2025-2026

STUDENT PLANNER/HANDBOOK

Name _____

Grade _____

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

244 South Fifth | P.O. Box 592 | 509.422.3770
www.oksd.wednet.edu
Office Hours: 7:30 a.m. to 4 p.m.
Principal: Zach Spaet | Secretary: Teri Ewer



Okanogan High School
Graduation
Requirements

4 Years	English	4.0 Credits
4 Years	Social Studies	4.0 Credits
3 Years	Science	3.0 Credits
3 Years	Math	3.0 Credits
2 Years	Physical Education/Health	2.0 Credits
1 Year	Occupational Education	1.0 Credits
1 Year	Fine Arts	1.0 Credits
1 Year	Digitools	1.0 Credits
1 Semester	Applied Economics	.5 Credits
		*20.5 Required Credits
		*5.5 Elective Credits
		26.0 Total Credits

26 TOTAL CREDITS TO GRADUATE

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

Social Studies

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

Physical Ed. — 9th Grade P.E. is required. The second year may be taken in grade 10, 11, or 12. A semester of health is required.

Fine Arts — This can be Art, Choir, Band, or Floral Design.

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

Applied Econ — Senior required course for one semester.

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



REQUIRED COURSES:

English – 4 Yrs.	**Social Studies – 4 Yrs.**	**Math – 3 Yrs.**
___ 9th English	___ World Civ I	___ Algebra I
___ 10th English	___ World Civ II	___ Geometry
___ 11th English	___ U.S. History	___ 3rd yr Math
___ 12th English	___ CWP	

Science – 3 Yrs.	**Fine Arts – 1 Yr.**	**Physical Ed. – 2 Yrs.**
___ Science	___ Art	___ 9th Gr. P.E./Health
___ Science	___ Music	___ P.E. Elective
___ Science	___Floral Design	

Digitools/Office User – 1 yr	**Applied Econ – 1 Sem.**
___Digitools/Office User	___ Applied Econ

Occ Ed. – 1 Yr.	**Additional**
___ CTE Courses	___1 Fine Arts & 2 World Language

*Courses are required, unless replaced by "Personalized Pathway"

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

FOUR YEAR UNIVERSITY/COLLEGE REQUIREMENTS:

4 Years of English

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

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

2 Years of the same Foreign Language

3 Years of Social Studies

REGULAR BELL SCHEDULE

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

Buses Depart at 3:07

ADVISORY SCHEDULE

1st Period	8:10-8:56
Advisory	9:00-9:38
2nd Period	9:42-10:26
3rd Period	10:30-11:14
4th Period	11:18-12:02
5th Period	12:06-12:50
Lunch	12:50-1:24
6th Period	1:28-2:12
7th Period	2:16-3:00

**Every other Wednesday*

Buses Depart at 3:07

***Extended Breakfast occurs everyday from 7:30-8:05 a.m. with the exception of late start days**

TWO HOUR LATE START

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

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

Buses Depart at 3:07

EARLY RELEASE SCHEDULE

1st Period	8:10-8:42
2nd Period	8:46-9:16
3rd Period	9:20-9:50
4th Period	9:54-10:24
5th Period	10:28-10:58
6th Period	11:02-11:32
7th Period	11:36-12:06
Lunch	12:10-12:40

Buses Depart at 12:50

ASSEMBLY SCHEDULE

1st Period	8:10-8:56
2nd Period	9:00-9:44
3rd Period	9:48-10:32
4th Period	10:36-11:20
5th Period	11:24-12:08
6th Period	12:12-12:56
Lunch	12:56-1:26
7th Period	1:30-2:14
Assembly	2:18-3:00

Buses Depart at 3:07

BEFORE/AFTER SCHOOL

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

RUNNING START STUDENTS

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

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

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

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

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

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

RULES GOVERNING STUDENT CONDUCT
The school is legally responsible for students while in school or in transit to or from school. All students shall comply with school rules and regulations and submit to reasonable directions of school authorities. Refusal shall

constitute cause for discipline, suspension, or expulsion. Such rules shall apply:

- On the school grounds during and immediately before or immediately after school hours.
- On the school grounds at any other time when the school is being used by a school group or off the school grounds at a school activity, function or event.
- Off the school grounds when the prohibited behavior is a consequence of, or directly related to causes or events which occurred or originated on school grounds.
- Off school grounds when the student is enroute between home and school, including bus stops.
- Off school grounds at another school or at a school sponsored activity or event.
- Off school grounds when the student's behavior interferes with any official school duties or business.

CUMULATIVE VIOLATIONS POLICY

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

PROGRESSIVE DISCIPLINE MATRIX

Okanogan High staff and administration care about each student and want to provide a safe, wholesome, positive atmosphere for learning and activity. To accomplish this we cannot allow abusive or disruptive behavior. Depending on severity or frequency of the violation(s) the administration reserves the right to determine the level at which the violation will be handled. Please refer to district policy 3241F for more information concering the discipline matrix. **Finally, please know the appropriate authorities may be called for any offense at any level.**

DISCIPLINARY ACTION AND DUE PROCESS

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



Teachers and administrators have full authority to control or discipline a student during the time such student is in attendance or in transit to or from school or any school sponsored function. Discipline shall mean all forms of

corrective action or punishment other than suspension and expulsion, including but not limited to the following:

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

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

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

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

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

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

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

CRIMINAL ACTS
Any act occurring on school premises or at a school-sponsored event which is contrary to the laws of the State of Washington or the ordinances of the

City of Okanogan or the County of Okanogan is prohibited and may be turned over to law enforcement. Appropriate action may be taken by school authorities if the incident is school-related, regardless of whether or not criminal charges result.

SPECIAL NOTICE

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

FIREARMS ON SCHOOL PREMISIS OR TRANSPORTATION

Any student who is determined to have carried a firearm onto, or to have possessed a firearm on, public elementary or secondary school premises, public school-provided transportation, or areas of facilities while being used exclusively by public schools, shall be expelled from school *for not less than one year* under RCW 28A.600.420. The student's parents and police will also be notified. The superintendent of the school district may modify the expulsion of a student on a case-by-case basis.

DRUG AND ALCOHOL INTERVENTION PROGRAM

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

STATEMENT TO ALL STUDENTS

The board of directors has grave concerns about student use, abuse, and experimentation of alcohol and other illegal drugs. The board has approved policies which forbid the unlawful part of any school sponsored activity. The sale of such illegal substances and the use of peer pressure to encourage drug use is especially serious and can be expected, in most cases, to result in the suspension or expulsion of the offending student. Actions taken by staff in dealing with student use of alcohol and other illegal drugs will have, as

their first concern, the welfare of the student involved and of other students in the school. Law enforcement agencies will be called upon when federal, state or community laws have been violated.

CORRECTIVE ACTION

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

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

DEFACING PROPERTY

This has been expanded to allow suspension and punishment of a student who defaces or otherwise injures "property belonging to a school contractor, employee, or another student; not just those damaging school property". A student suspended under this section may not be readmitted until the damage has been paid for in full or the superintendent directs his or her admittance. If the student was suspended for damaging a school bus, the same suspension provisions apply, plus the student may not ride any school bus. To learn more please click on the following link: RCW 28A.635.060.

INAPROPRIATE LANGUAGE
Cursing is sometimes humorous, but sometimes abusive. It can help vent anger, or provoke it. It can relieve stress, or cause it. Control it, tame it, time it. Or, to be on the safe side and stop using it altogether. Even if your associates commonly use cuss words, you will be perceived as more mature, intelligent, articulate, polite, considerate and pleasant if you control your language and the emotions that prompt expletives. Choose to have character and class!

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

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

ELECTRONIC DEVICES
Please refer to board policy 3245 for more information. Mobile devices and accessories may be brought to school but must not be in the classroom. Devices may be used before/after school and during lunchtime.

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

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

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

First and foremost, please know that all absences as well as checking in and out of school, must go through the high school office. Students returning to school following any absence (except school sponsored activities), must present a written excuse from a parent/guardian to the high school office. The excuse note must state the date(s) and reason for the absence. Also, absences can be excused via a telephone call from the guardian(s) to the high school office. Nevertheless, absences must be excused within two school days of return or they will automatically become unexcused. It is the student's responsibility to complete all work missed due to an excused absence. Students are given a minimum of two school days from the last excused absence to complete missing work. Seeing as some teachers may have a more lenient policy, please confer with your teachers upon returning back to school.

PRE-ARRANGED ABSENCES

When a student knows they will be absent from school ahead of time (i.e. family vacation), they must pick up and complete a pre-arranged absence form through the high school office. In addition, it is highly recommended that the student works with their teachers beforehand to complete any missing work that will be assigned during the absence. All pre-arranged absence forms must be completed and submitted 48 hours prior to the absence.

SCHOOL-RELATED ABSENCE ELIGIBILITY

Please know that students must be passing all of their classes (determined by the semester grade) in order to participate in a school-related activity where any part of the school day will be missed.

ABSENCES & EXTRACURRICULAR ELIGIBILITY

If a student has an unexcused absence during the day (this could include not checking in or out through the high school office properly and/or being late 5 minutes or more to any class), they are unable to participate in any extracurricular activity and/or event that day.

EXCESSIVE ABSENCES

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

UNEXCUSED/TRUANT ABSENCES

Any absence not listed as excusable will be considered unexcused regardless of parent note. This includes students that are more than 5 minutes late for a class. The student's grade may be affected since work missed during an unexcused absence may not be made up. Please understand that all

instances of truancy will result in a conference with the student and notification to the parents/guardians. Also, excessive unexcused absences may result in a referral and petition to the School Reengagement Board. Sometimes truancies are due more to a lack of cooperation or failure to follow correct procedures and involve missing all or parts of one or two periods rather than the full day of school. Examples are:

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

TARDINESS

Promptness to class is very important. Students are to be in their seats and ready to work when the bell sounds. Arriving to class AFTER the bell rings and/or being unprepared for class and needing to return to your locker for materials will be considered tardiness. Late arrival without a valid admit slip from another teacher, counselor, secretary, or principal will be deemed a tardy and/or an unexcused absence (more than 5 minutes). Tardies may be used in lowering a students grade—this will be covered in the teacher's class rules.

18-YEAR OLD STUDENTS' ATTENDANCE

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

ILLNESS AT SCHOOL

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

MEDICATIONS

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

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

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

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

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

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

DROPPING CLASSES AND POSTING A FAILING GRADE
Classes may be dropped or changed withing the first week of the semester with permission of the counselor. After that period of time, only the principal, upon recommendation of the counselor, can grant permission to drop or change classes. Students, with the permission of their guardian(s), may also choose to post a failing course grade before the end of the term. Again, this decision must be approved by the counselor and principal and will result in the student being academically ineligible for extracurricular activities for the remainder of the term.

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

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

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

VALEDICTORIAN/SALUTATORIAN
Effective with the graduating Class of 2028, the designation of valedictorian and salutatorian shall be limited to one student for each title. These honors shall be awarded to the two graduating seniors who have achieved the highest cumulative grade point averages (GPAs), calculated from the date of their initial enrollment at Okanogan High School through the conclusion of the second semester of their senior year. To be eligible for consideration, a student must meet one of the following enrollment criteria:

- The senior student must have been enrolled in on-campus coursework at Okanogan High School for a minimum of 50 percent of their coarse load both their junior and senior years; or
- The senior student must have been enrolled at Okanogan High School on a full-time basis (100 percent) during their senior year.

If two or more students possess identical cumulative GPAs, the following tiebreaker criteria shall be applied, in the order listed below, to determine the recipients of the valedictorian and salutatorian honors:

1. Four years of both math and science taken at Okanogan High School.
2. Two years of the same foreign language taken at Okanogan High School.
3. Total number of Okanogan High School CiHS credits earned.

***In the event that the aforementioned tiebreaking criteria fail to identify a single valedictorian and a single salutatorian, all qualifying students shall be designated as co-valedictorians and there will be no salutatorian.*

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

COUNSELING
The counselor is available to schedule, orient, and assist students academically. The counselor will also help with students' social, physical, and emotional development. This may be done through individual counseling or through referrals to other local agencies with which counselors work

cooperatively. Course description booklets, registration materials, and guaranteed services manuals are available to students and parents upon request. Parents are encouraged to contact and/or meet with the counselor concerning their children's progress.

GUIDANCE/INTERVENTION SERVICES
Student services personnel meet with staff, students, and their families to help evaluate problems and to develop appropriate intervention plans. Student services include the following associations: referral & assessment teams, support groups, Hope Squad, etc.

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

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

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

LAPTOPS/CHARGING
Students are responsible for charging their school-issued laptops before the school day. Students that do not may be academically impacted. In addition, students are responsible for their laptops and will be issued fines if any damage occurs to them. Laptop insurance will be available at the beginning of the year.

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

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

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

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

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

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

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

STUDENT GOVERNMENT
The Associated Student Bodies of Okanogan High are governed by elected ASB officers, class presidents, class representatives and one elected representative from each club. Mr. Brown is the ASB advisor and will meet with officers during bi-monthly advisory periods. If you are interested in participating in student government, please contact Mr. Brown.

ATHLETICS, CLUBS, AND ACTIVITIES
It is a statistical fact that students involved in extracurricular activities academically achieve at higher levels. Be a part of the action – join a club or activity! At OHS we have: Art Club, Drama Club, Key Club, Okanogan Inter-Tribal Organization, ASB, FBLA, FFA, Knowledge Bowl, Music Club, National Honor Society, Ping Pong Club, Ski/Shred Club, and World Languages Club. If

clubs are not your passion, then please consider athletics! We offer a variety of sports in the fall, winter, and spring.

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

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

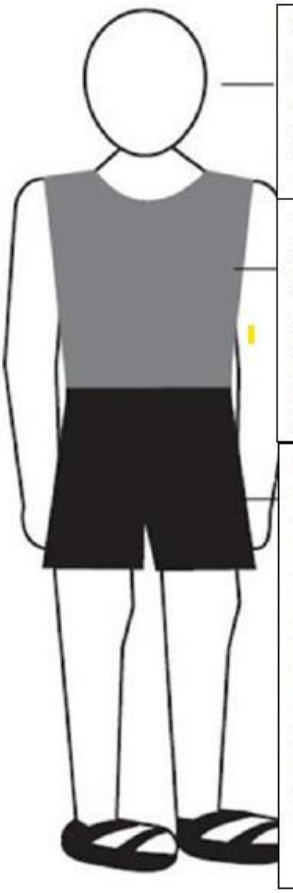
INSURANCE
To participate in any school activity, sport, or field trip, students must have personal health and/or accident insurance.

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

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

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

reaching) while attending school.Sunglasses must be removed when entering the building.



Heads: Students must remove all headwear while in the building. Hats should be stored in lockers and not carried.

Torso: Clothing should not expose more than ½" belly. Two finger rule on shoulders, so no spaghetti straps. Chest and undergarments should be covered.

Legs: Shorts, skirts and dresses should cover skin to the palm and should not be see through. Rips in pants must not show pockets, underwear or cheeks.

Pajamas and other sleepwear are not allowed unless a school dress up day.

Other Clothing Guidelines

-Headwear includes hats, hoods, bandanas and head wraps (exceptions may be made for religious, medical or other approved reasons)

-Clothing advertising or promoting alcohol, tobacco, drugs or sexually suggestive content or logos is not allowed. Students may not wear clothing with lewd pictures or profanity which may be offensive to a student's religion, race or national origin.

-Jewelry with spikes or other hanging chains or straps are considered dangerous and may not be worn.

- Any clothing worn in a manner identified as gang related is prohibited.

-Students should wear shoes appropriate for school and must wear shoes as all times for safety.

Students in violation of these dress and grooming procedures will be required to meet the acceptable standards **before** being allowed to attend class. Students in violation will be disciplined in accordance with the discipline matrix.

INFORMATION FOR SCHOOL-AGED YOUTH

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

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

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

- Go to school, no matter where you live or how long you have lived there. You must be given access to the same public education provided to other students.
- Continue in the school you attended before you became homeless or the school you last attended, if that is your choice and is feasible. The school district's local liaison for homeless education must assist you, if needed, and offer you the right to appeal a decision regarding your choice of school if it goes against your wishes.
- Receive transportation to the school you attended before you became homeless or the school you last attended, if you request such transportation.
- Attend a school and participate in school programs with students who are not homeless. Students cannot be separated from the regular school program because they are homeless.
- Enroll in school without giving a permanent address. Schools cannot require proof of residency that might prevent or delay school enrollment.
- Enroll and attend classes while the school arranges for the transfer of school and immunization records or any other documents required for enrollment.
- Enroll and attend classes in the school of your choice even while the school and you seek to resolve a dispute over enrollment.
- Receive the same special programs and services, if needed, as provided to all other students served in these programs.
- Receive transportation to school and to school programs.
- When you move, please contact the school district's local liaison for homeless education (see phone number below) for help in enrolling in a new school or arranging to continue in your former school. (Or, someone at a shelter, social services office, or the school can direct you to the person you need to contact.)
- Tell your teachers anything that you think they need to know to help you in school.

- Ask the local liaison for homeless education, the shelter provider, or a social worker for assistance with clothing and supplies, if needed.

Local Area Contacts: Julia O'Connor (509) 422-5414
State Coordinator: Melinda Dyer (360) 725-6050

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

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?

HIB is any intentional electronic, written, verbal, or physical act of a student that:

- Physically harms another student or damages their property;
- Has the effect of greatly interfering with another student's education; or,
- Is so severe, persistent, or significant that it creates an intimidating or threatening education environment for other students.

HIB generally involves 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 reporting form to share concerns about HIB (link to form) but reports about HIB can be made in writing or verbally. Your report can 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, Mr. Steve Quick, that supports prevention and response to HIB.

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 OSPI Model Student Handbook Language | March 2024 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?
<u>For the student designated as the "targeted student" in a complaint:</u> 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.

<u>For the student designated as the "aggressor" in a complaint:</u> 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.

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 5010 and Procedure 5010P, visit www.oksd.wednet.edu.

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 OSPI Model Student Handbook Language | March 2024 unwelcome sexual conduct or communication to gain something in return, such as a grade or a place on a sports team. Examples of sexual harassment can include pressuring a person for sexual actions or favors; unwelcome touching of a sexual nature; graphic or written statements of a sexual nature; distributing sexually explicit texts, e-mails, or pictures; making sexual jokes, rumors, or suggestive remarks; and physical violence, including rape and sexual assault. Our schools do not discriminate based on sex and prohibit sex discrimination in all of our education programs and employment, as required by Title IX and state law. To review the district's Sexual Harassment Policy 5011 and Procedure 5011P, visit www.oksd.wednet.edu.

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: Steve Quick, Superintendent, 115 Rose Street, squick@oksd.wednet.edu, 509.422.3629
- Concerns about sex discrimination, including sexual harassment: Title IX Coordinator: Steve Quick, Superintendent, 115 Rose Street, squick@oksd.wednet.edu, 509.422.3629
- Concerns about disability discrimination: Section 504 Coordinator: Tanya Peterson, Special Education Director, 115 Rose Street, tpeterson@oksd.wednet.edu, 509422.3629
- Concerns about discrimination based on gender identity: Gender-Inclusive Schools Coordinator: Steve Quick, Superintendent, 115 Rose Street, squick@oksd.wednet.edu, 509.422.3629

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. OSPI Model Student Handbook Language | March 2024 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 [identify the decision maker on appeal identified in board policy (e.g., the School Board)] and then to the Office of Superintendent of Public Instruction (OSPI). 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 (3210P) and the HIB Procedure (3207P) 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
- Email: schoolsafety@k12.wa.us
- Phone: 360-725-6068

OSPI Equity and Civil Rights Office (For questions about discrimination and sexual harassment)
- Website: ospi.k12.wa.us/policy-funding/equity-and-civil-rights
- Email: 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 K12 public schools. OEO provides informal conflict resolution tools, coaching,

facilitation, and training about family, community engagement, and systems advocacy.

- Website: www.oeo.wa.gov
- Email: oeoinfo@gov.wa.gov
- Phone: 1-866-297- 2024

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://www2.ed.gov/about/offices/list/ocr/index.html
- Email: orc@ed.gov
- Phone: 800-421-3481

Our School is Gender-Inclusive

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

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

To review the district's Gender-Inclusive Schools Policy 3211 and Procedure 3211P, visit www.oksd.wednet.edu. If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator: Steve Quick, 509.422.3629