, Portillo, Rewitz, Smith, Strassburg

## **OHS FEES**

*ASB Card	\$45.00
ASB Replacement Card	\$5.00
Band Polo Shirt	\$30.00
**PE Uniform	\$16.00
Parking Permit	Free
Parking Permit Replacement	\$2.00
Parking Tickets	\$10 (1st ticket) \$20 (2nd ticket) \$30 (each addt'l)
Yearbook	\$50.00 (Before Winter Break) \$60.00 (After Winter Break)

*\*All ASB card fees may be waived for students/families that qualify for free or reduced price meals. Guardians must fill out a waiver annually to qualify.*

*\*\* PE Uniform is not required.*

## **CLUB ADVISORS**

Family, Career and Community Leaders of America (FCCLA)	Kathryn Bart
Future Business Leaders of America	Renee Polly
Future Farmers of America	Kendra Bertrand
STEM Club/Technology Students Association	Denise Thompson
Washington Career and Technical Sports Medicine Association	Renee Smith
Weight Lifting Club	Mauricio Portillo
Culture Club	Mauricio Portillo
Drama Club	
Knowledge Bowl Club	Jeremy McNinch
TableTop Gaming Club	
E-sports Club	David Buroker
LGBTQ+ Club	Jessica Kemmerer
Band Club	David Buroker
Choir Club	Kirsten McCarl
Associated Student Body (ASB)	Renee Polly
National Honor Society	Emily Martin
Anime Club	April Burns
Jesus Club	Chad Nasinec

## **TEACHING STAFF**

<b><u>Name</u></b>	<b><u>Classroom</u></b>	<b><u>Department</u></b>
Jennifer Babcock	WW-1	Life Skills
Julie Bannan	101	Math
Alyssa Barrientes	201	Social Studies
Kathryn Bart	103/105	Culinary
Cody Baskett	Gym	Health/Fitness
Martina Bencze	WW-4	Math
Kendra Bertrand	Greenhouse/Portable AA	Science
Rachel Brosseau	Portable C	English
April Burns	Portable E	English
David Buroker	Band Room (36)	Band/Electronic Music
Oliver Chadwick	211	MTSS/Credit Recovery
Cameron Chittick	Portable 2	American Sign Language
Jody Coleman	100	Art/Digital Photography
Marissa Filipowicz	204	Science
Kristen Frafjord	203	Science
Barb Hale	WW-8	English/Social Studies
Tyler Henry	WW-7	Math
Cody Hernkind	WW-6	Math
Kayla Jaco	WW-5	Math
Maggie Jay	Portable 4	Social Studies
Amanda Johnson	202	Math
Jessica Kemmerer	WW-2	Math
Emily Martin	Portable A	English
Amber Mayfield	Portable B	Social Studies

<b><u>Name</u></b>	<b><u>Classroom</u></b>	<b><u>Department</u></b>
Tranell (Trey) Mayfield	207	Video Production, Graphic Design & Annual
Roberta McCall	106	English/Business
Kirsten McCarl	Choir Room (37)	Choir
Andy McCarthy	205	Science
Jeremy McNinch	Portable 5	Spanish
Jacob Millay	Portable F	English
Chad Nasinec	Gym	Health/Fitness
Caryn Pekarek	200	English
Ben Petersen	Portable 1	Social Studies
Renee Polly	Card's Nest	Business/Leadership
Mauricio Portillo	Portable 3	Spanish
Ica Rewitz	Portable D	English
James Scannell	206	Science
Renee Smith	Portable 6	Health Sciences
Samantha Strassburg	Gym	Health/Fitness
Denise Thompson	STEM Lab	STEM/Computer Science
Kim Wagner	104	English
Bethany Walker	WW-3	Math
Shelly Smith	Counseling Center	Counselor (A-Ge)
Anna Hager	Counseling Center	Counselor (Gf-N)
Maria Reyes	Counseling Center	Counselor (O-Z)
Gariann Frey	Counseling Center	Graduation Specialist
Robyn Rix	Counseling Center	School Psychologist



# **COUNSELING AND CAREER CENTER**

Counseling services are available for every student in the school. These include assistance with educational planning, interpretation of test scores, occupational information, career information, study help, home, school or social concerns, and any question students may feel they would like to discuss with a counselor. For the most current information on your graduation requirements, please see your counselor and the Orting High School Course Catalog. Check out the [Counseling Center website](#) for great information about registration, career information, scholarships, running start and so much more.

## **Orting High School Counselors:**

- A-Ge Mrs. Shelly Smith ([smiths@orting.wednet.edu](mailto:smiths@orting.wednet.edu))
- Gf-N Ms. Anna Hager ([hagera@orting.wednet.edu](mailto:hagera@orting.wednet.edu))
- O-Z Mrs. Maria Reyes ([reyesm@orting.wednet.edu](mailto:reyesm@orting.wednet.edu))
- Graduation Specialist, Ms. Gariann Frey ([freyg@orting.wednet.edu](mailto:freyg@orting.wednet.edu))

## **CAREER CENTER**

The Career Center is located in the Counseling Center and is open during school hours with individual appointments available upon request. The Graduation Specialist and counseling staff support students as they explore their strengths and interests to help lead them towards a thoughtful High School and Beyond Plan. The Career Center offers:

- Career Exploration tools and resources
- College planning for 2-year, 4-year and technical schools
- College visits
- College Day field trips
- Scholarship and Financial Aid information
- Military visits and options
- Apprenticeship information
- Career focused speakers
- Workshops on resume building, application & interviewing skills
- College Admission Counselor visits
- Free Application for Federal Student Aid (FAFSA) assistance
- Community Service opportunities

## **General Scheduling Information**

- Enrollment in physical education is limited to one period per semester based on a six-period day.
- An 11th/12th grader may enroll as a peer tutor/office aid for one period per semester.
- Every effort is made to schedule students into the classes they request. Students who receive these courses are required to remain until the conclusion of the semester or full-year course, regardless of course grade.

## Schedule Changes

Students are expected to choose classes carefully and remain in those classes for the entire length of the class term. Schedule changes will **only** be allowed for:

- 1) students with an incomplete schedule
- 2) a senior needing a class for graduation
- 3) a student who does not meet the prerequisite for the class or
- 4) errors made during data input. A student may not add a class for credit or drop a class after the second Friday of each semester.

Students desiring a schedule change for a different reason must write a formal letter stating what circumstances warrant a schedule change. It must be signed by the student's parent or guardian and the student. Return the letter to your counselor, your counselor will present the request to an administrator for review.

## Dignity at OHS

In order to have a school environment in which students can meet their individual summits, certain criteria must be in place. At Orting High School we believe that all individuals, staff and students, are born with inherent worth and value regardless of what they do, have done, or are going to do. We refer to this worth and value as a person's dignity. Everyone is born with it and it can not and should not ever be taken away. Dignity is different from respect. Respect must be earned and it can be lost or gained. One may not agree with someone's decision, beliefs, or identity, but we will always honor a person's value or worth. There are ways that we can honor a human being's dignity. As a staff we will always work to preserve a person's dignity in all of our work. These include:

**Diversity** - Recognizing and valuing our individual differences as strengths allows us to be confident that we belong and have something powerful to offer one another.

**Integrity** - Taking responsibility and holding yourself accountable allows us to experience the trust and confidence to grow and learn.

**Validation** - Acknowledging and accepting identity, experiences, feelings, and inherent worth allows us to be understood and accepted.

**Empathy** - Understanding and sharing the feelings of others allows us to connect on a deeper level and build strong relationships and community.

## **C.A.R.D.S WAY:**

In order to honor one another's dignity, staff and students have agreed that the following attributes are representative of what it means to be an Orting Cardinal and will serve as a guide for how students and staff should interact with one another. This agreement will help staff and students hold each other accountable to our common values.



## **Policies and Procedures**

### **ACCIDENTS AND INJURIES:**

- Report any injury immediately to the teacher or person in charge.
- *Fill out an accident report with the teacher.*
- If you have school insurance, make a proper claim. The Washington Interscholastic Activity Association requires all students who participate in inter-school athletics to be covered by insurance.
- Unless this procedure is followed, protection under insurance plans may not be granted.

### **ATTENDANCE POLICIES AND PROCEDURE**

Attendance is a critical building block for student learning. If students are not present, they cannot engage in learning. Attendance is a leading indicator of equity that signals when students might need additional support and areas for system and school improvement. The statutory purpose for establishing attendance and absence definitions is to make certain that educators have access to meaningful data in order to ensure student safety and reduce chronic absenteeism. Ensuring educators have the information they need to provide support to students is crucial to ensuring learning. Attendance practices are not punitive in nature and will not be used as such.

#### **Emancipation**

Students may not write their own attendance notes unless they are legally emancipated and receive approval by the principal. Students who are 18 or older require parent permission to write their own notes subject to approval by the building principal.

#### **Pass or Permission Slips**

No student may be out of class without a pass or permission slip. A student may not be excused from any class to work on an activity without prior authorization from the advisor and the instructor of the class(es) the student will be missing.

#### **Excused Absence [Policy and Procedure 3122](#)**

An excused absence is a student absence at the discretion of the parent/guardian. The parent or guardian must call, email or send a note stating the reason for the absence within one week (five school days) of the absence. Parents can excuse an absence by emailing the attendance office at [ohsattendance@orting.wednet.edu](mailto:ohsattendance@orting.wednet.edu).

**Make up work:** Teachers will give students the opportunity to complete and receive credit for all assigned work missed during an excused or exempted absence. This may be done using alternative assignments.

Students will assume the responsibility of obtaining and completing the missed class work within the timeline established by the teacher. Credit for participation based learning experiences, or a teacher selected alternative, will be allowed for school exempt absences.

### **Unexcused Absence**

An unexcused absence is an absence that has not been cleared by the parent within one week (five school days) of the absence. Administrative action may convert these absences to truants. Excessive unexcused absences could result in a BECCA petition. (RCW 28A.225.030)

Make-up Work: Teachers will give students the opportunity to complete all assigned work missed during unexcused absences. Students will assume the responsibility of obtaining and completing the missed class work within the timeline established by the teacher.

**Work that is missed during an unexcused absence may receive credit.**

### **Prearranged Absences**

In some cases, certain experiences may provide students with valuable educational opportunities which the school cannot duplicate and should not be denied the student. Students must get and complete a prearranged form from the attendance office and submit it for approval a minimum of seven (7) school days in advance. To qualify, students must carry at least a 2.0 GPA, not be failing, in danger of failing any course and have no serious adverse educational impact.

- No prearranged absences will be approved during the last two weeks of the semester/end of the school year.
- Prearranged absences must be approved by a school administrator or designee.
- Prearranged absences, although excused, will be included in the chronic absenteeism count.

### **Student Release During Emergencies**

When the school is operating under emergency conditions such as during/after an earthquake, fire evacuation, and other incidents that disrupt the normal school routine for the entire school, it is necessary to implement emergency procedures for the release of students. Students are not to use cell phones during such emergencies. Under these conditions:

- 1) **All students must check out through the Main Office PRIOR to leaving campus. This includes students who are normally released early as well as students with already approved early dismissal notes.**
- 2) **We will not release students by phone.** A parent or a pre-designated emergency contact person must come to the Main Office and sign the student out of school.

### **Tardies**

A student is tardy to class when he/she arrives at class after the scheduled start time. If a student misses more than half of class, it is considered an absence rather than a tardy. All students must check in using the electronic check-in kiosk located in the Main Office. Tardy-related corrective action will follow the OHS discipline matrix for students with excessive tardies.



## BEHAVIOR OFFENSES

### Alcohol, Narcotics & Controlled Substances

Orting High School is designated as a drug-free zone. Students who participate in the **sale or distribution** of alcohol, narcotics, and/or controlled substances, including look-a-like narcotic and controlled substances, *including* nitrite odorants which are used for sniffing, **may be placed on a long term suspension/emergency expulsion.**

**The possession, use, and/or being under the influence of** alcohol, narcotics and/or controlled substances, including look-a-like narcotics and controlled substances, nitrite odorants which are used for sniffing, or paraphernalia leading to the use of drugs/controlled substances **may result in a long term suspension.** Following the completion of a voluntary drug/alcohol assessment, the school may hold all but 3 days in abeyance and a reentry plan will be developed to include follow through with any recommendations of the assessment.

### Assault

A physical altercation may be deemed as an assault when one or more of the following factors are determined to have been present: unprovoked attack, coordinated attack, significant physical size/strength difference, serious injury and/or the use of any object as a weapon. If an incident is deemed to be an assault, the student is likely to be placed on Emergency Expulsion, and may also be referred for a District Threat Assessment, and the incident may be reported to the School Resource Officer.

### Cyberbullying

Students engaging in harassment in any electronic form (i.e., Facebook, Twitter, or other online postings, texting, “sexting”, or the transmission of photos) that disrupts the educational process will be subject to corrective action up to and including suspension. Electronic harassment that invades the privacy or endangers the safety of another student while at school will be subject to corrective action in accordance with the Harassment, Intimidation or Bullying guidelines. Any form of cyber harassment, intimidation or bullying that disrupts the educational process may be subject to disciplinary actions.

### Destruction of Property/Vandalism

The destruction or vandalism of school property or staff or student personal property on campus or at a school related activity is prohibited. A plan for full restitution is required. Students are liable for unintentional damage caused through careless or reckless behavior. In the case of suspension, police will be notified. Corrective action will follow the behavior matrix guidelines.

### Displays of Affection

Inappropriate public displays of affection (i.e. making out and groping) can be

embarrassing and disrespectful to adults and other students. The school building, school grounds, or school activities are inappropriate places for public displays of affection. Students are expected to exercise self control, proper judgment, and respect for the reputation and comfort of others. Students who fail to conduct themselves appropriately are subject to the behavior matrix guidelines.

Excessive displays of affection, to include but not limited to inappropriate touching, passionate kissing and sexual intercourse present safety, health and educational environment issues for the individuals involved. This conduct also interferes with the learning environment of other students. As such, excessive displays of affection will be considered as major offenses and dealt with accordingly.

### **Disrespect**

A behavioral violation involving minor dismissive or rude acts or expressions, whether verbal or nonverbal directed at a school staff member or student. Disrespect is considered inappropriate behavior and will receive corrective action according to the discipline matrix.

### **False Allegations**

It is a violation of school policy to knowingly report false allegations. Persons found to knowingly report false allegations will receive corrective action as a major offense in accordance with the discipline matrix.

### **Fighting**

Fighting, fight instigation, fight escalation, promotion and support, threats of violence, and/or the encouragement of fights are prohibited on or near campus premises or at school-related activities and will result in immediate disciplinary action. Fighting is considered a major offense and will be subject to discipline up to and including suspension.

Fight instigation, promotion, support, threats, intimidation and/or encouragement to include supporting situations that result in intimidation or a physical confrontation between other persons are prohibited and will result in appropriate disciplinary action up to and including suspension.

### **Forgeries**

Forged notes and/or signatures to falsely represent parent/guardian contact will result in corrective action according to the behavior matrix.

### **Gang Membership/Gang-like Behavior**

When a student's affiliation with a gang and/or behavior related to gang-like activity results in intimidation, or harassment of individuals, or is disruptive to the educational process and/or school-related activities. Gang activity may also include coercive measures aimed at recruitment of individuals and will not be tolerated. Gang

membership and gang-like behavior directed toward other students will be considered a serious offense and subject to the major discipline matrix.

### **Harassment/Intimidation/Bullying (HIB)**

The school is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers and patrons, free from harassment, intimidation or bullying. The district is committed to promoting positive character traits and values, including the importance of civil and respectful speech and conduct, and the responsibility of students to comply with the district's policy prohibiting harassment, intimidation and bullying.

“Harassment, intimidation or bullying” means any intentional electronic, written, verbal or physical act including but not limited to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, mental or physical disability, or other distinguishing characteristics, when an act:

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

Harassment, intimidation or bullying can take many forms including, but not limited to, slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats or other written, oral, physical or electronically transmitted messages or images. Any student who believes that he or she has been subjected to harassment, intimidation or bullying in the educational environment is strongly encouraged to bring his or her complaint to the immediate attention of a teacher, school staff member or school administrator. Engaging in harassment, intimidation or bullying is a major offense and will result in appropriate disciplinary action up to and including suspension or expulsion on a first offense.

See [HARASSMENT, INTIMIDATION, AND BULLYING \(HIB\)](#) on page 25 for more information on HIB and how to file a complaint.

### **Interference with and/or Intimidation of School Authorities**

Students shall obey lawful instruction of school district personnel. This includes aides, custodians, secretaries, student teachers, and anyone hired by the district. It is a criminal act to insult or abuse a teacher. Any student, singly or in concert with others, should not intimidate by threat of force or violence any administrator, teacher, classified employee, or student of any common school, or other person legitimately on school grounds, who is in the peaceful discharge or conduct of his or her duties or studies (RCW 28.A.635).

**Obscenity**

Any Obscene, vulgar, lewd, or indecent act or gesture is prohibited and will receive corrective action according to the behavior matrix.

**Off Campus and Unauthorized Destination**

An off-campus or unauthorized destination violation is when a student is absent from a school/class/school designated activity during their scheduled school day/time without the permission of the student's parent/guardian **and** the school. If a student is at school and leaves campus without checking out at the Attendance Office, it is considered an off campus violation. If a student does not report to their scheduled class during instructional time without permission from a school official, but remains on campus it is considered an unauthorized destination. All off-campus violations and unauthorized destinations apply to the entire school year. Off campus and unauthorized destination violations will result in corrective action in accordance with the school discipline matrix.

**Profanity**

Students are expected to use appropriate language and gestures at all times. Violations of the profanity policy apply to the entire school year and will result in school corrective action according to the behavior matrix guidelines.

Profanity directed towards any staff member will result in immediate disciplinary action according to the student discipline matrix.

**Retaliation**

No person shall be retaliated against for making a report, providing testimony or assisting in the investigation of such a report to a teacher or school administration. Retaliation is considered a major offense and will be subject to the consequences outlined in the behavior matrix.

**Sexual Assault**

Sexual assault is any type of sexual contact or behavior that occurs without the consent of the recipient. Sexual assault occurs when a person is forced, coerced, or manipulated into any unwanted sexual activity. Sexual Assault is considered a major offense and will be subject to the consequences outlined in the behavior matrix.

**Sexual Harassment**

Conduct or communication intended to be sexual in nature, is unwelcome by the targeted person(s) and has the potential to deny or limit another student(s) ability to participate in or benefit from a school's education program. Sexual Harassment is considered a major offense and will be subject to the consequences outlined in the behavior matrix.

**Theft**

Taking or knowingly being in possession of stolen district property or property of others without permission. The theft of school or personal property on campus or at school related activities is a major offense and is subject to corrective action according to the discipline matrix.

**Tobacco**

The Orting School District promotes and maintains a tobacco-free environment. Therefore, students are prohibited from using or having tobacco products in their possession at any time on or in the vicinity of school property, on school buses, or at any school related activities. This includes any electronic cigarettes and vape device, regardless of nicotine content or presence. Violation of the tobacco policy applies to the entire school year and will be enforced using the behavior matrix.

**Weapons**

Firearms/weapons are not allowed in school, at school sponsored activities, on school grounds, facilities or school provided transportation. If a student brings a firearm to school, it will result in an immediate expulsion for no less than one calendar year, including notification of parents and law enforcement. The expulsion may be modified by the school district on a case by case basis. A student who possesses a weapon other than a firearm or carries, exhibits, displays or draws any weapon or any item apparently capable of producing bodily harm in a manner which, under the circumstances, manifests an intent to intimidate another or warrants alarm for safety of others shall be subject to corrective action up to and including expulsion. Possession includes, but is not limited to: having a weapon or look a like weapon on district property or at a district sponsored event located;

- A. in a space assigned to a student such as a locker or desk;
- B. on the student's person or property (such as on the student's body, in his/her clothing, purse, backpack, gym bag or vehicle); or
- C. under the student's control or accessible or available, such as hidden by the student.

A weapon includes, but is not limited to:

- A. a firearm which is a weapon or device from which a projectile may be fired by an explosive;
- B. an air gun, which includes any air pistol or air rifle, designed to propel a BB, pellet, or other projectile by discharge of compressed air, carbon dioxide or other gas, or any items which appear to be realistic firearms or air guns;
- C. a blow gun, which is a device used for propelling darts and/or other objects by use of breath;
- D. any form of bows and arrows
- E. a slung shot, which is a piece of metal, or a stone fastened to a short strap, chain or thong, used as a weapon;



- F. a slingshot, which is a forked piece of wood, plastic, metal or other material having an elastic band fastened to the prongs for shooting small stones, metal balls, or pebbles;
- G. a club, chains or metal knuckles;
- H. a device commonly known as “throwing stars” multi-pointed metal objects designed to embed upon impact from any aspect;
- I. any knife which is a cutting or stabbing instrument with a sharp blade set in a handle;
- J. a dirk, which is a type of dagger;
- K. any device commonly known as “nun-chu-ka sticks,” consisting of two or more lengths of wood, metal, plastic or similar substance connected with wire, rope or other means.

Except in extenuating or exceptional circumstances the following corrective action shall apply for all offenses:

- 1. The principal/designee shall place the student on emergency expulsion, in accordance with the Washington Administrative Code, Chapter 180-40.
- 2. The principal/designee shall notify the parents/guardians and request an immediate conference.
- 3. The principal/designee shall notify appropriate law enforcement personnel.
- 4. In cases involving any student who is determined to have carried a firearm onto, or to have possessed a firearm on public school premises, public-school-provided transportation or areas of facilities being used exclusively by public schools, shall be expelled from school for not less than one year under RCW28A.600.010. The superintendent of the school district may modify the expulsion of a student on a case-by-case basis.
- 5. In cases involving weapons other than firearms, the student shall be placed on corrective action up to suspension, unless expulsion is warranted under the circumstances.

**Explosive Devices:** Ammunition of any type, firecrackers of any type, any other device that uses any type of explosion to create noise; disperse any liquid, powder, or solid object; or cause damage.

**Chemical Devices:** Any device or system that uses any type of chemical reaction (active or passive) to create noise or disperse any liquid, powder, or solid object that would cause damage, create smoke or odors; attack/incapacitate biological/physiological functions; or interfere with the normal education process. Commercially manufactured chemical protection devices are excepted. Chemical protection devices may be possessed by a student on campus or at school related activities with written parent permission if the student is 14-18 years-old and by any student who is older than 18 years of age. No student may deliver or share a chemical device with other students. Personal protection spray devices may not be used other than in self-defense as defined by state law. Possession, transmission or use of personal protection spray devices under

any other circumstances is a violation of district policy. The student is responsible for the security of the chemical protection device.

**Knives:** Any device, homemade or commercially manufactured, commonly known as a knife or any member of the knife/dagger family of tools or weapons regardless of blade length or intended use.

**Look Alike Weapons:** Any device, homemade or commercially manufactured that mimics in form, function and shape a weapon of any type.

### **Willful Disobedience (Insubordination)**

Willful, intentional and/or repeated failure to comply with or follow reasonable and lawful directions or requests by school personnel that substantially disrupts the safe, orderly operation of the learning environment and is a disruption to the educational process.

Violation of this rule applies to the entire school year and will receive corrective action as a major offense in accordance with the behavior matrix guidelines.

## **BICYCLES**

Students must walk their bicycles on campus and lock them up at a bicycle rack. Students are not permitted to ride their bicycles between classes, at any time during the school day, or on the sidewalks and/or through pedestrians.

## **BULLETINS AND ANNOUNCEMENTS**

The school bulletins will be broadcast weekly. They will be broadcast in the school, posted on our Orting High School Cardinals Facebook page and emailed home to parents.

## **CLASSROOM DISRUPTION AND THE EDUCATIONAL PROCESS**

Students that attend Orting High School are expected to use their class time productively and put forth their best effort to engage in learning. Academic growth requires effort and cooperation at all levels. If a teacher determines that a student is not using their class time productively, or exhibits conduct that infringes on the learning rights of other students, disciplinary measures may be imposed. Academic expectations include but are not limited to:

- Attend all classes, arrive on time and stay until dismissed
- Come to class with required materials and be prepared to learn
- Positively focus efforts during class
- Complete assignments to the best of your ability
- Follow the direction and requests of the teacher
- Promote a positive self-esteem of self and others
- Observe all safety instructions and regulations

In the event that students misbehave and do not abide by these expectations, teachers are expected to use classroom interventions and restorative practices. This shifts the focus to repairing the harm done to people and relationships in addition to providing consequences.

Restorative practices are based on the belief that human beings are happier, more cooperative and productive, and more likely to make positive changes in their behavior when those in positions of authority do things with them, rather than to them or for them.

The most critical function of restorative practices is restoring and building relationships. Students and staff work together to identify those they have wronged, explore what happened, and make necessary amends. Students that disrupt or interfere with the reasonable operation of the educational process and/or classroom may receive corrective action according to the behavior matrix under the following classroom offense categories:

***Academic Dishonesty*** - Knowingly submitting the work of others represented as the student's own or assisting another student in doing so, or using unauthorized sources.

***Inappropriate Behavior*** - Obscene acts or expressions, whether verbal or non-verbal, which may or may not be directed at others (teachers, staff, and/or students). Includes behaviors that may be subject to local student conduct codes, such as Public Display of Affection, Lewd Conduct, Profanity, and/or Racist, Sexual, and/or Homophobic language.

***Disruptive Behavior*** - Behavior that materially and substantially interferes with the educational process.

***Failure to Cooperate*** - Repeated failure to comply with or follow reasonable, lawful directions or requests by a teacher or staff. Includes behaviors that may be subject to local student conduct codes, such as: Disobedience, Defiance, Non-Compliance, Insubordination, Malicious Mischief, Possession of Prohibited Items (Contraband), Dress Code Violations

Any activity and/or action on campus or at a school-related activity which interferes with the operation of the school's learning environment and/or activity may be considered a major offense and may warrant an out of school suspension for a first offense.

## **CLOSED CAMPUS and CHECK-IN/CHECK-OUT PROCEDURES**

Orting High School is a closed campus. **Once you arrive at school, you are to remain on campus until properly checked out—this includes before school and during lunches and Cardinal Time.** All students must physically check out through the main office prior to leaving campus, even if a parent/guardian has contacted the office and given permission for the student to leave. If a student is at school and leaves without checking out at the Attendance Office, it is considered an off-campus violation and will be addressed based on the discipline matrix.

### **Student Arrival**

All students who arrive at school after the bell of their first class, must report to the main office to check in.

### **Visitors**

All visitors must sign in at the main office and non-OHS students are NOT allowed on campus without prior approval. DoorDash, UberEats and other food/drink delivery services are **NOT** permitted during the regular school day.

### **Parking Lot**

All OHS parking lots are off-limits once a student has parked their vehicle. Permission to return to a vehicle in the parking lot must be obtained from an administrator. Violations of the closed campus policy apply to the entire school year and will result in corrective action according to the behavior matrix.

### **Pickup/Drop Off**

All parents/guardians who are picking up their student prior to the end of the school day need to check their student out through the main office. Students who are dropped off during the school day need to report to the main office to check in.

## **COMMERCIALISM/SIGNS**

The commercial exploitation of students at OHS is not permitted. All posters, flyers and advertisements must be approved by an administrator.

## **COVID-19 SAFETY PLAN**

Please refer to the [Pierce County Health Department](#) website for information regarding COVID-19 protocols as it is always changing.

## **DISCIPLINARY ACTIONS**

### **DETENTION**

Detention is a school corrective action for minor infractions of school rules. It is served on school days, but after school hours. If a student cannot attend their assigned detention time, a parent/guardian may call to reschedule the detention for a date within 5 schools of their original assignment. Students who do not show for their assigned time for detention may be given additional time to serve unless prior parent arrangements have been made before the end of the school day.

Failure to work as directed, comply with detention rules or disruptive behavior may result in the student being removed from detention and assigned Friday Afternoon School. Further corrective action may be assigned as appropriate. Detention rules are posted in the detention room and each student must acknowledge that he/she has read and understand the rules by their signature.

### **FRIDAY SCHOOL**

Friday Afternoon School is an alternative to Out-Of-School Suspension and is a privilege. If a student does not attend an assigned Friday afternoon school, the student may be considered insubordinate and be assigned additional consequences in accordance with the discipline matrix. Students need to be engaged in coursework. Failure to work as directed, comply with rules, or engage in disruptive behavior will result

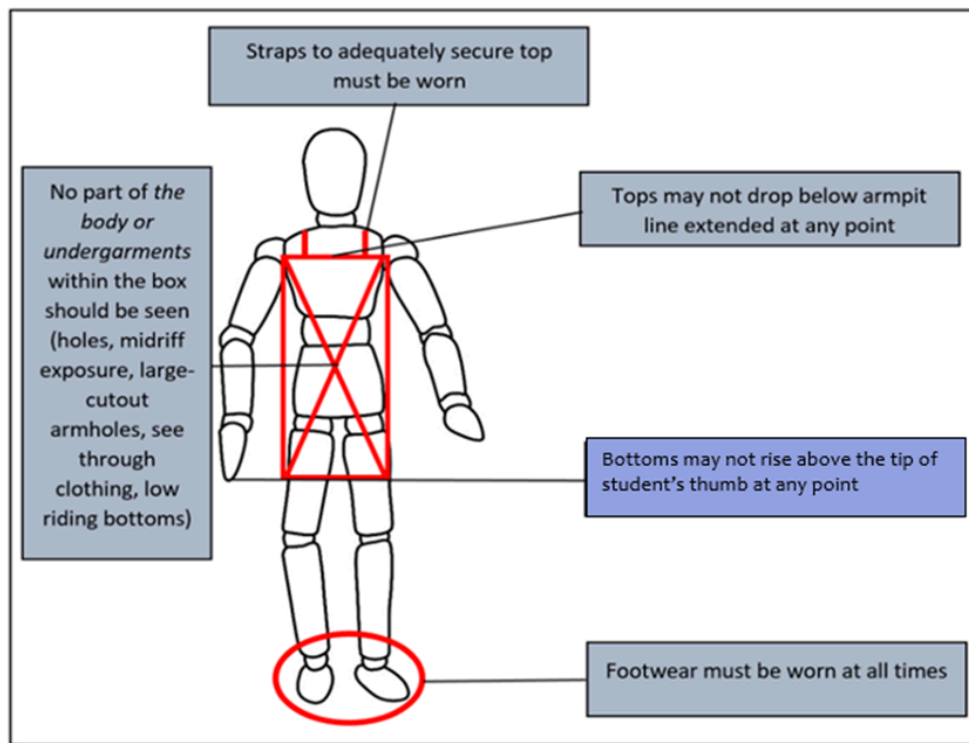
in the student being sent home and serving the rest of his/her assigned time in accordance with the discipline matrix. Further corrective action may be assigned as appropriate.

## DRESS CODE

At Orting High School, we strive to make sure all of our students are ready for college, careers, and life. Being ready to learn and presenting yourself as a learner to your peers and staff plays a major role in your readiness. Express to all that you are “Ready to Learn” by how you speak, act, and with what you wear. As a society, there are many norms and cultural traditions involving attire. At OHS, we do not enforce those rules, nor do we have different expectations for different genders, body-types, or beliefs. Students must be conscious of the fact that their peers, families, and staff all have divergent ideas about acceptable clothing to wear to school. In order to help you navigate your “Ready-to-Learn” wardrobe, please see the following suggestions:

- Your clothing should be comfortable
- Your clothing should be what you would wear to a job in your pathway
- Your clothing should be approved by your parents as “Ready-to-Learn” attire

The following is the enforced limits of our dress code at Orting High School for all students and staff. Students who are not following this may be asked to change, address the issue, or retrieve a new set of clothing from home. Students who refuse to cooperate with school staff around dress code violations will be issued consequences in accordance with the discipline matrix.





Other prohibited clothing:

- Any article which promotes alcohol, marijuana, drugs, tobacco, violence, pornography (i.e., Playboy, Hustler, Pornhub, etc.), or other material deemed inappropriate by Administration
- Any article which promotes hatred, harassment, or degradation of another group
- Blankets, unless on a packing list for a school field trip. (Any student in need of warm clothing can see their counselor for assistance.)

Offending dress code items may be confiscated through the end of the school day and returned to a parent/guardian.

## **ELECTRONIC DEVICES**

In an effort to increase classroom engagement and support the deterrence of negative behaviors on campus caused by misuse of cell phones, OHS had adopted a “cellphone free classroom” policy with cell phones, air pods and other electronic devices (other than their chrome book). Students can access their devices before school begins, during passing period, at lunch, and immediately after the end of the school day. During class time, devices are expected to be silenced or turned off and stored away in backpacks or lockers. Parents who need to contact a student in an emergency situation can call the OHS main office at 360-893-2246. In emergency situations students will be permitted to contact parents, but asked to do so outside of the classroom and with the knowledge of the teacher. Students who, in the opinion of the instructor, administrator or other school employee, fail to adhere to this guideline will be assigned school corrective action according to the behavior matrix.

With the exception of sporting events or official school activities, taking pictures and filming students or adults on campus without their consent is prohibited and may be grounds for corrective action up to and including suspension or expulsion. At no time is a student permitted to record any activity, event, teacher, student, or classroom without prior approval from the instructor. Violations will be considered as a disruption to the educational process and may be punishable by a suspension for a first offense.

## **EXTRACURRICULAR ACTIVITIES**

Orting High School has a variety of extracurricular activities and athletic teams for students. New clubs and sports can be formed based on student interest. Information on extra-curricular activities and athletic teams can be obtained in the main office.

### **DANCES**

Dances are held for the enjoyment and participation of OHS students. Students must present a student ID/ASB card at the door in order to be admitted to the dance. Check-outs are not permitted. Visitors are only permitted to attend Homecoming, Tolo, or Prom.

Visitors wishing to attend these dances must have a registered OHS student sponsor

them and obtain a visitor's dance pass from the main office which must be returned five (5) school days prior to the dance and signed by an administrator. Guests must be accompanied by an OHS student and must not be above the age of 19 years old at the time of the dance. Students in the 8th grade or younger may not attend OHS dances. Guests must show a current photo I.D. card. Students and guests who attend a dance must follow all Orting High School dress and behavior matrix guidelines. Students attending the dance that arrive with a bag or wallet are subject to search. Students are encouraged to leave personal belongings in their vehicles.

### **SPORTING EVENTS AND ASSEMBLY BEHAVIOR** (*Crowd Behavior*)

Student participation as a member of the audience at school assemblies and sporting events is a privilege granted to each student. Students are to promote positive school spirit and school unity at each event by demonstrating respectful and attentive behavior, and by cheering and standing at appropriate times. A violation of this policy will result in school corrective action according to the behavior matrix. All students who enter with bags or wallets are subject to search.

### **SPORTSMANSHIP RULES**

- Schools of the SPSL prohibit noisemakers such as drums, horns, megaphones, radios, tape decks and the discharge of confetti during all athletic contests.
- Only official school banners and appropriate welcome signs are permitted.
- No student tunnels will be allowed.
- No chants/cheers may be directed toward opposing players, coaches, or officials.
- Face paint may only cover 50% of the face.
- Any team or student guilty of misconduct or unbecoming behavior may subject themselves to disciplinary action and their school to possible League sanctions.

### **FOOD**

Food and drink is only allowed in a classroom with express teacher permission. As a general rule, consumption of all food and drink is limited to the Performing Arts Center (PAC), outdoor lunch tables and the Birdie Bistro.

### **HARASSMENT, INTIMIDATION, AND BULLYING (HIB)**

#### ***Our Schools Protect Students from Harassment, Intimidation, and Bullying (HIB)***

Schools are meant to be safe and inclusive environments where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities. This section defines HIB, explains what to do when you see or experience it, and our school's process for responding to it.

#### **What is HIB?**

State law defines HIB in [RCW 28A.600.477\(5\)\(b\)\(i\)](#) as “any intentional electronic, written, verbal, or physical act including, but not limited to, one shown to be motivated by any characteristic in RCW 28A.640.010 and 28A.642.010 (discrimination based on a protected class) or other distinguishing characteristics, when the intentional electronic, written, verbal, or physical act:

- (A) Physically harms a student or damages the student's property;
- (B) Has the effect of substantially interfering with a student's education;
- (C) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- (D) Has the effect of substantially disrupting the orderly operation of the school"

HIB may involve an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. HIB is not allowed, by law, in our schools.

#### [How can I make a report or complaint about HIB?](#)

Talk to any school staff member (consider starting with whoever you are most comfortable with!). You may use our district's optional reporting form to share concerns about HIB but reports about HIB can be made in writing or verbally. Your report can be made anonymously, if you are uncomfortable revealing your identity, or confidentially if you prefer it not be shared with other students involved with the report. No disciplinary action will be taken against another student based solely on an anonymous or confidential report.

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our district also has a HIB Compliance Officer, Debi Christensen, Executive Director for Human Resources, who supports prevention and response to HIB. Here is her contact information: Email [christensend@orting.wednet.edu](mailto:christensend@orting.wednet.edu) Phone 360-893-6500 Ext. 4028.

#### [What happens after I make a report about HIB?](#)

If you report HIB, school staff must attempt to resolve the concerns. If the concerns are resolved, then no further action may be necessary. However, if you feel that you or someone you know is the victim of unresolved, severe, or persistent HIB that requires further investigation and action, then you should request an official HIB investigation.

Also, the school must take actions to ensure that those who report HIB don't experience retaliation.

#### [What is the investigation process?](#)

When you report a complaint, the HIB Compliance Officer or staff member leading the investigation must notify the families of the students involved with the complaint and must make sure a prompt and thorough investigation takes place. The investigation must be completed within 5 school days, unless you agree on a different timeline. If your complaint involves circumstances that require a longer investigation, the district will notify you with the anticipated date for their response.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must provide you with the outcomes of the investigation within 2 school days. This response should include:

- A summary of the results of the investigation
- A determination of whether the HIB is substantiated

- Any corrective measures or remedies needed
- Clear information about how you can appeal the decision

#### What are the next steps if I disagree with the outcome?

For the student designated as the “targeted student” in a complaint:

If you do not agree with the school district’s decision, you may appeal the decision and include any additional information regarding the complaint to the superintendent, or the person assigned to lead the appeal, and then to the school board.

For the student designated as the “aggressor” in a complaint:

A student found to be an “aggressor” in a HIB complaint may not appeal the decision of a HIB investigation. They can, however, appeal corrective actions that result from the findings of the HIB investigation.

For more information about the HIB complaint process, including important timelines, please see the district’s [HIB webpage](#) or the district’s *HIB Policy 3207 and Procedure 3207P* (visit [Orting school district policies and procedures \(3000 series, Students\)](#), click “Policies,” upper right side of page).

#### Our School Stands Against Discrimination

Discrimination can happen when someone is treated differently or unfairly because they are part of a protected class, including their race, color, national origin, sex, gender identity, gender expression, sexual orientation, religion, creed, disability, use of a service animal, or veteran or military status.

#### What is discriminatory harassment?

Discriminatory harassment can include teasing and name-calling; graphic and written statements; or other conduct that may be physically threatening, harmful, or humiliating. Discriminatory harassment happens when the conduct is based on a student’s protected class and is serious enough to create a hostile environment. A hostile environment is created when conduct is so severe, pervasive, or persistent that it limits a student’s ability to participate in, or benefit from, the school’s services, activities, or opportunities.

To review the district’s *Nondiscrimination Policy 3210 and Procedure 3210P*, visit [Orting school district policies and procedures \(3000 series, Students\)](#) (click “Policies,” upper right side of page).

#### What is sexual harassment?

Sexual harassment is any unwelcome conduct or communication that is sexual in nature and substantially interferes with a student’s educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they must submit to unwelcome sexual conduct or communication to gain something in return, such as a grade or a place on a sports team.

Examples of sexual harassment can include pressuring a person for sexual actions or favors; unwelcome touching of a sexual nature; graphic or written statements of a sexual

nature; distributing sexually explicit texts, e-mails, or pictures; making sexual jokes, rumors, or suggestive remarks; and physical violence, including rape and sexual assault.

Our schools do not discriminate based on sex and prohibit sex discrimination in all of our education programs and employment, as required by Title IX and state law.

*To review the district's Sexual Harassment Policy 3205BP and Procedure 3205P, visit [Orting school district policies and procedures \(3000 series, Students\)](#) (click "Policies," upper right side of page).*

#### [What should my school do about discriminatory and sexual harassment?](#)

When a school becomes aware of possible discriminatory or sexual harassment, it must investigate and stop the harassment. The school must address any effects the harassment had on the student at school, including eliminating the hostile environment, and make sure that the harassment does not happen again.

#### [What can I do if I'm concerned about discrimination or harassment?](#)

Talk to a Coordinator or submit a written complaint. You may contact the following school district staff members to report your concerns, ask questions, or learn more about how to resolve your concerns.

##### Concerns about discrimination:

Civil Rights Coordinator: Debi Christensen (Email [christensend@orting.wednet.edu](mailto:christensend@orting.wednet.edu); Address: 121 Whitesell St NE, Orting WA 98360; Phone 360-893-6500 Ext. 4028.)

##### Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator: Debi Christensen (Email [christensend@orting.wednet.edu](mailto:christensend@orting.wednet.edu); Address: 121 Whitesell St NE, Orting WA 98360; Phone 360-893-6500 Ext. 4028.)

##### Concerns about disability discrimination:

Section 504 Coordinator: Jennifer Westover (Email [westoverj@orting.wednet.edu](mailto:westoverj@orting.wednet.edu); 121 Whitesell St NE, Orting WA 98360; Phone 360-893-6500 Ext. 4027.)

##### Concerns about discrimination based on gender identity:

Gender-Inclusive Schools Coordinator: Debi Christensen (Email [christensend@orting.wednet.edu](mailto:christensend@orting.wednet.edu); Address: 121 Whitesell St NE, Orting WA 98360; Phone 360-893-6500 Ext. 4028.)

To submit a written complaint, describe the conduct or incident that may be discriminatory and send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights coordinator. Submit the complaint as soon as possible for a prompt investigation, and within one year of the conduct or incident.

### What happens after I file a discrimination complaint?

The Civil Rights Coordinator will give you a copy of the school district's discrimination complaint procedure. The Civil Rights Coordinator must make sure a prompt and thorough investigation takes place. The investigation must be completed within 30 calendar days unless you agree to a different timeline. If your complaint involves exceptional circumstances that require a longer investigation, the Civil Rights Coordinator will notify you in writing with the anticipated date for their response.

When the investigation is complete, the school district superintendent or the staff member leading the investigation will send you a written response. This response will include:

- A summary of the results of the investigation
- A determination of whether the school district failed to comply with civil rights laws
- Any corrective measures or remedies needed
- Notice about how you can appeal the decision

### What are the next steps if I disagree with the outcome?

If you do not agree with the outcome of your complaint, you may appeal the decision to the School Board within ten calendar days of receiving the written response and then to the Office of Superintendent of Public Instruction (OSPI) if it is still not resolved. More information about this process, including important timelines, is included in the district's Nondiscrimination Procedure (3210P) and Sexual Harassment Procedure (3205P).

### I already submitted an HIB complaint – what will my school do?

Harassment, intimidation, or bullying (HIB) can also be discrimination if it's related to a protected class. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will notify the Civil Rights Coordinator. The school district will investigate the complaint using both the Nondiscrimination Procedure (3210BP) and the HIB Procedure (3210P) to fully resolve your complaint.

### Who else can help with HIB or Discrimination Concerns?

#### **Office of Superintendent of Public Instruction (OSPI)**

All reports must start locally at the school or district level. However, OSPI can assist students, families, communities, and school staff with questions about state law, the HIB complaint process, and the discrimination and sexual harassment complaint processes.

OSPI School Safety Center (For questions about harassment, intimidation, and bullying)

- Website: [ospi.k12.wa.us/student-success/health-safety/school-safety-center](https://ospi.k12.wa.us/student-success/health-safety/school-safety-center)
- Email: [schoolsafety@k12.wa.us](mailto:schoolsafety@k12.wa.us)
- Phone: 360-725-6068

OSPI Equity and Civil Rights Office (For questions about discrimination and sexual harassment)

- Website: <https://ospi.k12.wa.us/policy-funding/equity-and-civil-rights>
- Email: [equity@k12.wa.us](mailto:equity@k12.wa.us)
- Phone: 360-725-6162

### **Washington State Governor's Office of the Education Ombuds (OEO)**

The Washington State Governor's Office of the Education Ombuds works with families, communities, and schools to address problems together so every student can fully participate and thrive in Washington's K-12 public schools. OEO provides informal conflict resolution tools, coaching, facilitation, and training about family, community engagement, and systems advocacy.

- Website: [www.oeo.wa.gov](http://www.oeo.wa.gov)
- Email: [oeoinfo@gov.wa.gov](mailto:oeoinfo@gov.wa.gov)
- Phone: 1-866-297-2597

### **U.S. Department of Education, Office for Civil Rights (OCR)**

The U.S. Department of Education, Office for Civil Rights (OCR) enforces federal nondiscrimination laws in public schools, including those that prohibit discrimination based on sex, race, color, national origin, disability, and age. OCR also has a discrimination complaint process.

- Website: <https://www.ed.gov/>
- Email: [ocr@ed.gov](mailto:ocr@ed.gov)
- Phone: 800-421-3481

### **Our School is Gender-Inclusive**

In Washington, all students have the right to be treated consistent with their gender identity at school. Our school will:

- Address students by their requested name and pronouns, with or without a legal name change
- Change a student's gender designation and have their gender accurately reflected in school records
- Allow students to use restrooms and locker rooms that align with their gender identity
- Allow students to participate in sports, physical education courses, field trips, and overnight trips in accordance with their gender identity
- Keep health and education information confidential and private
- Allow students to wear clothing that reflects their gender identity and apply dress codes without regard to a student's gender or perceived gender
- Protect students from teasing, bullying, or harassment based on their gender or gender identity

To review the district's Gender-Inclusive Schools Policy 3211BP and Procedure 3211P, visit [Orting school district policies and procedures \(3000 series, Students\)](#) (click "Policies," upper right side of page). If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator:

Debi Christensen (Email [christensend@orting.wednet.edu](mailto:christensend@orting.wednet.edu); Address: 121 Whitesell St NE, Orting WA 98360; Phone 360-893-6500 Ext. 4028.)

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information above.



## **IDENTIFICATION**

Students must identify themselves and are required to show identification upon any request from school district personnel.

## **ILLNESS AT SCHOOL**

If a student becomes ill at school, he/she must get permission from the teacher in the form of a **PASS** to report to the nurse's office. The nurse will determine whether the student should be sent home, return to class or remain in the nurse's office. Failure to report to the nurse's office and sign-in will result in an unauthorized destination referral. The student will be provided with an admit slip for those classes missed.

## **JURISDICTION**

All Orting High School rules and regulations will be enforced for infractions that occur on school buses, at bus stops, on or in the immediate vicinity of school district property (Per RCW's: 500 feet: see Tobacco or other, and 1000 feet: see Guns, Drugs, and Alcohol), at all school activities and for off-campus misconduct that is closely connected or disruptive to the educational process. When determining whether or not the school has jurisdiction, the following will be considered: day, time, location, persons affected, severity of the misconduct, connection to school and the extent to which the safety of the school or school environment was affected or impacted.

## **LOCKERS**

A student may register for a locker for the storage of books and equipment. Lockers are limited and are assigned on a first come first serve basis. Students must notify main office staff of locker selection in the main building. Students provide their own locks and must provide the main office with the combination of their lock. If a student forgets their combination, and fails to provide the combination to the main office, the lock will be cut to gain access to the locker. Since lockers are a permanent part of the building, students are expected to keep them in good, usable condition. Switching of lockers is not permitted unless reported to the Main Office. Because lockers and desks are school property, the school has the right to search these areas at any time as it is the school district's duty to protect its students and ensure that school property is lawfully used. Students are reminded that valuable items should not be stored in lockers. The school does not assume any responsibility for items left in lockers. Lockers are issued as a convenience to students but are not intended to provide storage for valuables.

Students enrolled in Physical Education courses will be assigned a locker in the locker room. It is the student's responsibility to see that his/her locker is kept locked and in order at all times.

## **LOITERING**

Students are expected to leave the school campus no later than thirty minutes after the official close of the school day unless permission to do otherwise has been granted.

## MEDICINE AT SCHOOL

All medications, including over the counter remedies (aspirin, Tylenol, cough medicine, cold remedies, etc.) must be checked in at the nurse's office by a parent or guardian. A district medication form, completed by both parent/guardian and a physician, **must** accompany the medication. Under normal circumstances, students should be given medication before or after school. A violation of this policy will result in school corrective action according to the behavior matrix. Any medication given or sold by students may result in suspension or expulsion.

## OFF LIMITS AREAS

For student safety and supervision, student congregation is permitted only in designated areas. **The student parking lot is off limits to all students during school hours**, except with administrative written permission or staff escort. Student vehicles are not to be used as storage for items needed during the school day. **Deliveries must be brought to the high school office for distribution to students, including lunches and athletic equipment. Balloons and flowers can cause a disruption to the learning environment and may trigger allergic responses in staff and students. Because of this, balloons and flowers are not allowed in classrooms or common spaces during the school day.** During lunchtimes, the main building hallways are off limits. This is due to class still being in progress in some of the rooms. Students are not permitted in classrooms without supervision. The staff lounge in both the main building and the West Wing and the staff workroom are off limits at all times unless accompanied by a staff member. Other areas designated as off limits during passing time and lunch time include: high school stadium, baseball and softball fields, area behind the shop, area behind and in between the portables, and general areas surrounding the elementary school buildings.

## PARKING

All student vehicles are to be registered and must have a parking sticker displayed. Parking stickers are not transferable to other students or vehicles. You must purchase additional stickers if you will be driving more than one vehicle.

General Parking Regulations:

- A valid, current driver's license and proof of insurance must be produced at the time of application.
- Completed all school corrective action requirements.
- Display parking permit at all times. The permit must be readable from outside of the vehicle.
- Allowing another person to use your assigned permit for any reason is not permitted.
- A student parking permit is valid only on the registered vehicle(s) for which it was issued and only in the student designated parking area.
- It is the responsibility of the student driving the vehicle to ensure that weapons, dangerous instruments, ammunition, fireworks, tobacco products, alcohol products, or any other item that is not allowed at school or school-related activities will not be in the vehicle while it is parked on campus or at school-related activities.
- Speed limit on campus is **5 MPH**.

- If you drive an unregistered vehicle from your household, you must register it in the main office before your first class on the day you drive it.
- A tardy to class because of parking problems is unexcused.
- You may not register a vehicle to your parking permit that belongs to another student.

#### Parking Requirements:

- A valid parking permit must be obtained from the main office.
- Students may purchase additional permits for another vehicle for \$2.00, payable to the main office.
- Park only in the student designated parking area.

Parking violations shall include but not be limited to: no permit, disabled space, no parking space, reserved space, double parked, blocking access, negligent driving and unregistered vehicle. If you see violators parking in a reserved area, please report it to the main office.

#### Penalties for parking violations shall include but not be limited to:

A one time warning may be assessed for the non-display of a parking permit sticker. Warnings for other violations will not be issued.

*1st Offense:* \$10, *2nd Offense:* \$20, *3rd Offense:* \$30 and notification in writing that further violations WILL result in the vehicle being towed without prior notice and at vehicle owner's expense as well as suspension and/or revocation of parking privilege.

*4<sup>th</sup> Offense:* \$30 and Vehicle will be towed.

#### Parking Ticket Appeals

- Parking ticket appeals **must** be addressed in the main office within **10 school days** of the date on the ticket being appealed.

## PAYMENTS

Payments for ASB, Fees, Fines, Tickets, Etc. are paid in the Main Office or at <https://wa-orting.intouchreceipting.com>

## PETS/ANIMALS

Students and visitors are to refrain from bringing animals to school unless prior approval has been obtained through school or district administration.

## REPORT CARDS AND GRADES

First and third quarter report cards, progress reports (mid-quarter) are posted to Skyward. Final report cards (Semester 1 and Semester 2) are mailed home and posted to Skyward. Students will receive a copy of their transcript annually showing grades and credits for all courses attempted to that point in high school. If you have questions about these reports or feel that there is an error, please contact your counselor. Semester grades become a matter of permanent record and are used in computing cumulative Grade Point Averages (GPA). Students with unpaid class fees or fines are not eligible for an official transcript.

**GPA and grades are based on this scale:**

A = 93-100%	4.0	C- = 70-72.99%	1.7
A- = 90-92.99%	3.7	D+ = 67-69.99%	1.3
B+ = 87-89.99%	3.3	D = 60-66.99%	1.0
B = 83-86.99%	3.0	F = 0-59.99%	0.0
B- = 80-82.99%	2.7	NC = No credit	No GPA value
C+ = 77-79.99%	2.3	P = Pass	No GPA value
C = 73-76.99%	2.0		

**PROGRESS REPORTS**

Parents may obtain progress reports from teachers by:

- Skyward Family Access – online progress report access. Passwords are available for students in the main office.
- Requesting your student to contact individual teachers for progress reports.
- Calling or emailing individual teachers to request progress reports. Please allow ample time for teachers to prepare progress reports.
- If you need assistance with Skyward login to access progress reports or have questions regarding the progress report procedure, please contact the counseling office at 360-893-2246 Ext. 4376 for assistance.

**SKATEBOARDS**

Students are not allowed to ride or carry their skateboards on campus and in the hallways. Students may secure their skateboard on the skateboard rack outside of the main office. Students must provide their own lock for the rack. OHS is not responsible for skateboards that are left on the rack. Students who forget to bring their lock may leave their skateboard in the front office or with a teacher.

**STUDENT IDENTIFICATION CARDS**

Students should carry their student identification card with them at all times. Students will receive an identification card shortly before the beginning of the school year. It is necessary to present the I.D. card for identification at all school functions, and in the main office for validation and transaction purposes. Students refusing to identify themselves or giving false identification to school officials will be considered as a major offense.

**STUDENTS RIGHTS AND RESPONSIBILITIES**

All matters relating to student corrective action and/or suspension are governed by the rules and regulations contained in the Student Rights and Responsibilities pamphlet as published by the

Orting School District. These pamphlets are available in the Main Office or upon request. All students are expected to be familiar with the contents of the pamphlets. Important definitions and hearing/appeal procedures related to students rights and responsibilities are noted below.

#### Definitions, Informal Hearing and Appeal Procedures

Major offenses, drug/alcohol offenses and persistent, willful refusal to follow school/classroom rules are grounds for suspension/expulsion from school. Length of corrective action will be determined by school authorities and will reflect the offense committed. Parents/guardians will be notified by phone and/or in writing of the action taken and will have complete custody and jurisdiction of their child during that time. Any student who has been suspended or expelled may apply for readmission at any time through a written letter to the building principal. A suspended or expelled student may not loiter or appear on school property, any Orting School District property or at any school sponsored activity at or away from the school. Violations of this may result in trespassing charges with the police.

#### Types of Suspensions:

- *In-School Suspension:* A short term suspension in which a student remains in the student's current school placement, but does not attend class.
- *Short-Term Out-of-School Suspension:* Denial of attendance in response to a behavioral violation for up to and including 10 consecutive school days.
- *Long-Term Suspension:* Denial of attendance in response to a behavioral violation for more than 10 consecutive days.
- *Emergency Expulsion:* Removal of a student from school because the student's statements or behavior pose an immediate and continuing danger to other students or school personnel, or an immediate and continuing threat of material and substantial disruption of the educational process, subject to the requirements in WAC 392-400-510 through 392-400-530.
- *Expulsion:* Denial of admission to a student's current school placement in response to a behavioral violation, subject to the requirements in WAC 392-400-430 through 390-400-480.

#### Types of appeals:

*Informal Conference:* If a student or parent/guardian disagrees with the district's decision to suspend, expel or emergency expel the student, the student or parent/guardian may request an informal conference with the principal or designee to resolve the disagreement. The student or parent/guardian may request an informal conference orally or in writing. The student and parent/guardian will have the opportunity to confer with the principal or designee and school personnel involved in the incident that led to the suspension or expulsion. Further, the student and parent/guardian will have the opportunity to discuss other forms of discipline that the district could administer. An informal conference will not limit the right of the student or parent/guardian to appeal the suspension or expulsion, participate in a re engagement meeting or petition for readmission.

*Requesting an Appeal:* If dissatisfied after the informal conference, the student or parent/guardian may appeal the suspension, expulsion or emergency expulsion to the superintendent or designee orally or in writing. For suspension or expulsion, the request to appeal must be within five (5) school business days from when the district provided the student and parent with written notice. For emergency expulsion, the request must be within three (3) school business days from when the district provided the student and parent with written notice.

#### *Harassment, Intimidation and Bullying Targeted Students' Right to Appeal*

If the complainant or parent/guardian is dissatisfied with the result of the investigation, they may appeal to the superintendent or designee by filing a written notice of appeal within five (5) school days of receiving the written decision. The superintendent or designee will review the investigation report and issue a written decision on the merits of the appeal within five (5) school days of receiving the notice of appeal.

If the targeted student or parent/guardian remains dissatisfied after the initial appeal to the superintendent, they may appeal to the school board by filing a written notice of appeal with the secretary of the school board on or before the fifth (5th) school day following the date upon which the complainant received the superintendent's written decision.

An appeal before the school board must be heard on or before the tenth (10th) school day following the filing of the written notice of the appeal to the school board. The school board or disciplinary appeal council will review the record and render a written decision on the merits of the appeal on or before the fifth (5th) school day following the termination of the hearing and shall provide a copy to all parties involved. The board or council's decision will be the final district decision.

## **TECHNOLOGY**

School issued technology, including all district licensed products are to be used for school and educational purposes only. All devices issued to students are monitored daily by filtering and security software. Students are expected to demonstrate digital responsibility while using district issued devices. It is important that parents and students read the [OSD Acceptable Use Policies](#) related to internet usage.

## **TELEPHONES & MESSAGES**

The office and classroom telephones are business phones and should be used by students only in situations of a critical nature. Parents are asked to refrain from calling students except in case of an emergency. Personal messages will not be delivered to students unless they are of a critical nature. If there is an emergency, please call the main office at 360-893-2246. Cell phones and other electronic devices may not be used during class time. A phone is available for student use in the Main Office.

## **VISITORS**

OHS is a closed campus and visitors are not permitted without prior permission obtained from an administrator. Permission will only be granted to those who need to visit for official school

business. After permission has been granted, a visitor's pass may be obtained in the main office. The pass must be displayed at all times and returned to the main office at the end of the visit/business. OHS alumni are considered visitors.



## Discipline Matrix

	<b>*Classroom Offenses</b>	<b>*Minor Offenses</b>
<b>Definitions</b>	Classroom offenses are disruptive to the orderly operation of the classroom environment and managed by the teacher.	Minor offenses are disruptive to the orderly operation of the school environment and may occur inside or outside the classroom.
<b>Misbehavior Examples</b>	These behaviors include but are not limited to: disruptive conduct, defiance, disrespect, food/drink violations, academic dishonesty/plagiarism, tardies, electronic device/cell phone violations, horseplay and inappropriate language.	These behaviors include but are not limited to: classroom offenses, dress code violations, vandalism, tobacco possession or consumption, aggressive confrontational behavior, insubordination, profanity, unauthorized destination, off campus and inappropriate behavior.
<b>1st offense</b>	Conference with student/staff (Document conference) Warning regarding behavior infraction	Administration contacts family and assigns up to a 1 hour of detention.
<b>2nd offense</b>	Staff documents offense, contacts family, reminds the student of classroom expectations and assigns classroom level consequence. *Classroom exclusion may be considered.	Administration contacts family and assigns up to a 2 hours of detention.
<b>3rd offense</b>	Staff documents offense, contacts family, and assigns classroom level consequence. *Classroom exclusion may be considered.	Administration contacts family and assigns up to 2 Friday Schools. (3 hour detention on Fridays starting at 1pm).
<b>4th offense</b>	Staff completes referral to administration & family is contacted. <b>This becomes a minor offense.</b>  *Classroom exclusion may be considered.	Administration contacts family.  Up to 2 days of short term school suspension may be considered.
<b>5th+ offense</b>	Staff completes referral to administration & family is contacted..  <b>This becomes a minor offense.</b>  *Classroom exclusion may be considered.	Administration contacts family.  Up to 3 days of short term school suspension may be considered.  <b>Further Offenses:</b> Family contacted and long term school suspension may be considered.

\*In the Orting School District, we believe in a shared responsibility to teach expected behaviors as well as academics. Classroom teachers and school staff are expected to utilize classroom, school-based interventions and restorative practices as part of the overall school discipline process.

### Discipline Matrix

	Major Offenses
<b>Definitions</b>	Major offenses are behaviors which materially and/or substantially interfere with the safe and/or orderly operation of the school environment that may occur inside or outside the classroom.
<b>Misbehavior Examples</b>	Major offenses include but are not limited to: Consumption, possession or distribution of alcohol, marijuana or illicit drugs, dissemination of inappropriate messages and/or images, destruction of property or vandalism, forgery, disruption of the education process, profanity, profanity directed at staff, fighting, assault, willful disobedience, fight instigation/promotion/support, gang membership and gang-like behavior, threats, harassment, intimidation, bullying, cyberbullying, theft, weapons and/or explosive devices and any violation of a local, state or federal law.
<b>1st offense</b>	Up to 2 Friday schools (3 hour detention on Fridays starting at 1pm) Family contacted and conference with student.
<b>2nd offense</b>	Up to 3 days of out of school suspension. Family contacted and conference with student. Re-entry conference with student/family.
<b>3rd offense</b>	Up to 5 days of out of school suspension. Family contacted and conference with student. Counselor/Administration intervention. Re-entry conference with student/family.
<b>4th offense</b>	Up to 8 days of out of school suspension. Family contacted and conference with student. Counselor/Administration intervention. Re-entry conference with student/family.
<b>5th offense</b>	Up to 10 days of out of school suspension. Family contacted and conference with student. Counselor/Administration intervention. Re-entry conference with student/family.  <b>6+ offense:</b> Long term suspension, emergency expulsion or expulsion may be considered.

\*\*Suspension or expulsion may be considered for major offenses that are so serious in nature and/or serious in terms of disruptive effect upon the operation of the school. Police may be notified.

Short term suspension is 1-10 days

Long term suspension is 11-60 days

Emergency Expulsion is immediate and may remain an expulsion or be converted to a suspension

Expulsion is a permanent exclusion from the Orting School District.