

Highlands
High School



2018-2019

Student Handbook

Table of Contents

Enrollment Process

Student Eligibility
Enrollment Process
Placement Procedures
Graduation

Attendance Policy

The Importance of Attendance
State Regulations
Absences
Excessive Absences
Tardiness

Program Expectations

Productivity
Performance
Progress
Accountability
Dropped Students/ Re-enrollment

Student Conduct

Class Atmosphere
Dress and Appearance
Textbooks
Drugs, Alcohol and Tobacco
Vandalism/Theft
Weapons/Explosives/Firearms
Student Directory Information
Student Records and Parental Rights
Student Discipline
Sexual Harassment and Nondiscrimination

Enrollment Process

Student Eligibility

Highlands High School is a school of choice with limited enrollment. Due to facility limitations we are not able to accept more than 60 full-time students into the program. Students must have completed ninth grade; exceptions can be granted on an individual basis after the building principal, counselor and Highlands High School teacher have conferred. Students who have been suspended or expelled are not eligible to enroll until the suspension or expulsion has been lifted. Students and guardians must meet with the administrator and counselor at Highlands High School in order to determine if it is the best educational placement for the student along with developing a graduation plan.

Enrollment Process

- Contact the school for information regarding Highlands High School (826-8504). Obtain and complete an application packet from the secretary at Highlands High School.
- Be sure all forms are completed and that the student has an official copy of their transcript.
- If the student does not live in the Omak School District, he/she must include a completed and signed Intra-district Transfer Form which can be obtained from the original school district and granted permission to attend by the Highlands High School administrator. This releases the student to attend Highlands High School.
- Acceptance into HHS depends on a variety of factors:
 - Space Available
 - In District/ Out of District
 - Credit Status
 - Commitment to education

If the student is denied enrollment, the administrator or designee will make contact with the student/ guardian.

Placement Procedures

Upon acceptance and placement :

- The student and/or the guardian will meet with the administrator to go over the expectations and legal requirements of the program including signing the expectation form.
- The student will meet with the counselor for a credit evaluation.
- The counselor will inform teachers of the plan of courses.
- The student will be assigned a teacher who will go over the course syllabus and establish learning goals per course.
- This plan will be evaluated monthly by the teacher to determine if adjustments need to be made.

Graduation from Highlands

Graduation from Highlands:

To earn a diploma from Highlands High School:

- A student must declare their intent by February 1st of the graduation year.
- Must have successfully completed at least .5 credit at Highlands in the spring of their senior year.

Attendance Policy

The Importance of Attendance

Highlands High School attendance is mandatory by state law and district policy. It is the students' responsibility to be on time for their class session and avoid being absent unless absolutely necessary. Once a student has acquired 20 absences total, the student will be dropped from the program. Each absence is weighted with the Outreach program each absence is equal to 5 days absence, for full time alternative each absence is equal to 2 absences.

State Regulations

State law, RCW 28A.255.010 requires students from age 8-18 years of age to attend school. Regular daily attendance is required by the BECCA law. Therefore, it is important that you emphasize the importance of regular attendance to the student.

Absences

If a student is absent from school, the parent or guardian may contact Highlands High School on the day of the absence or **within** 48 hours.

- It is the student's responsibility to communicate with the Highlands High School secretary.
- Please let the office know if the absence is due to illness, family emergency, or appointment.
- Students may be asked to justify absences by providing a written note signed by a parent, guardian, or a doctor.
- Please attempt to schedule appointments around the class schedule.
- Students should inform the staff at Highlands High School if they have a pre-arranged absence from school.

Excessive Absences

Students experiencing attendance problems will receive a 10-day attendance warning. If attendance continues to fall below this minimum standard the student will be referred to Attendance Courts, and/or dropped from Highlands High School.

Tardiness

Students are expected to be on time, using the clock that is in the classroom. When students are late, it is disruptive and disrespectful of the class, the staff and the other students, and will result in a detention for the tardy student to conference with the teacher.

Program Expectations

The foundation of the educational program at Highlands High School is “Independent Study”. *The program is recommended for mature students who take learning seriously and are both self-motivated and self-disciplined. By entering this program they have chosen to be responsible for their own learning.*

Productivity

Students are to be productive in class each and every day. Students are expected to participate in group activities, be on task, and stay focused throughout their learning session. In order to be successful in the program it is imperative that students make efficient use of class time. Students who are disruptive or choose to interfere with the right of others to learn will be asked to leave for the day and be marked as an unexcused absence. Should this behavior continue, the student would lose his/her privilege to attend Highlands High School. Students’ monthly progress will be determined based on goals and the amount of work each student accomplishes. Three consecutive *Unsatisfactory* progress reports will require the student to be withdrawn from the program and a meeting with the Student Intervention Team (Admin, Counselor, Teachers, Parent, Student, and may include the JOM, Tribal Youth Development Advocate, or other Advocate the student has been working with at school). During the SIT meeting, a plan with the student will be created based on current needs, then the goal is to re-enroll the student.

Progress

Each student will receive a progress report on a monthly basis. The monthly progress report will rate the student as satisfactory or unsatisfactory. To maintain satisfactory status, students must follow the student learning plan and the due dates established by the instructor. Deficiencies in academic progress will lead to probationary status and/or removal from our program.

Graduation from Highland High School requires 24 credits and successfully passing all state assessments.

Accountability

Full time students at Highland High School students are required to spend a minimum of 25 hours per week in instructional activities. This includes 3 periods a day in class and 10 or more

hours of personal study at home as per each student's individual learning plan. Outreach students are required to do a minimum of one hour with the instructor, and demonstrating 24 hours of outside work as determined by the instructor with the amount of work completed. APEX students need to document 25 hours with computer time and assignments completed.

Dropped Students/ Re-enrollment

If a student has been dropped from the program for either lack of attendance or lack of academic progress, they are not eligible to re-enroll in the program until the enrollment period as established by the calendar, provided there is space available. Students wishing to re-enroll will be required to meet before re-enrollment to explain the steps that the student will take to improve either attendance and/or academic performance; a performance contract may be created in which the student must sign to re-enroll.

Student Conduct

Appropriate student conduct is expected at all times at Highlands High School. We strive for a safe environment that supports the primary focus which is teaching and learning for all students.

Class Atmosphere

Quiet, productive and free from disruptions describes the learning environment at HHS. Students are expected to maintain a "library-like" atmosphere allowing the focus and concentration to be on learning. Students who conduct themselves in a way that interferes with the learning of others will be asked to leave for the day, either to go home or to ISS, with an unsatisfactory given for the day. Should such behavior continue, the students may lose the right to attend Highlands High School.

Profanity, Name Calling and Harassment

The District is committed to a safe and civil educational environment for all students, employees, volunteers, and patrons, free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" means any intentional written, verbal, physical, or cyber act, including but not limited to one shown to be motivated by any characteristic in RCW 9A.36.080(3), (race, color, religion, ancestry, national origin, gender, sexual orientation or mental or physical

disability), or other distinguishing characteristics, when the intentional written, verbal, or physical act:

- Physically harms a student or damages the student's property; or
- Has the effect of substantially interfering with a student's education; or
- 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: slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral, electronic, or physical actions. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s). Informal procedures to report and resolve the issue may be made to a staff member. Formal reporting needs to follow specific procedural guidelines set by the district. Mutual respect for all is an integral part of Highlands High School's philosophy. Highlands will follow Omak High School Discipline Matrix.

Dress and Appearance

All students are expected to come to school well groomed and appropriately dressed. In order to provide safe and focused learning environment, students are prohibited from wearing:

- Revealing Clothing - including halter tops, midriff skirts, exposed underwear-undergarments and shorts that are shorter than the length of the arm, at the finger tips, when at rest at one's side. Pants need to be at the waist or hips (not falling off). Students will be asked to change or cover up. Students failing to dress appropriately will be asked to leave for the day.
- Inappropriate Messages – including any obscene language slogans, gang, sexual or drug related messages, or any slogans/signs that may be offensive to others.

· Disruptive or Dangerous Items – such as chains, sharp, protruding objects attached to necklaces, collars, bracelets, rings, or clothing. Sunglasses may not be worn on school grounds. Personal music devices are allowed at the teacher’s discretion. If the teacher can hear the device, the student will be asked one time to turn it down. If they need to be asked again, the teacher will take the device for the day, turning it into the administration.

Note: Highlands High School reserves the right to determine acceptable dress and appearance.

Textbooks

Students are responsible for the care and return of all textbooks and other educational materials issued by HHS. Failure to return materials following completion of courses or withdrawal from the program will result in a fine and a non issuance of books for future courses until the matter is taken care of by return the book or paying the fine .

Drugs, Alcohol and Tobacco

Highlands High School is a “Drug Free” facility: in accordance with state law (RCW 28.210.301), students attending HHS will comply with the following School District policies:

1. Never bring alcohol or illegal drugs to HHS
2. Never come to HHS under the influence of alcohol or illegal drugs
3. Respect the “no smoking/no chewing” policy while you are at school. If a student is suspected of being under the influence of drugs or alcohol they will be sent immediately to the building administrator.
4. HHS retains the right to search students of any suspicious behavior.

Vandalism/Theft

Students are expected to respect and care for all property at HHS: tables, chairs, textbooks, restrooms, computers, etc. Students will be held liable for damaging or defacing property associated with HHS. Willful destruction, defacement of property, belongings, or theft is cause

for suspension or expulsion from the program and may result in criminal charges. This includes graffiti of any form.

Weapons/Explosives/Firearms

All forms of weapons (including knives) and explosive devices are prohibited on HHS property. Any violation of this will result in immediate expulsion and possible criminal charges.

Possession of firearms on school property will result in a one-year mandatory expulsion subject to appeal, with notification to parents and law enforcement.

Student Directory Information

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

Student Records and Parental Rights

The Family Education Rights and Privacy Act (FERPA) afford parents and students (“eligible students”) certain rights in regard to the student’s education records. Parents/eligible students must be informed annually of the following rights:

1. The right to inspect and review the student’s education records.
2. The right to request the amendment of the student’s education records that the parents or eligible student believes are inaccurate or misleading.

3. The right to consent to disclosure of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA.

Student Discipline

Highlands High School will follow the Omak High School discipline Matrix as attached see Omak School District Policy 3240/3240P

DISCIPLINE, MISCONDUCT, and CONSEQUENCES:

The Omak School District believes that the purpose of any disciplinary action is the improvement of the individual; and that academic success and discipline are closely intertwined. We further believe that to be effective, discipline must be administered in such a way that:

1. It maintains personal dignity.
2. It creates learning in the individual.
3. It leads towards an increase of self-discipline and personal responsibility.
4. It allows the individual to make choices.
5. Finally, it guarantees a student's "due process" rights.

Inappropriate behavior can be separated generally into two categories as follows: Level 1 Violations and Level 2 Violations.

The Omak High School Discipline Matrix is provided at the end of this handbook.

SEARCHES: Please note that school officials may search lockers, property, or possessions when there is sufficient reason to believe that there are materials or objects in their possession or on school grounds that pose a threat to the safety of that student or other staff and students (OSD

Board Policy 3230). On occasion, the use of drug/bomb sniffing dogs will be used to search school premises, lockers, and vehicles parked on school property as a preventative measure to ensure the safety of all students and faculty.

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

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

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

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

SUBSTANCE ABUSE: All substance abuse infractions are cumulative and are carried over each year, example: Freshman 1st offense, then junior year another offence would be the 2nd offense with 2nd offence consequences. Illegal substances (tobacco, drugs and or alcohol) are prohibited from any school property, including being transported in a vehicle on school grounds or at a

school function. Any weapon or other hazardous material will be confiscated. Any student who refuses to submit to a reasonable search by school authorities will be subject to disciplinary action and/or suspension or expulsion. School authorities may detain the students pending the notification and arrival of the student's parent(s) and /or guardian(s) and/or law officials as appropriate when refusing a search.

Administration may ask a student to submit to taking an alcohol saliva test. Refusal to submit to the saliva test will result in full discipline imposed

DISCIPLINARY ACTION AND DUE PROCESS:

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

1. Detention: The student is assigned to report to lunch detention or after school for a period of time not to exceed one hour on any given day. Community service may be assigned by the Principal, Assistant Principal or designee. A student will be given one day's notice of assigned detention so that he/she can arrange transportation.
2. Exclusion: the teacher may exclude a student from the classroom if the student is unable or unwilling to maintain appropriate behavior such that the learning environment is compromised. Prior to excluding a student, the teacher shall have attempted one or more corrective actions, contacted the In School Suspension (ISS) supervisor, or administration. Due process must be followed.
3. Due Process: Any parent or a student who is aggrieved by the imposition of discipline shall have the right to an informal conference with the principal or his designee for the purpose of resolving the grievance. At such conference the student and parent shall be subject after exhausting this remedy, shall have the right, upon two (2) school business days' prior notice, to present in written and/or oral grievance to the superintendent. If the grievance is not resolved, the parent and student, upon two (2) school business days' prior notice, shall have the right to present a written grievance to the school board during its next regular meeting, or at a meeting held within (30) days, whichever is earlier. As per Board Policy 3241.

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

To appeal a Short Term suspension:

1. The student is not allowed in school during the appeal, if the appeal is denied, the suspension continues. Suspended students are NOT allowed to be at school or at school related activities.
2. The Parent or Guardian has two school business days to appeal in writing to the Highlands High School Principal by calling 509 826 7697.

Long Term Suspension: Means denial of school attendance for any single class or any full schedule of classes for a stated period of time in excess of ten days. Any long-term suspension that extends to or past the end of the current term will cause loss of all current credit. An “F” will be posted to the transcript for any and all affected classes.

To appeal a Long Term suspension:

1. The student is not allowed in school during the appeal. If the appeal is denied, the suspension continues. Suspended students are NOT allowed to be at school or at school related activities.
2. The Parent or Guardian has three school business days to appeal in writing to the Highlands High School principal by calling 509 826 7697 to set a time for the appeal to be heard. The Principal’s decision may be appealed further to the District Superintendent.

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

To appeal an Expulsion:

1. The student is not allowed in school during the appeal. If the appeal is denied, the expulsion continues.
2. The Parent or Guardian has three school business days to appeal in writing to the Highlands High School principal by calling 509 826 7697 to set a time for the appeal to be heard. The Principal's decision may be appealed further to the District Superintendent.

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

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

To appeal an Emergency Expulsion:

1. The student is not allowed in school during the appeal. If the appeal is lost, the emergency expulsion continues.
2. The Parent or Guardian has ten school business days to appeal in writing to the Highlands High School principal by calling 509 826 7697 to set a time for the appeal to be heard. The Principal's decision may be appealed further to the District Superintendent.

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

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

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

Additional documents

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

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

Appendix A: School District Calendar

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

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

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

Appendix C: HS Daily Bell Schedule

OMAK HIGH SCHOOL DAILY BELL SCHEDULE

<p>PDM (Professional Development Monday's) Monday Early Release Bell Schedule</p> <p><i>Warning Bell 7:55 AM</i> 1st 8:00 AM – 8:43 AM 2nd 8:48 AM – 9:31 AM 3rd 9:36 AM – 10:19 AM 4th 10:24 AM – 11:07 AM 5th 11:12 AM – 11:55 AM <i>Lunch 11:55 AM – 12:25 PM</i> 6th 12:30 PM – 1:13 PM 7th 1:18 PM – 2:00 PM <i>*Staff PDM 2:00 PM – 3:30 PM</i></p>	<p>PRIDE 101 Advisory Bell Schedule <i>*PRIDE Tuesday:</i> <i>(9/6, 9/20, 10/4, 10/18, 11/01, 11/15, 12/6, 1/17, 1/31, 2/14, 2/28, 3/14, 3/28, 4/18, 5/9, 5/23, 6/9)</i></p> <p><i>Warning Bell 7:55 AM</i> 1st 8:00 AM – 8:46 AM 2nd 8:51 AM – 9:37 AM 3rd 9:42 AM – 10:28 AM PRIDE* 10:33 AM – 11:06 AM 4th 11:11 AM – 11:57 PM <i>Lunch 11:57 PM – 12:27 PM</i> 5th 12:32 PM – 1:18 PM 6th 1:23 PM – 2:09 PM 7th 2:14 PM – 3:00 PM</p>
<p>Regular 7 Period Bell Schedule (Tuesday's, Friday's)</p> <p><i>Warning Bell 7:55 AM</i> 1st 8:00 AM – 8:51 AM 2nd 8:56 AM – 9:47 AM 3rd 9:52 AM – 10:43 AM 4th 10:48 AM – 11:39 AM <i>Lunch 11:39 AM – 12:09 PM</i> 5th 12:14 PM – 1:06 PM 6th 1:11 PM – 2:03 PM 7th 2:08 PM – 3:00 PM</p>	<p>Extended Learning Bell Schedule (Wednesday's)</p> <p><i>Warning Bell 7:55 AM</i> 1st 8:00 AM – 9:45 AM 3rd 9:55 AM – 11:40 AM <i>Lunch 11:40 AM – 12:10 PM</i> 5th 12:15 PM – 2:00 PM 7th 2:06 PM – 3:00 PM</p>
<p>Extended Learning Bell Schedule (Thursday's)</p> <p><i>Warning Bell 7:55 AM</i> 2nd 8:00 AM – 9:45 AM 4th 9:55 AM – 11:40 AM <i>Lunch 11:40 AM – 12:10 PM</i> 6th 12:15 PM – 2:00 PM 7th 2:06 PM – 3:00 PM</p>	<p>Early Release Bell Schedule</p> <p><i>Warning Bell 7:55 AM</i> 1st 8:00 AM – 8:32 AM 2nd 8:37 AM – 9:09 AM 3rd 9:14 AM – 9:46 AM 4th 9:51 AM – 10:23 AM 5th 10:28 AM – 11:00 AM 6th 11:05 AM – 11:37 AM 7th 11:42 AM – 12:14 PM <i>Lunch 12:14 PM – 12:45 PM</i></p>
<p>Assembly Bell Schedule</p> <p><i>Warning Bell 7:55 AM</i> 1st 8:00 AM – 8:47 AM 2nd 8:52 AM – 9:39 AM 3rd 9:44 AM – 10:31 AM 4th 10:36 AM – 11:23 AM <i>Lunch 11:23 AM – 11:53 AM</i> 5th 11:58 AM – 12:45 PM 6th 12:50 PM – 1:37 PM 7th 1:42 PM – 2:30 PM <i>Assembly 2:35 PM – 3:00 PM</i></p>	

Revised: August 25, 2018

Level 1	Cdes	1st	2nd	3rd	4th
Bus Disruptive Behavior	BDB	B/C1	C2	C3	H
Bus Safety Violation	BSV	H	H	H	H
Cheating	CHE	L	L	L	L
Defiance	DEF	C1	C2	C3	D1
Dishonesty	DIH	B/C1	C2	C3	D1
Disrespectful to Staff	DIS	C1	D1	E1	E3
Disruption	DSR	A/B/C1	A/C1	A/C2	A/C3
Dress Code Violation	DRE	B/N	C1/N	C2/N	C3/N
Failure to Serve Detention	FSD	P	P	P	P
Graffiti	GRF	C2	C3	D1	D2
Horseplay/Rough-Housing	HR	B/C1	B/C2	B/D1	B/D2
Indecency	IND	P	P	P	P
Malicious Mischief	MM	B/D1	B/D2	B/E1	B/E2
Not Following School Rules	NFR	A/B/C1	A/B/C2	A/B/D1	A/B/D2
Parking/Auto Violation	PAV	B/C1	B/C2	B/D1	B/D2
Profanity/ Gestures/Obscenity	PR	D1	D2	E1	E3
Public Display of Affection/ Sexual Misconduct	PDA	B	C1	C2	D2
Tardy (5x increments)	TAR	B	B/P	C1	C1
Technology Violation	TV	B	C1/I	C2/MM1	D1/MM2
Trespassing	TRE	B	B/C2	D1/G	D1/G
Unsafe Conduct	UC	B/C1	B/C2	B/D1	B/D2

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

Level 2	Cdes	1st	2nd	3rd	4th
Arson	ARS	E5/G	E10/G	ETRM/G	F/G
Assault (to Student)	ASS	E5/G	E10/G	F/G	F/G
Assault to Staff	ATS	E5	EQT	F	F
Bomb/ Building Threat, False Alarm	ZW1	EQT/G	F/G	F/G	F/G
Drugs/Alcohol (Distribution)	ZD1	E20/G	ETRM/G	F/G	
Drugs/Alcohol (Use, Possession, Paraphernalia)	ZD2	E10/G	E20/G	EQT/G	F/G
Fighting (Instigation of a Fight)	FGT	E5	E10	G	G
Fighting (Mutual Combat)	FGT	E3	E5/G	EQT	G
Forgery	FR	D2/P	E1/P	G/P	G/P
Gang Activity	GA	C1	D2	E3	G
Harassment/Intimidation or Bullying to Student	HIB	D2	D3	E3	E5
Obscenity to Staff	TS	E3/P	E5/P	E10/P	P
Sexual Harassment	SH	E3	E5	EQT	ETRM
Theft/ Stolen Property (Possession)	TFT	E2/K/G	E5/K/G	EQT/K/G	ETRM/K/G
Threat to Staff	TTS	E5	E10	ETRM	G
Tobacco	ZT	D3	E2/H	E3/H	E5/H
Truancy	TRU	C2/P	C2/P		See BECCA
Vandalism	VAN	E3/J	E5/J	E10/J	EQT/J
Weapons	ZW	E10/G	EQT/G	F/G	F/G
Weapons (Firearms)	ZW	F/G	F/G	F/G	F/G

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

Appendix F: Non-Discrimination & Sexual Harassment

Under state law, information about every school district's sexual harassment policy and complaint procedure must be included in staff and student handbooks, or other publications that set forth the rules, regulations, and standards of conduct for the school or district (WAC [392-190-058](#)). Every school district must also annually inform all students, parents, and employees about its discrimination complaint procedure (WAC [392-190-060](#)).

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

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

DISCRIMINATION

Non-Discrimination Statement

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

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

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

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

Omak School District is a drug and tobacco free workplace.

For more information on Omak School District's Affirmative Action Plan, please visit the "District Information" section located under "our District" on the Omak School District website at www.omakisd.org.

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

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

SEXUAL HARASSMENT

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

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

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

Examples of Sexual Harassment:

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

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

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

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

COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT

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

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

Complaint to the School District

Step 1. Write Out Your Complaint

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

Step 2: School District Investigates Your Complaint

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

Step 3: School District Responds to Your Complaint

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

Appeal to the School District

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

Complaint to OSPI

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

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

Email: Equity@k12.wa.us | *Fax:* 360-664-2967

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

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

Other Discrimination Complaint Options

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

206-607-1600 | TDD: 1-800-877-8339 | OCR.Seattle@ed.gov | www.ed.gov/ocr

Washington State Human Rights Commission

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

Appendix G: Harassment Intimidation & Bullying Reporting Form

(2 pages)

Student Harassment, Intimidation and Bullying Reporting Form

Omak School District #19

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

Reporting person (optional): _____

Targeted student: _____

Your email address (optional): _____

Your phone number (optional): _____ Today's date: _____

Name of school adult you've already contacted (if any): _____

Name(s) of bullies (if known):

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

Where did the incident happen? Circle all that apply.

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

Other (Please describe.) _____

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

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

If you select other, please describe: _____

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

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

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

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

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

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

Is there any additional information?

Thank you for reporting!

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

Received by: _____

Date received: _____

Action taken: _____

Parent/guardian contacted: _____

Circle one: Resolved Unresolved

Referred to: _____