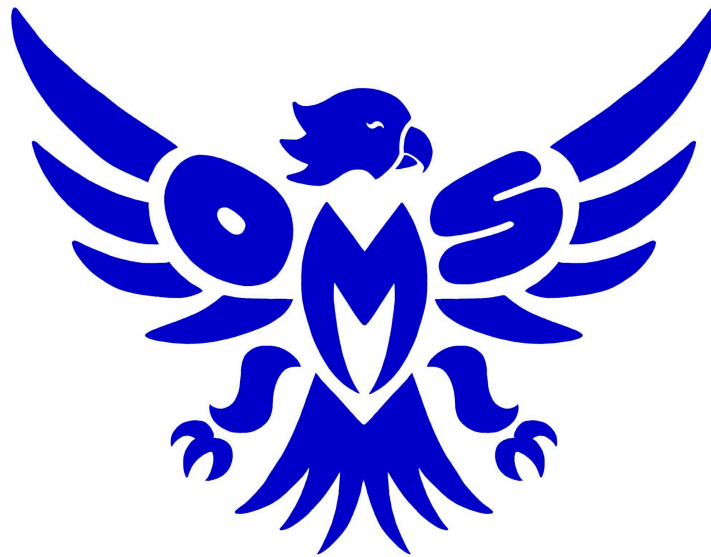


**ORTING MIDDLE SCHOOL**

**Student Handbook**

**2024-2025**

**Go Falcons!!!**



**Kevin M. Collins:** Principal

**Earle McWright:** Assistant Principal

**Rebecca Edick:** Counselor for Students A-K

**Jessica Oller:** Counselor for Students L-Z

**Liz Coombs:** Head Secretary

**Karen Bonnett:** Counseling and ASB Secretary

**Rebecca Meek:** Attendance Secretary

**111 Whitehawk Boulevard NW**

**Orting, WA 98360**

**Main Office: 360-893-3565**

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.

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### **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.

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### **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 إشعارًا مسبقًا بأسبوعين بحاجتك إلى خدمات الترجمة الفورية الشخصية وترجمة لغة الإشارة الأمريكية.

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### **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.

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### **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).

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## 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.

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## 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。

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## Khmer

យើងជឿជាក់ថាការទាក់ទងជាមួយក្រុមគ្រួសារជាភាសាដែលពួកគេមានភាពងាយស្រួលមានសារៈសំខាន់ក្នុងការរៀបចំនិស្សិតសម្រាប់មហាវិទ្យាល័យ អាជីពការងារ និងជីវិត។

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

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## 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.

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## 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 ਦੇ ਹਫਤਿਆਂ ਦੇ ਨੋਟਿਸ ਦੀ ਬੇਨਤੀ ਕਰਦੇ ਹਾਂ।

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## **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.

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## **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.

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## **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 реєстрації 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.

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## **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.

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## **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 asiasi 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).

Orting Primary School (360) 893-2248

Ptarmigan Ridge Elementary (360) 893-0595

Orting Middle School (360) 893-3565

Orting High School: (360) 893-2246

Orting Middle School is a school where all students and staff feel safe, seen, welcome, and heard. OMS students experience high levels of learning through engagement in rigorous, meaningful tasks which inspire them to make personal connections to the content and utilize the learning beyond the classroom. Every student is inspired to create a better present and future!

### **ORTING MIDDLE SCHOOL – HOME OF THE FALCONS!**

Welcome to Orting Middle School, where our mission is to ensure that each student experiences high levels of learning in an environment where they feel safe, seen, welcome, and heard. We are proud of the programs that we offer our students and we encourage each of you to make the most of your time with us.

To achieve our mission, it is our collective responsibility to provide a safe and welcoming learning environment. This handbook contains the guidelines and interventions to ensure that a safe and productive school environment is in place for all students. These guidelines apply immediately before, during, and immediately after school hours, any time on school grounds, and at all school-related events to include before and after school activities. School rules may also be enforced off of school grounds if a student's actions materially and/or substantially disrupt the educational process and relate to school issues.

### **THE FALCON WAY**

The purpose of this handbook is to clearly communicate the academic, behavioral, and social expectations that we have established at Orting Middle School. All of these expectations are based on our core values: **Be Respectful, Be Responsible, and Be Safe.**

It is our goal to offer you and your families the best possible care and service. If there is ever anything that we can do to help you find greater success in the educational process, please do not hesitate to ask. We hope that you have an incredible school year and make the most of what Orting Middle School has to offer.

### **Nondiscrimination in Education and Employment**

Orting School District provides equal opportunities in education and employment. The District does not discriminate on the basis of race, creed, religion, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation including gender expression or identity, marital status, the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability in its programs and activities, 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](mailto:christensend@orting.wednet.edu); Jennifer Westover, Section 504 Coordinator, 360-893-6500 [westoverj@orting.wednet.edu](mailto:westoverj@orting.wednet.edu), 121 Whitesell Street NE, Orting, WA 98360.

## **POLICIES AND PROCEDURES**

(In alphabetical order)

### **ACCIDENTS AND INJURIES:**

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

### **ALCOHOL, NARCOTICS & CONTROLLED SUBSTANCES**

Orting Middle 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, will be subject to discipline up to and including long-term suspension/emergency expulsion.

The possession, use, and/or being under the influence of alcohol, narcotics and/or controlled substances, including look-alike narcotic and controlled substances, nitrite odorants which are used for sniffing, electronic or vapor cigarettes, or paraphernalia leading to the use of drugs/controlled substances will result in discipline up to and including a long-term suspension. This includes, but is not limited to, electronic devices (E-cigs), vapor delivery devices (vape-pens), and/or any vapor or delivery device or substance (i.e. vape-juice) that directly or indirectly delivers narcotics or related materials for consumption are considered contraband. Following a drug/alcohol offense, students will have an opportunity to complete a drug/alcohol assessment. Length of exclusion may be reduced if student, with family consent, agrees to work with OMS Prevention/Interventionist.

### **ANNOUNCEMENTS**

**Students are responsible for all information provided in the daily announcements.** The school announcements are read each morning. If you wish to have announcements made regarding school activities, you must type your announcement and have the announcement initialed by the teacher or advisor and an administrator. Please submit approved announcements to staff in the main office.

### **ATTENDANCE POLICIES AND PROCEDURES**

#### **Student Attendance - Every Day Counts**

Orting School District believes daily class attendance is one of the most critical indicators for post-secondary success. Each school is committed to providing social and emotional support to all our students. Additionally, our district provides targeted supports for students in homeless situations and in foster care.

#### **Impact of Chronic Absenteeism**

- Preschool is a great time to start building a habit of good attendance. Young children with poor attendance in preschool also lose out on valuable learning time and, if chronic absence continues into kindergarten, it can impact academic achievement.
- Studies show many children who miss too many days in kindergarten and first grade can struggle academically in later years. They often have trouble mastering reading by the end of third grade.
- By middle and high school, chronic absence is a leading warning sign that a student will drop out.

## Good Attendance Strategies

Students who have good attendance, likely, do the following:

- Stay healthy, get plenty of sleep, eat a balanced diet, wash hands regularly, and are up to date on immunizations.
- Plan for good attendance. Keep a copy of your school calendar accessible.
- Ask parents to make appointments outside of the school day or on non-school days.
- Know the time you need to arrive at your bus stop.
- Keep up on schoolwork. Students will often be anxious and tempted to miss school if they have not done their homework or studied for a test. Approach each day with confidence.
- “Report-It.” If you are not attending because someone is harassing, intimidating, or bullying you, it has become a serious issue and it is time to enlist the assistance of an adult.

## Excused and Unexcused Absences

Students are expected to attend all assigned classes each day. **Policy and Procedure 3122** describes the definition of excused and unexcused Absences.

### Excused Absences

Regular school attendance is necessary for mastery of the educational program provided to students of the district. At times, students may be appropriately absent from class. School staff will keep a record of absence and tardiness, including a record of excuse statements submitted by a parent/ guardian, or in certain cases, students, to document a student’s excused absences. The following principles will govern the development and administration of attendance procedures within the district:

The following are valid excuses for absences:

Pursuant to WAC 392-401-020, absences due to the following reasons will be excused:

The following are valid excuses for absences and tardiness:

1. Illness, health condition or medical appointment (including, but not limited to, medical, counseling, dental, optometry, pregnancy, and in-patient or out-patient treatment for chemical dependency or mental health) for the student or person for whom the student is legally responsible;
  2. Family emergency including, but not limited to, a death or illness in the family;
  3. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
  4. Court, judicial proceeding, court-ordered activity, or jury service;
  5. Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
  6. State-recognized search and rescue activities consistent with RCW 28A.225.055;
  7. Absence directly related to the student's homeless or foster care/dependency status;
  8. Absences related to deployment activities of a parent or legal guardian who is an active duty member consistent with RCW 28A.705.010;
  9. Absences due to suspensions, expulsions or emergency removals imposed pursuant to chapter 392-400 WAC if the student is not receiving educational services and is not enrolled in qualifying "course of study" activities as defined in WAC 392-121-107;
  10. Absences due to a student's migrant status; and An approved activity that is consistent with district policy and is mutually agreed upon by the principal or designee and a parent, guardian, or emancipated youth.
  11. A school principal or designee has the authority to determine if an absence meets the above criteria for an excused absence.
- A. If an absence is excused, the student will be permitted to make up all missed assignments outside of class under reasonable conditions and time limits established by the appropriate teacher; except that in participation-type classes, a student's grade may make up the activities conducted during a class period.
- B. An excused absence will be verified by a parent/guardian or an adult, emancipated or appropriately aged



student, or school authority responsible for the absence. If attendance is taken electronically, either for a course conducted online or for students physically within the district, an absence will default to unexcused until such time as an excused absence may be verified by a parent or other responsible adult. If a student is to be released for health care related to family planning or abortion, the student may require that the district keep the information confidential. Students thirteen and older have the right to keep information about drug, alcohol or mental health treatment confidential. Students fourteen and older have the same confidentiality rights regarding HIV and sexually transmitted diseases.

### **Unexcused Absences**

Any absence from school for most hours or periods in an average school day is unexcused unless it meets one of the criteria above for an excused absence.

### **Attendance and Truancy Legal Requirements**

- A. **Elementary, Middle School, and High School:** The school will notify a student's parent or guardian in writing or by telephone whenever the student has failed to attend school after **one unexcused absence** within any month during the current school year. The notification will include the potential consequences of additional unexcused absences.
- B. **Elementary, Middle School, and High School-After 3 unexcused absences within one month, the district will schedule conference** with a parent/guardian and student for the purpose of **identifying barriers** to the student's regular attendance and the **supports and resources** that may be made available to the family and the **steps to be taken** to support the student to attend.
- C. **Elementary-After a student's fifth excused absence** in a month or 10 cumulative excused absences in a school year the district will **Schedule conference** with the parent/guardian and the student for the purpose of identifying barriers to attendance and supports/resources available to assist the family. If the student has an individualized education program (IEP) or 504 Plan, the IEP or 504 team must convene. A conference or IEP/504 team meeting is **not required if prior notice has been given** or a doctor's note has been provided and an academic plan has been put in place. This step of holding a conference for excused absences is only required for elementary school students.
- D. **Middle School and High School-Between 2 and 5<sup>th</sup> unexcused cumulative absences** in a school year the district must administer the WARNS (Washington Assessment of Risks and Needs of Students) and take data-informed steps to eliminate or reduce student absences. If the student has an individualized education program (IEP) or 504 Plan, the IEP or 504 team must convene to consider the reasons for the absences and adjust the IEP or 504 Plan as necessary.
- E. **Elementary, Middle School and High School-Not later than 7 unexcused absences in a month**, the district will do one of the following:
  - Enter into an agreement with the student and the parent establishing attendance requirements, OR
  - Refer student to a Community Engagement Board (CEB) OR
  - File a petition under subsection (1) of RCW 28A.225.030
- F. **Elementary and Secondary-After 7 unexcused absences in a month and not later than 15 cumulative unexcused absences** in a school year, the district will file a truancy petition with Juvenile Court. Court will stay the petition.

The superintendent will enforce the district's attendance policies and procedures. Because the full knowledge and cooperation of students and parents are necessary for the success of the policies and procedures, procedures will be disseminated broadly and made available to parents and students annually.

**Students dependent pursuant to Chapter 13.34, RCW** A school district representative or certificated staff member will review unexpected or excessive absences of a student who has been found dependent under the Juvenile Court Act with that student and adults involved with that student. Adults includes the student's caseworker, educational liaison, attorney if one is appointed, parent or guardians, foster parents and/or the person providing placement for the student.

WHAT WE NEED FROM OMS FAMILIES

We miss your child when they are gone and we value their contributions to our school. We would like you to help ensure that your student attends regularly and is successful in school. If your child is going to be absent, please contact our attendance lines.

**OMS**

360-872-4197

[email: omsattendance@orting.wednet.edu](mailto:omsattendance@orting.wednet.edu)

### **Early Dismissal (& Re-Admittance) Procedure**

Any time a student is at school and leaves before the end of their regularly scheduled school day, it is an early dismissal. **Students must check out of school through the office prior to leaving or they may be considered truant.** The office will verify that they have proper identification and guardian permission. Students with an approved early dismissal must leave campus at the dismissal time. For early dismissal, the attendance secretary will give the student a slip to dismiss the student from class. Notes for early dismissals for appointments must be presented to the office on or before the day the student plans to leave early. Upon re-entering school on the same day as an early dismissal, the student must report to the office to sign in.

### **Excessive Absences**

Students are allowed up to 10 excused absences per school year. If these 10 absences are exceeded, a medical provider's note or a visit to our school registered nurse may be required in order to verify the need to grant an excused absence.

### **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) that the student will be missing.

### **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 circumstances: **1) All students must check out through the Office/Designated Area prior to leaving. 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 office/designated area and sign the student out of school.

### **Tardy Policy**

A student is tardy to class when he/she arrives to class after the scheduled start time. If a student is more than ten minutes late to a class it is considered an absence rather than a tardy. Students who arrive at school more than ten minutes late must check in at the office before going to class. Tardy-related discipline may apply.

### **BUS/TRANSPORTATION REGULATIONS**

Buses and vans owned/leased and operated by the district are considered district property and as such are an extension of the school or classroom. All rules and regulations which apply to school campuses and classrooms also apply to conduct on a school bus or van and at bus stops. Inappropriate behavior and actions on district transportation may result in the loss of riding privileges and other disciplinary measures.

The school bus driver has the authority and responsibility to address misconduct on the bus and at bus stops in accordance with District Policies. Any questions related to bus misconduct should be directed to the Director of Transportation at (360) 893-2302 ex 4338 or the school administrator.

### **CHEATING/PLAGIARISM**

Students are expected to do their own work. Students who cheat or plagiarize are required complete the assignment and will be disciplined in the following manner:

- 1st offense: '0' or 'F' on the assignment or test, until parent and student meeting with teacher and formulate a plan to redo or complete an alternate assignment.
- 2nd offense: Student will receive a '0' or an 'F' on the assignment or test and will receive discipline according to the discipline matrix.
- 3<sup>rd</sup>+ offense: Student will receive a '0' or an 'F' on the assignment or test and will receive discipline according to the discipline matrix.

### **CLASSROOM DISRUPTION**

Students that attend Orting Middle School are expected to use their class time productively and put forth their best effort to engage in learning. Academic and personal 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 and behavioral expectations include but are not limited to:

- Attend all classes, arrive on time, and stay until dismissed
- Positively participate in all classroom activities and assignments
- Work to the best of your ability. Ask for assistance, as needed
- Follow directions and requests from all staff that are reasonable, moral, and legal
- Promoting positive self-esteem of self and others
- Observe all safety instructions and regulations

Disruptive behavior that is not categorized as a severe offense will be considered a minor offense according to our discipline matrix. Accumulated offenses will be dealt with progressively according to the discipline matrix.

### **CLOSED CAMPUS**

Orting Middle School is a closed campus. **Once students arrive at school, they are to remain on campus until properly checked out.** All visitors must sign in at the main office and non-OMS students are not allowed on campus.

For the safety of our students, we ask for identification from every person who comes to pick up or visit with a student. Only parents, guardians, and emergency contacts listed will be approved to do so. There are no exceptions to this policy and we ask that you have your identification ready. After school, students are expected to leave the school grounds and go home promptly, unless they are attending a school activity and/or receiving instructional support.

### **COMMERCIALISM/SIGNS**

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

### **COUNSELING SERVICES**

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, help with home school and/or social concerns, or any question the student may feel she/he would like to discuss with a guidance counselor.

### **Orting Middle School Counselors:**

Students With Last Names Beginning With Letters **A-K: Ms. Rebecca Edick**

Students With Last Names Beginning With Letter **L-Z: Ms. Jessica Oller**

### **Schedule Changes**

Students are expected to choose classes carefully and remain in those classes for the entire length of the term. Schedule changes will only be allowed for: 1) students with an incomplete schedule; 2) a student who does not meet the prerequisites for the class; or 3) errors made during data input. Additionally, schedule changes may be made by administration within a term in order to balance classloads. In these cases, every effort will be made to minimize disruption to a student's schedule.

**NOTE:** An extenuating circumstance may occur whereby a student wishes to change classes due to a conflict with a teacher or peer. In these cases, mitigating steps (mediation with fellow student, parent meeting with teacher, etc.) **must** be attempted before any official schedule change is granted.

### **CRIMINAL ACTS**

The district may determine that long-term suspension or expulsion is appropriate for behavioral violations that meet the definitions provided under RCW 28A.600.015 (6)(a) through (d), whether arrest, charge or conviction.

### **CYBERBULLYING**

Students engaging in harassment in any electronic form (i.e., any social media platform or other online postings, texting, "sexting," or the transmission of photos), that disrupts the educational process will be subject to discipline 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 discipline in accordance with the severity of the act. Any form of cyber harassment, intimidation, or bullying that disrupts the educational process may be subject to disciplinary action, even if it occurs off campus.

### **DANCES**

Dances are held for the enjoyment and participation of OMS students. Only OMS students may attend. *Students must present at the door a student I.D./ASB card in order to be admitted to the dance.* Re-entry of students is not permitted.

### **DESTRUCTION/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 may be required. Students are liable for unintentional damage caused through careless or reckless behavior. In the case of suspension, police may be notified. Discipline will follow the behavior matrix guidelines.

### **DETENTION**

Detention is a school discipline action assigned for infractions of school rules. It is served on school days, either during lunch or after school hours. Failure to work as directed, comply with detention rules or engaging in disruptive behavior may result in the student being removed from detention and assigned In-School Suspension for the following school day. Further discipline may be assigned as appropriate. Electronic devices are not permitted to be used during detention. Each student **must** put away **all** electronic devices (cell phones, iPod, iPad, etc.) during the service of an assigned detention. Failure/refusal to comply may result in conversion of the detention time to In-School Suspension.

## **DISPLAYS OF AFFECTION**

The school building, school grounds, or school activities are inappropriate places for public displays of affection (i.e. making out and groping). Students are expected to exercise self-control, proper judgment, and respect for their reputation and the comfort of others. Students who fail to conduct themselves appropriately are subject to the behavior matrix guidelines.

Excessive displays of affection, including but not limited to inappropriate touching, passionate kissing, or any sexual act 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 subject to discipline up to and including suspension.

## **DRESS CODE**

Student dress codes should support equitable educational access and should not reinforce gender stereotypes (e.g., cleavage should not have coverage requirements). Student dress codes and administrative enforcement should not reinforce or increase marginalization or oppression of any group based on race, gender, ethnicity, religion, sexual orientation, household income, gender identity or cultural observance.

### **I. OUR SHARED VALUES**

- All students should be able to dress comfortably for school without fear of unnecessary discipline or body shaming.
- **All students and staff should understand that they are responsible for managing their own personal "distractions" without regulating individual students' clothing/self-expression.**
- Teachers can focus on teaching without the additional and often uncomfortable burden of dress code enforcement.
- Students should not face unnecessary barriers to school attendance.
- Reasons for conflict and inconsistent discipline should be minimized whenever possible.

### **II. GOALS OF STUDENT DRESS CODE**

- A. Maintain a safe learning environment on campus where protective or supportive clothing is needed, such as Science and CTE STEM classes (eye or body protection) or PE (athletic attire/shoes).
- B. Allow students to wear clothing of their choice that is comfortable.
- C. Allow students to wear clothing that expresses their self-identified gender.
- D. Allow students to wear religious attire without fear of discipline or discrimination.
- E. Prevent students from wearing clothing with offensive images or language, including weapons, profanity, hate speech, and pornography.
- F. Prevent students from wearing clothing with images or language depicting or advocating violence or the use of alcohol or drugs.
- G. Ensure that all students are treated equitably regardless of gender/gender identification, sexual orientation, race, ethnicity, body type/size, religion, and personal style.

### III. DRESS CODE POLICY

*The primary responsibility for a student's attire resides with the student and guardians.* The school district and individual schools are responsible for seeing that student attire does not interfere with the health or safety of any student, and that student attire does not contribute to a hostile or intimidating atmosphere for any student.

Students should be given the most choice possible in how they dress for school. Any restrictions must be deemed necessary to support the overall educational goals of the school and must be explained within the dress code.

#### 1. Basic Principle: Certain body parts must be covered for *all* students

Clothes must be worn in a way such that all 'private parts' are covered with opaque material. **All items listed in the "must wear" categories below must comply with this basic principle.**

#### 2. Students MUST Wear:

- Shirt
- Bottom: pants/sweatpants/shorts/skirt/dress/leggings
- Shoes; activity-specific shoes requirements are permitted (for example: sports)

#### 3. Students CANNOT Wear: .

- Violent language or images
- Images or language depicting drugs, alcohol, and/or gang-related (or any illegal item or activity)
- Hate speech, profanity, pornography
- Images or language that creates a hostile or intimidating environment based on any protected class
- Visible underwear
- Bathing suits
- Costume components – masks, capes, excessive makeup (more than half of face), etc. that disrupt learning or make it difficult to identify a student

### IV. DRESS CODE ENFORCEMENT

A school dress code is only as effective and fair as its enforcement.

- Violations should be treated as minor on the continuum of school rule violations.
- Enforcement should be consistent with a school's overall discipline plan. Failure to comply with the student dress code should be enforced consistently with comparable behavior and conduct violations.
- No student should be disproportionately affected by dress code enforcement because of gender, race, body size, or body maturity.
- The dress code should be clearly conveyed to students, not just in the student handbook which rarely gets read, but in other ways, too, such as posters, newsletters, etc.
- Students should not be shamed or required to display their body in front of others (students, parents, or staff) in school. "Shaming" includes but is not limited to kneeling or bending over to check attire fit, measuring straps or skirt length, asking students to account for their attire in the classroom, and directing students to correct a dress code violation during instructional time.

### ELECTRONIC DEVICES

In an effort to increase classroom engagement and address the increased instances of cyberbullying on campus, OMS had adopted an "Away for the Day" policy with cell phones, air pods and other electronic devices (other than their chrome book).

Students can access their devices before school begins (outside of the building) and at lunch. During all other times of the school day, devices are expected to be stored away in backpacks or lockers. Devices should not be out inside the building.

<b>Cell Phone Violation Corrective Action Steps</b>	
<b>1<sup>st</sup> step</b>	Reminder of policy, email or phone call home, student picks up phone from office at the end of the day
<b>2<sup>nd</sup> step</b>	Reminder of policy, email or phone call home, student picks up phone from office at the end of the day
<b>3<sup>rd</sup> step</b>	Email or phone call home. Student assigned to Cell Phone Behavior Intervention, picks up phone from office at end of day
<b>4<sup>th</sup> step</b>	Home call, <u>parent</u> picks up phone from office at the end of the day
<b>Added option</b>	For repeated violations, contracts may be issued requiring the student to leave device at home or turn in to the office upon arrival for set periods of time (likely, 2, 3 or 5 days)
<b>Consequence</b>	Students who refuse to hand over their phone will serve After School Detention, typically on Fridays, but also can not return to class until they meet the expectation.

**NOTE:** If a sporting event is canceled late in the day or if a student has an authentic family crisis, a brief exception may be allowed. Please confer with the teacher or school official prior to using the device.

### **EXTRA-CURRICULAR ACTIVITIES**

Orting Middle School has a variety of extra-curricular activities and athletic teams for students and 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.

### **FALSE ALLEGATIONS**

It is a violation of school policy to knowingly report false allegations. Persons found to knowingly report false allegations will be subject to school discipline.

### **FIGHTING/FIGHT INSTIGATION/FIGHT PROMOTION**

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 severe 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.

- **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, unannounced attack, significant physical size/strength difference, serious injury, use of any object as a weapon. If an incident is deemed to be an assault, student will likely be placed on suspension (or Emergency Expulsion), with possible additional steps of being referred for a District Threat Assessment, and a report submitted to the School Resource Officer.

## **FOOD**

Food and drink is only allowed in a classroom with expressed teacher permission and only with the understanding that it is a privilege that can be denied to students who do not pick up after themselves. As a general rule, consumption of all food and drink is limited to the Commons, and is not allowed in the hallways. Any student who requires regular access to food must have a health care plan on file with the school nurse.

- As a means of controlling litter, food and drink are not allowed outside during lunches.

## **FORGERIES**

Forged notes and/or signatures to falsely represent guardian(s) consent will result in school discipline according to the behavior matrix.

## **FREEDOM OF EXPRESSION THAT CAUSES DISRUPTION**

Distribution, including electronic distribution, of written material, oral expression or any other expressive activity (including symbols, clothing, hairstyles, personal effects, and/or vehicles) under circumstances where a substantial disruption of the educational process is likely to result or does result is prohibited.

Substantial disruptions from freedom of expression activities includes:

1. Inability to conduct classes or school activities, or inability to move students to/from class or other activities;
2. Breakdown of student order, including riots or destruction of property;
3. Widespread shouting or boisterous conduct;
4. Substantial student participation in a school boycott, sit-in, stand-in, walk-out or similar activities;
5. Physical violence, fighting or harassment of any kind among students;
6. Harassment, Intimidation, Bullying (HIB) or other verbal conduct (including swearing, disrespectful or insulting speech) creating a hostile educational environment for students, staff or volunteers;
7. Defamation or untrue statements;
8. Statements that attack ethnic, religious, gender or racial groups, or that tend to provoke a physical response, including gang symbols or apparel, insults or other fighting words that could reasonably be anticipated to provoke a physical or otherwise disruptive response; or
9. Speech likely to result in or encourage disobedience of school rules or health and safety standards such as apparel, advertising alcohol, drugs, tobacco, etc.

Such disruptive speech shall be subject to regulation not only under the standards set forth above, but also for any other legitimate educational reasons as determined by the district.

Although the district has the authority to discipline or restrict student speech activities that cause a disruption of the educational process, it recognizes that the expression of student opinion and other non-disruptive expressive activities is not only a legal right, but also an important part of education in a democratic society. Students' verbal and written expression of their own private opinion on school premises is encouraged so long as it does not substantially disrupt the educational process or interfere with the rights of others in the unique circumstances of the educational environment. However, speech activity by students is solely their own expression of views and the district does not intend to promote, endorse, or sponsor any expressive activity that may occur.

Official student publications, such as a newspaper or yearbook, and student expression that occurs under circumstances where it is sponsored or endorsed by the school, such as speech at student assemblies or dramatic productions, are not private speech of students. Rather, they are public communicative activities of the district, which the district retains control over to the extent permitted by the First Amendment and Chapter 392-400



WAC.

## **HALL PASSES**

A student who needs to leave a class for any reason must carry the classroom hall pass or a permission slip from the staff member.

## **IDENTIFICATION**

Students must identify themselves with their legal name and are required to show identification upon any request from any and all school district personnel.

## **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).

## **HARASSMENT/INTIMIDATION/BULLYING**

The school is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers and patrons, which is free from harassment, intimidation, or bullying. Orting Middle School is committed to promoting positive character traits and values, including the importance of civil and respectful speech and conduct, and it is 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, counselor, or school administrator.** Engaging in harassment, intimidation, or bullying will result in appropriate disciplinary action up to and including suspension.

The Office of the Superintendent of Public Instruction has specific language around HIB related behavior practices and protocols that states the following:

The original document is linked [here](#) and is pasted below in its entirety –

**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.

### **OSPI Model Student Handbook Language | December 2024**

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

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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

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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.

## **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 office personnel 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 a truancy. The student will be provided with an admit slip for those classes missed.

## **IN-SCHOOL SUSPENSION**

In-School Suspension (ISS) is an alternative to Out-of-School Suspension and is a privilege. ISS temporarily removes a student from the regular classroom environment but permits the student to maintain his/her

educational progress at school. Failure to work as directed, refusing to put away/not use electronic devices and comply with ISS rules, or disruptive behavior may result in the student being removed from ISS and serving the rest of his/her assigned ISS time **out-of-school**. Further discipline may be assigned as appropriate. ISS rules are posted in the ISS rooms and each student must acknowledge that he/she has read and understands the rules by their signature. Students in ISS must not use **any** personal electronic devices (cell phones, iPod, iPad, etc.) at any time -- use of a school device to do school assigned tasks would be the only exception. Should a student use an electronic device in ISS, s/he may forfeit their place and be immediately sent home, which would result in conversion of the ISS time to Out-of-School Suspension.

## **INSUBORDINATION**

Direct refusal to follow the reasonable requests or directions of a staff member substantially disrupts the safe, orderly operation of the learning environment and is a disruption to the educational process. This rule applies to the entire school year and violations will be subject to school discipline.

## **JURISDICTION**

All Orting Middle 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, 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.

## **LITTERING**

Students may eat lunch in the cafeteria and other designated areas provided they do not disrupt classes in session and areas remain litter-free. Students are expected to pick up litter following lunch and leave their lunch areas clean. Garbage cans should be used to dispose of litter.

Students who litter may be subject to progressive discipline.

## **LOCKERS**

A student may be assigned a locker for the storage of books and equipment. It is the student's responsibility to see that his/her locker is kept locked and in order at all times. Since lockers are a permanent part of the building, students are expected to keep them in good, usable condition. Students are not permitted to switch lockers.

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 or for personal locks that must be cut off during an investigation. Lockers are issued as a convenience to students but are not intended to provide storage for valuables.

School issued combination locks are preferred, but not mandatory. If using a personal lock, students are asked to share the combination with the assigning teacher.

## **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.

## **LOST AND FOUND**

Textbooks, wallets, watches, electronics, and other items of value which are found should be turned in to the

office so they may be returned to the rightful owner. Failure to do so will constitute theft. Periodically, “lost and found” items will be donated to a charity of choice.

### **LYING/WILLFULLY MISLEADING SCHOOL DISTRICT PERSONNEL**

Willfully misleading (lying to) school district personnel in the execution of their duties of investigating student misconduct and/or incidents involving the school is considered a severe offense. Students found to be in violation of this policy will be subject to school discipline.

### **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 may result in school discipline. Any medication given or sold by students will result in disciplinary action.

### **NO-CONTACT CONTRACT**

As a preventative administrative measure, OMS staff may ask or require students in conflict to agree to a no-contact contract. A violation of the no-contact contract may result in discipline steps that are explicitly outlined in each contract.

### **NON-DISCRIMINATION**

The Orting School District complies with all federal rules and regulations and does not discriminate on the basis of race, color, national origin, gender, age, or disability. This holds true for all district employment and opportunities. Inquiries regarding compliance and/or grievance procedures may be directed to Orting School District's Title IX/Chapter 28A.640 RCW Officer and Director of Student Support Services, Section 504/ADA Coordinator.

### **Off Campus Violations/Unauthorized Destination**

If a student is at school and leaves without checking out at the office, it is considered an off-campus violation (if during the school day but not during instructional time). If a student skips a class, the student will be subject to disciplinary action for ‘unauthorized destination.’

Violation # 1 Up to 1 Hour Detention. Parent Contact

Violation # 2 Up to 2 Hours Detention. Parent Contact.

Violation # 3+ Up to 3 Days Suspension. Parent contact and parent conference.

Make-up work: Teachers will give students the opportunity to complete all assigned work missed during unauthorized destination/off campus violations.

### **OFF-LIMITS AREAS**

For student safety and supervision, student congregation is permitted only in designated areas. Students must not congregate in any area that is not directly being supervised by a staff member. The parking lot is off-limits to all students during school hours, except with administrative written permission or staff escort.

**Deliveries must be brought to the office for distribution to students, including flowers and balloons, lunches, and athletic equipment. Flowers and balloons will NOT be delivered to the classroom.**



During lunchtimes, the main building hallways are off-limits. This is due to class still being in progress in some of the rooms and the lack of direct supervision. The library and classrooms may be visited during lunches with a pass from the receiving teacher. Students may not be permitted in classrooms without supervision. The staff lounge in the main building is off-limits at all times as are all teacher office areas. Other areas designated as off-limits include: the stadium, baseball and softball fields, the area behind OMS and general areas surrounding the elementary school buildings and any other areas that are not being directly supervised by a staff member.

## **PETS/ANIMALS**

Students and visitors are to refrain from bringing animals to school unless prior approval has been obtained. Service animals and the training of service animals must be approved by the OMS administration.

## **PHOTOGRAPHS and IMAGES OF STUDENTS**

District personnel may take a student's photograph for inclusion in district publications, slides, websites, video presentations, yearbooks and/or for use in electronic/print commercial and non- commercial media that relate to school activities. Parents may opt out of having photographs and other information released. If parents wish to opt out, they may do this through the enrollment form.

## **PROFANITY**

Students are expected to use appropriate language and gestures at all times. Most instances will be treated with reminders as 'teachable moments'. Repeated or intentional violations may result in school discipline according to the severity of the incident.

**NOTE:** Profanity directed towards any staff member will be considered a severe offense and will result in discipline up to and including suspension.

## **PROGRESS REPORTS**

Parents may obtain progress reports from teachers by:

- Family Access – online progress report access. Passwords are available for students in the main office from any secretary.
- Requesting your student to contact individual teachers for progress reports.
- Obtaining the progress report form in the counseling office or main office and then the student takes the form to each individual teacher to obtain grade information.
- Calling or emailing individual teachers to request progress reports. Please allow ample time for teachers to prepare progress reports. If you have any further questions regarding the progress report procedure, please contact the counseling office for assistance.

## **REPORT CARDS AND GRADES**

First and third quarter report cards are sent home with students. A first semester report card is mailed home. The final report card is mailed home to students after school is out. 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).

GPA and grades are based on this scale:

A	=	93-100%	=	4.00	C	=	73-76.99%	=	2.00
A-	=	90-92.99%	=	3.70	C-	=	70-72.99%	=	1.70
B+	=	87-89.99%	=	3.30	D+	=	67-69.99%	=	1.30
B	=	83-86.99%	=	3.00	D	=	60-66.99%	=	1.00

B- = 80-82.99% = 2.70

F = 0-59.99% = 0

C+ = 77-79.99% = 2.30

## **RACIST, OFFENSIVE, INSENSITIVE, DEHUMANIZING, AND DEROGATORY LANGUAGE**

The Orting School District is committed to creating welcoming, safe, equitable, and inclusive school communities where every student feels safe and welcome. Racist, offensive, insensitive, dehumanizing, and derogatory language such as slurs based on other students' or staff's perceived race, ethnicity, gender, religion, and sexual orientation, language and speech can negatively impact the educational experiences and the dignity of students and staff, hinder positive educational experiences, and impede optimal academic functioning. Therefore, while on school grounds or on the school bus, students will refrain from using racist, offensive, insensitive, dehumanizing, and derogatory language. Such language use may constitute discriminatory harassment and a violation of state and federal civil rights laws if the targeted student is a member of a protected class. Administrators and school staff will take prompt and decisive actions to address reported and observed incidents. Type and severity of discipline issued will be determined based on a variety of factors, such as severity of impact on targeted student, level of depravity of language used, and number of previous offenses.

## **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 severe offense and will be subject to discipline consequences.

## **SELLING ITEMS AT SCHOOL**

Conducting private business or selling of unauthorized items is prohibited.

## **SIGNS AND BULLETIN BOARDS/DISTRIBUTION OF MATERIALS**

The distribution of information, placement of materials on bulletin boards, or the placement of signs throughout the building or on school property must have prior administrative approval through the district.

## **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 may result in school discipline, up to and including, exclusion from school events for a set amount of time.

**NOTE: *Important change this year – OMS students must be accompanied by a parent to attend OHS sporting events, especially stadium events***

## **STUDENT LEADERSHIP**

Given that student leaders serve as “role models” for other students and as representatives of their schools and the district, students holding leadership positions must comply with these Rights and Responsibilities at all times. Violation may result in removal from the leadership position or other extra-curricular activity.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

All matters relating to student discipline 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 handouts are available in the Main Office and the Guidance Center upon request. All students are expected to be familiar with the contents of the pamphlets.

## **SUSPENSION/EXPULSION**

Severe disruptions to the school environment and/or the persistent, willful refusal to follow school/classroom rules may be grounds for suspension from school. The length of discipline 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 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:

**Short-Term Suspension:** 1-10 school days. A student is permitted to complete schoolwork for credit. S/he will be expected to make up all work and tests missed. It is her/his responsibility to make arrangements with individual teachers to do so.

**Long-Term Suspension:** 11-90 school days. A student will be permitted to complete schoolwork.

**Expulsion:** Expulsion is the removal from school for up to one calendar year.

**Emergency Expulsion(EE):** Some actions require that a student be away from school until a complete investigation can be completed and a final outcome determined. School administration will work as quickly as possible and will communicate with families throughout the process. Students cannot be on any district property while on EE.

## **TECHNOLOGY**

Due to the vast amount of educational information found on the Internet, the Orting School District will be providing your student with the ability to access the district network and the Internet. With this educational opportunity comes responsibility. It is important that both you and your student read the school district procedures and policies related to the Internet access available in the Main Office or on the District website. All students and guardian(s) must sign the Orting School District's Acceptable Use Policy (AUP), which provides district guidelines around use of technology. Failure to adhere to the Acceptable Use Policy may result in student discipline and/or loss of technology privileges.

## **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 cases of a critical nature. Personal messages will not be delivered to students unless they are of a critical nature, and we are not responsible to deliver non-critical messages. If there is an emergency, please call the main office at 360-893-3565. Cell phones and other electronic devices may not be used during class time without express permission from the teacher. A phone is available for student use in the office.

**TEN - TEN RULE:** To maximize the impact of classroom instruction, students will not be allowed out of classes the first ten minutes or the last ten minutes of class unless an emergency or a student health plan is on file that requires them to have access to a restroom or other health-related access.

## **THEFT**

The theft of school or personal property on campus or at school related activities is strictly prohibited and will result in discipline up to and including suspension. Restitution may also be required if property is lost or damaged during an act of theft.

## **VAPES, TOBACCO/NICOTINE USE AND POSSESSION**

Students of any age may not smoke, consume, use, possess, or distribute any tobacco, nicotine, or look-alike products, any “nicotine delivery devices”, e-cigarettes, or vapor cigarettes at any time while on or around district property, district transportation, or at any school-sponsored activities. Before or after school, students are not to use tobacco, nicotine, or vapor products on or adjacent to the school grounds and/or within visual distance of any school grounds.

Offending students will be subject to progressive discipline. Vapes will be confiscated by school officials. A citation by law enforcement may be issued.

A suspension for tobacco, nicotine, violation may be issued for multiple offenses. Referral to a district-sponsored intervention program may be issued at any time. The district may choose to assign the student to a district-sponsored intervention program as an alternative to suspension. The expiration of the suspension may be contingent upon the student completing all components of the intervention program. Full cooperation with the program is mandatory.

## **VISITORS**

OMS 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.

## **VULGAR OR LEWD CONDUCT**

Any vulgar, lewd, indecent or obscene act or gesture is prohibited and will be disciplined according to the severity of the act.

## **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 there will be 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 wields 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 discipline up to and including expulsion.

Possession includes, but is not limited to: having a weapon or look alike 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 sling shot, which is a forked piece of wood, plastic or metal 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 discipline 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 long-term suspension, unless expulsion is warranted under the circumstances.

**Explosive Devices:** Ammunition of any type, firecrackers of any types, 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 educational process. Commercially manufactured chemical protection devices are accepted. 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. 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

**OMS Behavior Matrix Guidelines - 2024-2025**

Classroom Offenses		Minor Offenses	Severe Offenses
Staff will use a non-exhaustive list of classroom	Misbehavior Examples	All school offenses other than severe offenses which are	Behaviors which materially and/or substantially interfere with the safe, orderly operation of the school environment - Fighting, threats, harassment, intimidation, bullying, use/possession/under

<p>interventions to address low level behaviors.</p> <p>Some examples are: restating the expectations, proximity, verbal cueing, redirecting, individual task help and other strategies focused on correcting behaviors while preserving student dignity.</p> <p>Additionally, OMS utilizes the services of a Student Support Advocate, who may have a brief reflective conversation with a student regarding expected behavior, with a goal of keeping the student in the classroom</p>		disruptive to the orderly operation of the school environment and may occur inside or outside the classroom. Includes safety violations, disrespect, horseplay, inappropriate behavior, etc.	the influence of alcohol, vulgar/lewd conduct, violation of a no-contact contract, dissemination of inappropriate messages and/or images, destruction or vandalism, forgery, disrupting the educational process, cyberbullying that disrupts the educational process, profanity, insubordination, fight instigation/promotion/support, gang membership and gang-like behavior, possession/consumption/sale/being under the influence of alcohol/narcotics/controlled substances, theft, weapons and/or explosive devices, and any violation of a local, state, or federal law.	
	<b>1st Offense</b>	Admin conference with student. Staff member and/or Admin contacts family. May assign up to one hour detention.	Consequences range from Friday School up to 1-2 days of suspension. Parent contact. Conference with student. Possible re-entry conference	<p>Offenses that are so serious in nature and/or serious in terms of disruptive effect upon the operation of the school that suspension or expulsion may be considered. Police may be notified when appropriate.</p> <p>Staff Completes Skyward Referral and Contacts Family</p> <p><u>Short Term Suspension</u>: 1-10 days <u>Long Term Suspension</u> 11+ days Expulsion: Remainder of the school year or more depending on the time and severity of the event. <u>Emergency Expulsion</u>: 1-10 Days Instituted whenever there is the potential of a material and substantial threat to students or staff.</p> <p><u>Theft/Vandalism</u>: If restitution is required, a full plan for repayment must be developed prior to readmittance to school.</p> <p><u>Fighting/Assault</u>: Up to long-term suspension/expulsion.</p> <p><u>Profanity Directed at Staff</u>: May result in up to 3 days suspension depending on severity of the action.</p>
	<b>2nd Offense</b>	Admin conference with students. Admin contacts family. May assign up to two hours detention.	Up to 3 days Suspension. Parent Contact Conference w/Student & re-entry conference	
	<b>3rd Offense</b>	<p>3+ Offenses:</p> <p>Admin contacts family. Parent conference may be requested. May assign up to two hours of detention.</p>	Up to 5 days of Suspension. Parent contact, conference w/Student & re-entry conference	
	<b>4th Offense</b>		Up to 6-8 days of Suspension. Parent contact, conference w/student & re-entry conference, counselor/ admin Intervention	
	<b>5th Offense</b>		<p>Up to 6-8 days of Suspension. Parent contact, conference w/student &amp; re-entry conference, counselor/ admin Intervention</p> <p>Up to 10 days of OSS, parent contact, conference w/student &amp; re-entry conference, counselor/ admin Intervention</p> <p>6th + offense: Long term suspension, emergency expulsion or expulsion.</p>	

#### OMS Behavior Matrix Guidelines 2024-2025

	Tobacco	Alcohol/ Drugs	Off-Campus Violation/ Unauthorized Destination	Tardies
<b>Misbehavior</b>	Possession or use of	Possession, use, or being under	Orting Middle School	Tardy: Arriving

<b>Examples</b>	tobacco, tobacco paraphernalia, and/or electronic cigarettes.	the influence of drugs and/or alcohol including look-a-like drugs.  Possession of drug paraphernalia	is a closed campus. Once a student arrives on campus he/she must obtain administrator permission before leaving school property.  Unauthorized Destination: Skipping some or part of class(es), school, and/or leaving class without permission	unexcused to class after the class begins and less than ten minutes into the period. Arriving unexcused more than ten minutes after the beginning of the period is considered a truancy.
<b>1st Offense</b>	Up to 3 days Friday School (After School Detention). 2 days may be held in abeyance if student participates in school provided tobacco education course.	Up to 90 Day Suspension. Suspension may be reduced if student voluntarily completes a drug/alcohol assessment and follows through w/assessment recommendations.	Up to one hour detention Family contact by Administrator	Conference between student/staff (document conference) Warning regarding behavior infraction
<b>2nd Offense</b>	Up to 3 Days Friday School.	Up to 90 Day Suspension	Up to 2 hours of detention Family contact by Administrator	Staff documents offense & calls family Warning from office staff.
<b>3rd Offense</b>	3+ Offenses:  Up to 5 Days Suspension	3+ Offenses:  Long term suspension/expulsion may be considered.  The sale or distribution of alcohol or controlled substances may result in a long term suspension/ emergency expulsion.	3+ Offenses:  Up to 3 days Suspension Family contact by Administrator and Parent Conference	Staff documents offense & calls family Staff assigns 30 minute Detention.
<b>4th Offense</b>				Admin contacts family and assigns 1 hour detention
<b>5th Offense</b>				5+ Offenses:  Admin contacts family and assigns up to 2 hour detention

Note: Age, maturity and associated standard behavior will be considered when assigning discipline to 6th grade students. This may result in reduced corrective actions at the discretion of the principal and/or his/her designee.