

Orcas Island  
High School and Middle School  
Student Handbook  
2016-2017



Strength, Honor, Courage!

715 School Road  
Eastsound, WA 98245-9411  
(360) 376-2287  
Principal: Kyle Freeman  
Counselor: Nancy Wrightsman  
Office Manager: Georgia Philbrook  
Office Clerk: Janna Carter

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## Welcome!!!

The staff and administration at Orcas Island High School and Middle School welcome you to OIHS and OIMS for the 2016-2017 year. We hope that this will be a successful and enjoyable school year for you. Our primary goal is to provide you with a nurturing environment for you to work and learn in and to provide you with a positive high school experience.

The material in this Student Handbook is designed to inform you and your parents of school policies and procedures and provide you with information that will assist you in having a successful year at OIHS and OIMS. Please take the time to review the information in the sections that follow and become familiar with its contents. As a student, you will be responsible for being aware of the information contained here.

Sections may be added as the year progresses or parts may be change as required by circumstances. We make changes in the handbook as required by changes in school policy and state law; and at the suggestion of students, staff, and community members. As you work with this book this year, think about information it should contain or information that should be expanded or rewritten. You may find errors that should be corrected in the next edition. Please take time to make notes on your copy and share these with your student officers, and/or with school staff members.

In order to assist you with personal organization, daily planners are available for purchase in the school office. We encourage all HS students to purchase and use a planner. Middle School students will be expected to use a planner. Your planner can be an important tool to keep track of class assignments, activities, and due dates for homework and long term assignments.

We truly hope that this will be a wonderful year for you. If there is anything that we can do to help you through the school year, please let us know. Don't forget to stop by the office to say "Hi."

### The Mission of Orcas Island High School

*The mission of Orcas Island High School is to work in partnership with students, their family and the community to create a respectful, nurturing and challenging environment. We offer a relevant education founded on academic excellence and artistic expression. Our goal is for students to become self-directed, compassionate, responsible world citizens, alive with the love of learning.*

### The Mission of Orcas Island Middle School

*The mission of the Orcas Island Middle School is to work in partnership with students, families and community to establish a strong foundation for learning. We are committed to providing a respectful and challenging environment based on academic excellence and creative expression.*

## Equal Educational Opportunity

Orcas Island School District will provide equal educational opportunity and treatment for all students in all aspects of the academic and activities programs without discrimination based on race, religion, creed, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation, gender, expression or identity, marital status, the presence of any sensory, mental, or physical disability.

A student, and/or parent, staff or other individual acting on behalf of students of the district who believes that he/she has been unlawfully discriminated against because of on race, religion, creed, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation, gender, expression or identity, marital status, the presence of any sensory, mental, or physical disability should report the alleged discrimination to the Orcas Island School District Compliance Officer (the Superintendent). For more information regarding Nondiscrimination policy and procedures please refer to OISD Policy No. 3210.

## High School and Middle School Staff:

<u>Title</u>	<u>Name</u>	<u>Email</u>	<u>Ext. #</u>
HS & MS Principal	Freeman, Kyle	kfreeman@orcas.k12.wa.us	1517
OASIS Principal, Sp Ed Director	Bell, Becky	bbell@orcas.k12.wa.us	1562
HS & MS Office Manager	Philbrook, Georgia	gphilbrook@orcas.k12.wa.us	1515
HS & MS Office Clerk	Carter, Janna	jcarter@orcas.k12.wa.us	1516
HS & MS Counselor	Wrightsmann, Nancy	nwrightsmann@orcas.k12.wa.us	1518
Psychologist	Morgan-Weck, Arlo	amorgenweck@orcas.k12.wa.us	1590
SAFE Advocate	Pinardi, Julie	jpindari@orcas.k12.wa.us	1553
Athletic Director	Vandermay, Vicki	vvandermay@orcas.k12.wa.us	1548
HS Science	Alperin, Liz	lalperin@orcas.k12.wa.us	1526
HS English, OASIS	Austin, Maurice	maustin@orcas.k12.wa.us	1525
HS Spanish	Bruce, Heidi	hbruce@orcas.k12.wa.us	1536
HS & MS Math CTE Director/Lead	Buckner, Michael	mbuckner@orcas.k12.wa.us	1534
MS Language Arts	Carpenter, Kelly	kcarpenter@orcas.k12.wa.us	1523
MS English & Social Studies, OASIS	Carter, Phil	pcarter@orcas.k12.wa.us	1541
HS Math	Clancy, Vicki	vclancy@orcas.k12.wa.us	1527
HS Social Studies, HS Leadership	Comito, Phil	pcomito@orcas.k12.wa.us	1522
HS & MS Band	Dix, Darren	ddix@orcas.k12.wa.us	1533
MS PE	Drake, Dan	ddrake@orcas.k12.wa.us	1567
HS & MS PE and Health	Elliott, Cindy	celliot@orcas.k12.wa.us	1521
OASIS	Ha, Anne	aha@orcas.k12.wa.us	1598
HS & MS Study Skills	Hardee, Rebekah	rhardee@orcas.k12.wa.us	
HS English, HS Social Studies	Hellar, Val	vhellar@orcas.k12.wa.us	1535
HS & MS Spanish	Lafin, Catherine	clafin@orcas.k12.wa.us	1565
HS Physical Science	McFarland, Brett	bmfarland@orcas.k12.wa.us	1538
HS & MS ELL	Meskew, Natasha	nmeskew@orcas.k12.wa.us	1554
HS Woods	Padbury, Mark	mpadbury@orcas.k12.wa.us	1546
MS Math, OASIS	Sherman, Jill	jsheerman@orcas.k12.wa.us	1558
HS Special Education	Staub, Jessica	jstaub@orcas.k12.wa.us	1532
HS & MS Science	Tidwell, Laura	ltidwell@orcas.k12.wa.us	1537
HS English, HS Culinary Arts	Towne, Paula	ptowne@orcas.k12.wa.us	1554
HS Computer Ed	Waage, Chris	cwaage@orcas.k12.wa.us	1530
MS Special Education	Walstrom, Nancy	nwalstrom@orcas.k12.wa.us	1513
HS Art	Wiscomb, Corey	cwiscomb@orcas.k12.wa.us	1543
HS & MS Strings	Wright, Pamela	pwright@orcas.k12.wa.us	1589

## ASB Officers for 2016-2017

### Associated Student Body (ASB) Executive Officers:

Luke Bronn  
Maggie Toombs  
Journey Howden  
Gabe Smith

Class of 2018: President: Serei O'Toole; VP: Hayden Simpson; Secretary: Kellen Maier;  
Treasurer: Vanya Bullock

Advisor: Michael Buckner

### Senior Class Officers:

**President:** Matia Schwartz  
**Vice President:** Charlie Holmes  
**Treasurer:** Devon Mann  
**Secretary:** Emma Heikkinen

Advisor: Chris Waage

### Junior Class Officers:

**President:** Serei O'Toole  
**Vice President:** Hayden Simpson  
**Treasurer:** Vanya Bullock  
**Secretary:** Kellen Maier

Advisor: Phil Comito

### Sophomore Class Officers:

**President:** Luke Pietsch  
**Vice President:** Levi Moss  
**Treasurer:** Parker Landsman  
**Secretary:** Henry Moe

Advisor: Paula Towne

### Freshman Class Officers:

**President:** Ewan Lister  
**Vice President:** Ian Maier  
**Treasurer:** Martha Lum  
**Secretary:** Destiny Wright

Advisor: Val Hellar  
Natasha Meskew

### Middle School ASB Executive Officers

**Secretary:** Alanna Lago  
**Treasurer:** Flora Lister  
**8th Grade Reps:** Douglas Ha, Hazel Moe & Astasia Monahan  
**7th Grade Reps:** Tayla Malo, Uma McMurray & Alecia Talbot

Advisors: Phil Carter  
Laura Tidwell  
Jessie Staub  
Kelly Carpenter

## Co-Curricular Activities

All students participating in co-curricular activities, which include music and club programs, are required to conduct themselves as role models, to demonstrate good citizenship, and to comply with all rules and regulations of the Orcas Island School District. Coaches and club/activity advisors may apply further reasonable and necessary rules unique to the particular activity for which they have responsibility and which have been approved by the school administration. For further information regarding athletic activities see the Athletic Handbook or the rules for the specific club or team.

### Activity

Yearbook  
National Honor Society

### Advisor

Corey Wiscomb  
Vicki Clancy

### Club

Ecology/Environmental Club  
Key Club  
Newspaper Club  
Sailing Club

### Advisor

Brett McFarland  
Maurice Austin  
Chris Waage  
Hannah Tuson-Turner

## Athletics

Athletic Director

Vicki Vandermay

### Sport

Football  
Volleyball  
Boys Soccer  
Girls Soccer  
Boys Basketball  
Girls Basketball  
Baseball  
Softball  
Golf  
MS Volleyball  
MS Soccer  
MS Girls Basketball  
MS Boys Basketball

### Coach

Justin Frausto  
Rebekah Hardee  
Terry Turner  
Chris Doherty  
Corey Wiscomb  
Gregg Sasan  
TBA  
Jason Nichols  
Bobby Olmsted  
Kathy Morris  
Phil Carter  
Dennis Dahl  
Dan Drake



## Orcas Island High School Daily Bell Schedules

Monday (1-6)		Tuesday (1-3)		Wednesday (1-3 or 4-6 alternating weeks) 1 hour early release		Thursday (4-6)		Friday (1-6)	
1	8:30-9:25 (55)	1	8:30-10:25 (115)	1 (A) or 4 (B)	8:30-9:45 (75)	4	8:30-10:25 (115)	1	8:30-9:25 (55)
2	9:30-10:25 (55)							2	9:30-10:25 (55)
Break	10:25-10:35 (10)	Break	10:25-10:35 (10)	Break	9:45-9:55	Break	10:25-10:35 (10)	Break	10:25-10:35 (10)
3	10:35-11:30 (55)	2	10:35-12:30 (115)	2 (A) or 5 (B)	9:55-11:10 (75)	5	10:35-12:30 (115)	3	10:35-11:30 (55)
4	11:35-12:30 (55)			Break	11:10-11:20			4	11:35-12:30 (55)
Lunch	12:30-1:05 (35)	Lunch	12:30-1:05 (35)	3 (A) or 6 (B)	11:20-12:35 (75)	Lunch	12:30-1:05 (35)	Lunch	12:30-1:05 (35)
5	1:10-2:05 (55)	3	1:10-3:05 (115)	Lunch	12:35-1:10	6	1:10-3:05 (115)	5	1:10-2:05 (55)
6	2:10-3:05 (55)			Advisory	1:15-2:05			6	2:10-3:05 (55)
				PLC	2:30-3:30 Teacher professional learning time				

\*Schedules may be adjusted for specific activities and needs, please see the weekly bulletin for special schedules.

PM Assembly Schedule		Class Meeting Schedule	
1	8:30-9:20	1/4	8:30-10:15
2	9:25-10:15	Class Meeting	10:20-10:40
Break	10:15-10:25	Break	10:40-10:50
3	10:25-11:15	2/5	10:50-12:35
4	11:20-12:10	Lunch	12:35-1:10
Lunch	12:10-12:45	3/6	1:15-3:05
5	12:50-1:40		
6	1:45-2:35*		
Assembly	2:35-3:05		
AM Assembly Schedule		Noon Release Schedule	
1	8:30-9:20*	1	8:30-9:00
Assembly	9:20-9:50	2	9:05-9:35
2	9:55-10:45	3	9:40-10:10
Break	10:45-10:55	4	10:15-10:45
3	10:55-11:45	Break	10:45-10:55
4	11:50-12:35	5	10:55-11:25
Lunch	12:35-1:10	6	11:30-12:00
5	1:15-2:10		
6	2:15-3:05		

\*Students are to be brought to the assembly by their teacher from the period before the assembly and should be in the gym or commons at the designated start time for the assembly.



NOTICE TO PARENT/SCHOOL BUS RIDERS

Special Procedures for Snowy Days

When/if we are faced with snowy/icy road conditions, our school bus routes will become abbreviated. At those times buses will only travel on the main roads. This means they will not stop at:

- Buckhorn Road**
- Killebrew Lake Road**
- Dolphin Bay Road**
- Obstruction Pass**
- End of North Beach Road**
- Mt. Baker Road**
- Spring Point (across the bridge)**
- Enchanted Forest Road**
- West Beach**



In the event that conditions should warrant the closure or delayed starting of school, that information will be broadcast on the following radio and television stations.

Closures and delays phone line is 376-1596. This message is updated first.

We will also send an email and post to our website (when possible).

TV

KOMO channel 4, KING channel 5, KCPQ Fox Channel 7

RADIO

KGMI 790 (AM) Bellingham, KAFE 104.1 (FM) Bellingham, KLKI 1340 (AM) Anacortes, KOMO 1000 (AM) Seattle

ONLINE

[www.cancellations.com](http://www.cancellations.com)



## **Music Competition/Trips**

Students who participate in school music programs for instruments or choir may be invited to participate in competitions or trips with the group. Only students who are participation in the music program, which means the student has high school class in music, will be able to participate in competitions or trips. For further information, please contact music teacher Darren Dix or Pamela Wright.

## **Breakfast & Lunch Program**

Students may bring a lunch or purchase lunch in the cafeteria. Lunch and breakfast costs may be paid through the office, at the cafeteria, or on the district website. Free and reduced lunch meals are available to eligible students; applications may be obtained in the office. Breakfast is available before school and at the designated break time between classes.

## **High School Lunch**

No high school students should expect to be served during the middle school break or lunch times or at any times other than the designated times for high school break and lunch. Please remember to treat your school, and each other, with respect and dignity wherever and whenever you are eating. Students are welcome to eat in the cafeteria or in and around the High School, but generally not in the Middle School courtyard or in any location that is in view or noise range of middle school classrooms.

Wherever you eat, you are expected to clean up after yourself. In the cafeteria or around the school you need to leave the space clean. Be sure that you dispose of your trash and, in the cafeteria, use the sponge provided to wipe the table before you leave. If someone at your table or in your area forgets to clean up their own mess, do it for them.

## **Middle School Lunch and Breaks**

At the end of the lunch time, all tables must be neat and clean for the next group of students. Clear your own trash and wipe your own place with the sponges provided. If someone at your table forgets to clean his/her place, clean it for them. Generally, students who purchase a school lunch eat in the cafeteria. However, all students are invited to eat in the courtyard. Of course, students who eat outside are expected to keep the courtyard looking neat and free of litter.

Usually, during lunch time, middle school students can be in the courtyard, or in the middle school commons or in the library or in the old gym. Sometimes one or more of these options is closed to students because of events being held in the space or because of some problem that has occurred. Middle school students are also allowed to play on the open space between the buildings or behind the old gym. Middle school students are not to be in Buck Park except with the permission and under the supervision of a staff member. When students are given a class break, teachers will specify the areas that are open for students. At no time is there to be running or chasing around in the courtyard. There are too many people walking or sitting in the area for running or chasing to be a safe activity. At no time are students to play tackle football or other physically rough games or activities. Such rough activities could result in injuries to the participants. When available, a supervisor will take students to the field, playground or gym.

## Lunch and Breakfast Cost

	Student	Reduced Cost	Adult
Breakfast	\$1.50	\$0.30	\$1.65
Lunch	\$3.00	\$0.40	\$5.00

## Counseling, Guidance and Academics

Guidance services are available for every student in the school. These services include assistance with educational planning (courses, colleges, etc); interpretation of test scores; occupational/career information; help with home, school and/or social concerns; or any topic a student would like to discuss with the school counselor. We encourage all students and parts/guardians to see the counselor any time they have a concern relating to class programs, academic progress, or any area relating to school. Stop by the office at any time to schedule an appointment. Parents wishing to contact the counselor may make an appointment by calling 376-1518.

# ACADEMICS

## Skyward Online Grading Program

All teachers at OIHS and OIMS utilize the Skyward Online Grading Program, that is available via the school district's "family access" system, to post student grades online. The use of the online grade posting system provides students and parents with student assignment/grade information throughout the school year.

The family access system provides students and parents with the ability to track student progress as well as the opportunity to monitor attendance and other student records. The goal is for each student to take responsibility for his/her learning. Students need to remain focused on their learning and not only their grades. Learning is a process. We encourage and support ongoing improvement, not just the current level of performance.

Staff members at OIHS are committed to have our student online grades up to date on our posted progress report dates and at mid-term & end of semester. Between the progress report, mid-term and semester reports, student grades will be updated on a teacher-by-teacher basis as work is completed, evaluated and the individual grades posted.

## Grading Scale

Grade	GPA Points	Percentage
A	4.0	100% - 93%
A-	3.7	92.99% - 90%
B+	3.3	89.99% - 87%
B	3.0	86.99% - 83%
B-	2.7	82.99% - 80%
C+	2.3	79.99% - 77%
C	2.0	76.99% - 73%
C-	1.7	72.99% - 70%
D+	1.3	69.99% - 67%
D	1.0	66.99% - 60%
F	0.0	59.99%-0%

## Report Card Dates

Report cards are issued four times a school year, one per quarter. Semester grades reflect a student's final grade for a course. Quarter grades are provided as a progress report for HS Students. Report cards will be mailed home approximately one week after the end of each quarter:

**End of Quarters:**

November 4th  
January 26th  
April 7th  
June 21st

If you do not receive your report card shortly after the above dates, please check with the school office.

## Academic Honesty

Honesty is a compelling principle by which we operate all aspects of student and school life. Academic honesty is highly valued at OIHS and OIMS. Student should not cheat or plagiarize, nor should they tolerate such among fellow students. Students do not receive credit for work that is not their own. Cheating is defined as an attempt to earn credit or receive a grade for coursework in a manner other than defined as acceptable by the teacher. Plagiarism is taking of language, ideas or thoughts from another person or resource without

acknowledging the source. Students who use plagiarized papers or projects or are involved in any other form of cheating will be subject to reduction in grades and/or disciplinary action for a first offense. Because of the serious nature of academic honesty, violations of this code may result in loss of credit for the assignment with a recorded failing grade. It may also entail loss of credit for the course with a recorded failing grade, removal from the course with a failing grade, and or additional appropriate disciplinary action.

## Academic Awards and Recognition

High School award assemblies are held each semester and Middle School each quarter. Class grades are averaged to obtain a Grade Point Average (GPA) for each semester. GPAs are based on a 4.0 scale. Only full-time students (5 or more credits) are eligible for honor roll. Students must also have all grades completed by the end of the grading period. Except in extraordinary cases, students will not be considered for inclusion in the Honor Roll if they have an incomplete in any class at the time of grading. No student will be considered for Honor Roll with a grade of Unsatisfactory in any class.

**Honor Roll:** 3.25 - 3.49 Grade Point Average.

**High Honor Roll:** 3.5 or above Grade Point Average.

**High Honors Cards** for discounts or other special recognition at local merchants are awarded to students who achieve a 3.5 or above GPA for that semester (High School) /quarter (Middle School). High Honors Cards are given to both Middle and High School students.

## Valedictorian and Salutatorian Calculation and Award

The Valedictorian (highest GPA) and Salutatorian (second highest GPA) for the graduating class will be determined as follows:

Students overall **OIHS GPA** (only courses taken at OIHS will be counted toward this calculation) will be calculated, along with the exception that AP courses will be weighted on a 5 point scale, for determining class rank for the graduating class valedictorian and salutatorian. GPA calculation for Graduation awards will be calculated to the nearest hundredth. In the event of a tie the award will be shared between the recipients. Students must have attended OIHS for their Junior and Senior year to be eligible for the Valedictorian and Salutatorian Award.

## Celebration of Success

The high school staff sponsors an assembly on the Friday before graduation to celebrate the accomplishments of students and for the awarding of local scholarships to graduating seniors.

## Service to School and Community

All students are encouraged to contribute time and energy to make their school and community a better place. Students will have opportunities to participate in service activities through many groups at school. All students are encouraged to participate in at least 5 hours of service each quarter and to keep track of their volunteer service activities. Key Club and National Honor Society provide their members with many opportunities to perform service as well as a way to track the number of hours performed during the school year.

## Middle School Service to School and Community

A Builders' Club operates at the middle school to provide opportunities for service to our school and to the community. Builders' Club is the younger branch of Kiwanis which also sponsors the Key Club at the high school. All middle school students are encouraged to participate in volunteer service to their school and to their community. Students are encouraged to complete 4 hours of service to their school or to the community each quarter.

## Exploratory Program

Middle school students participate in a program of special interest classes called Exploratory. For these classes, students will choose from such offerings as art, foods, sailing, student assistants, etc.

## National Honor Society

The purpose of National Honor Society is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of Orcas Island High School. Membership in National Honor Society is both an honor and a responsibility. Membership is open to those students in the 10th grade who have maintained a 3.5 cumulative grade point average and to only those who are viewed by the faculty as prospective students who will enhance the chapter as a whole. Students who qualify on grades will be invited to join NHS at the beginning of their 10th grade year. Performance in areas of leadership, service, and character will be taken into consideration.

For further information please review the National Honor Society Bylaws.

## High School Course Credits

A student who successfully completes a semester's work receives one-half (.5) credit toward graduation. No credit is given if a student:

1. Receives a grade of F in a course.
2. Is removed from/or drops a class after the fourth week of the semester.

Students must successfully complete required courses and accumulate a minimum of 22 credits in order to be eligible for graduation from Orcas Island High School (Starting with the class of 2019, 24 credits will be required).

## REQUIRED CREDITS:

English	4
Social Studies	3
Math	3
Science	3
Physical Education	2
Arts	1 (2 class of 2019 one may be PPR*)
Vocational	1
Foreign Language	0 (2 class of 2019 or 2 PPR*)



Electives 5 (4 class of 2019)  
**Total Credits 22 (24 beginning with class of 2019)**

\*Beginning with the class of 2019, students will be required to complete 24 credits for graduation. Students will be required to complete 2 credits of either world language or 2 credits in a Personalized Pathway Requirement (PPR). PPR are related courses that lead to specific, post high school career or educational outcome chosen by the student based on the student's interests and High School and Beyond plan, that may include Career and Technical Education, and are intended to provide a focus for the student's learning.

## **Orcas Island High School Graduation Requirements**

In addition to earning the 22/24 required credits that are outlined above, students must fulfill the state and school requirements for earning a diploma. These include successful completion of a High School and Beyond Plan and a Culminating Project and acceptable scores on the required state tests.

Participation in the graduation commencement shall be limited to those students who have completed all Orcas Island High School graduation requirements by the announced deadline date prior to the ceremony. A student with an extraordinary circumstance beyond their control may request of the Principal an exception from this requirement. Students desiring to receive a diploma from Orcas Island High School shall meet the following requirements: Complete (pass) all required credits, earn all credits from an accredited educational institution, completion of High School and Beyond Plan, pass all required state assessments, completion of the Culminating Project and the student's entity (status of enrollment) must be Orcas Island High School at the time of graduation. Students must participate in all graduation rehearsal events in order to participate in the commencement ceremony.

## **High School and Beyond Plan**

The High School and Beyond Plan is a state graduation requirement. As students complete 8<sup>th</sup> grade or as they enter high school, they will work with our counselor to complete the High School and Beyond Plan, also known as the Five Year Plan. Students revise the plan through high school as their goals and plans change. A plan usually includes the student's goals, which may be work, military service, two or four year college, apprenticeship or other training programs or technical school. The student's post high school goal helps them decide on their high school courses. Four year colleges, for example, have specific entry requirements that students will need to meet in order to be admitted. In Advisory Classes, students will work with their High School and Beyond Plan to research and plan the best options after graduation from high school.

## **State Required Tests**

<http://www.k12.wa.us/assessment/StateTesting/#3>

Public school students in Washington state must fulfill all **graduation requirements** to earn a certificate of academic achievement (CAA)/high school diploma. One of those requirements is to pass exit exams, or **state-approved alternatives**, in English language arts (ELA) and math.

High school students are also required to take a biology EOC. Beginning with the Class of 2015, passing the biology EOC, or a state-approved alternative, is required to be eligible for graduation.

Some students may have taken a math or biology EOC before 10th grade if they were enrolled in one of those classes. If they passed an EOC before 10th grade, their scores are “banked” to meet state and federal requirements. They will not be required to take a math or biology EOC in high school.

A small number of students receiving [special education services](#) are eligible to earn a certificate of individual achievement (CIA)/high school diploma by meeting standard in the [Washington Alternate Assessment System \(WAAS\)](#). Eligibility is determined by a student’s IEP team.

Tests Required for Graduation		
Class of...	Subject	Test
<b>2017 and 2018</b>	ELA	<b>Choose 1:</b> <ul style="list-style-type: none"> <li>Smarter Balanced ELA test (<a href="#">exit exam score</a>)**</li> <li>WA-AIM (<a href="#">exit exam score</a>)**</li> </ul>
	Math	<b>Choose 1:</b> <ul style="list-style-type: none"> <li>Algebra 1/Integrated Math 1 EOC exam</li> <li>Geometry/Integrated Math 2 EOC exam</li> <li>Smarter Balanced math test (<a href="#">exit exam score</a>)**</li> <li>WA-AIM (<a href="#">exit exam score</a>)**</li> </ul>
	Science	<b>Choose 1:</b> <ul style="list-style-type: none"> <li>Biology EOC exam</li> <li>WA-AIM (<a href="#">exit exam score</a>)**</li> </ul>
<b>2019 and beyond</b>	ELA	<b>Choose 1:</b> <ul style="list-style-type: none"> <li>Smarter Balanced ELA test (<a href="#">exit exam score</a>)**</li> <li>WA-AIM (<a href="#">exit exam score</a>)**</li> </ul>
	Math	<b>Choose 1:</b> <ul style="list-style-type: none"> <li>Smarter Balanced Math test (<a href="#">exit exam score</a>)**</li> <li>WA-AIM (<a href="#">exit exam score</a>)**</li> </ul>
	Science	<b>Choose 1:</b> <ul style="list-style-type: none"> <li>Biology EOC exam</li> <li>WA-AIM (<a href="#">exit exam score</a>)**</li> </ul>

\* Reading and Writing HSPEs are available to 12th graders who have not met their graduation requirements in fall 2015 and spring 2016.

\*\* "[Exit exam](#)" scores (for graduation requirements) are separate from what are known as the "[college- and career-ready](#)" scores.

**ATTENTION CLASSES OF 2016 THROUGH 2018:** If a student meets or exceeds the college- and career-ready threshold score on the Smarter Balanced ELA test as a 10th grader, he or she will not have to take that test in 11th grade.

**High School Proficiency Exams:** HSPEs are comprehensive exams that measure the basic proficiency of high school students in reading and writing, and serve as the state’s exit exams in those subjects.

**End-of-Course Exams:** EOCs measure the knowledge of students in algebra 1/integrated math 1, geometry/integrated math 2 and biology when they complete each course. They serve as the state’s exit exams for math and science.

## State Testing Dates 2016-2017

Test	Grade	Subject	Requirement	Date
<b>MSP</b>	8th	Science	Required	April 17-June 2nd
<b>Smarter Balanced Fall Retake</b>	11 & 12		All students in the class of 2017 or Earlier who have not met math or ELA graduation requirements and any student who tested in 2016 and would like to attempt a higher score.	<b>October 31-November 18</b>
<b>Smarter Balanced</b>	7th & 8th	English/Language Arts & Math	Required	Must be administered with in the last 12 weeks of the school year: <b>March 6th-June 9th</b>
<b>Smarter Balanced</b>	10th	English/Language Arts  Math	Required for graduation classes of 2017 and beyond  Required for graduation for classes of 2019 and beyond. Available to students in Algebra II	Must be administered within the last 12 weeks of the school year: <b>March 6th-June 9th</b>
<b>Smarter Balanced</b>	11th	English/Language Arts  Math	Required for state accountability for all students in grade 11. Required for graduation for class of 2017 and beyond and classes of 2019 and beyond for math.	Must be administered within the last 12 weeks of the school year: <b>March 6th-June 9th</b>
<b>End of Course Math</b>	11-12	Algebra I & Geometry	Can be used for graduation for the classes of 2017-2018.	<b>January 3-Feb 3 and May 8-June 9</b>
<b>End of Course Science</b>	7th-12th	Biology	Required for students in the class of 2017 and beyond	<b>May 8-June 9</b>
<b>ELPA21 (English Language Proficiency Assessment for the 21st Century)</b>	K-12	Writing, Reading, Listening and Speaking	Required for federal and state accountability for EL students who qualify for State Transitional Bilingual Program.	<b>February 1-March 30</b>
<b>WA-AIM (Washington Access to Instruction And Measurement)</b>	3-8 and 11	English Language Arts, Mathematics and Science	The WA-AIM is required for federal and state accountability for eligible Students in grades 3-8 and 11 and can fulfill graduation requirements.	<b>October 17-April 7</b>

Biology, Algebra 1 and Geometry have end of course tests which means that they are taken at the end of the school year or whenever the student completes the class. Because these are end of course tests, students take them with the course. If a student is completing Algebra 1 in the 8<sup>th</sup> grade, for example, he/she will take the test in the 8<sup>th</sup> grade.

State approved alternatives to these tests are described at: <http://www.k12.wa.us/GraduationRequirements/StateTesting.aspx>

Please note that students must take the tests on the testing date. There are no make up sessions for these tests unless the state schedules a session in the summer.

## **The Culminating Project**

The Culminating Project, also known as the Senior Project, is completed in the student's final year of high school. There are two components to this requirement. Students will be required to complete a paper as part of their first semester Contemporary Issues course. This paper will ask the student to take a position on a current world issue, complete research on this topic and present their position to the school and community. The second aspect of the Culminating Project will be completed as part of the Civics and Government course. Students will engage in a project that provides a learning stretch and also a community service.

Details of these are worked out with the supervising teacher, student and parent. There are forms and guidelines and supports to help each student keep on track and successfully complete the project.

Both elements of the Culminating Project will be completed as part of the course of study in the Contemporary Issues and Civics and Government courses. Students must register for these courses in-order to complete this graduation requirement.

## **Other Standardized Tests for Planning and Beyond High School**

In addition to state tests required for a diploma, students and parents have options for other assessments to help guide the student's future plans. Most parents and students are aware of the SAT or ACT tests that most colleges require as a part of the application process for entrance. Most colleges will take either of these tests as a part of the application process. Students usually take these tests in their junior year of high school. Timelines are important when dealing with the college application process. Most four year college applications are submitted by December of the student's senior year of high school.

To help students plan for the future and prepare for success on the SAT or ACT, we offer the pretests for the ACT and the SAT at district expense to our 10<sup>th</sup> and 11<sup>th</sup> graders. These are optional tests; no one is required to take them. Both tests are usually offered in mid October. Note that these tests must be taken on the date and at the time assigned.

### **Scholastic Aptitude Test (SAT)**

The SAT is used by colleges for admissions purposes. Students should take this test in the spring of their junior year (recommended) or fall of their senior year. The test is administered at OIHS and can be registered for online at [www.collegeboard.com](http://www.collegeboard.com). This test can be taken at alternative sites as well. OISD does not cover the expense of the SAT.

### **SAT Subject Tests**

Some competitive colleges require the SAT subject test in addition to the SAT Reasoning Test. The test is used as part of the admissions process. Colleges may require two or three subject tests. See college websites or catalogs for specific requirements.

## **American College Test (ACT)**

The ACT is similar to the SAT. Some colleges require it in lieu of the SAT. Most colleges accept either the SAT or ACT. ACT offers an optional writing test. Students should check with prospective colleges to see what they recommend. Register for the ACT at [www.act.org](http://www.act.org)

## **PLAN**

All 10<sup>th</sup> graders are invited to take the pre-ACT test, the PLAN. This test comes with an interest inventory which students often find useful as they think about how their interests may match with a career. For more information about the PLAN test: <http://www.act.org/plan/>

## **PSAT**

All 11<sup>th</sup> graders are invited to take the pre-SAT test, the PSAT. This is the qualifying test for the National Merit Scholarship Program. For more information about the PSAT test: <http://www.collegeboard.com/student/testing/psat/about.html>

## **ASVAB (Armed Services Vocational Aptitude Battery)**

The ASVAB is another test that students have found helpful in planning for their future. All of the branches of the military use the results of this voluntary test for career and training placement. Students who want more information about their skills and interests or who are considering a career in the military should plan to take the ASVAB. This test is often given by a representative of the military and there is no charge for test. It is a three-hour test identifying a student's vocational aptitudes and strengths. For more information contact a military recruiter, our school counselor, or see: <http://official-asvab.com/>

## **Advanced Placement Exams (AP)**

AP exams are offered annually in May to give high school students opportunities to demonstrate college-level achievement. Each university has its own policy regarding college credit based upon a five-point scale.

## Testing Dates 2016-2017

Test	Testing Date	Registration Deadline	Late Regist. Deadline
SAT	October 1st November 5th December 3rd January 21st March 11th May 6th June 3rd	September 1st October 7th November 3rd December 21st February 10th April 7th May 9th	September 20th October 25th November 22nd January 10th February 28th April 25th May 24th
ACT	September 10th October 22nd December 10th February 11th April 8th June 10th	August 5th September 16th November 4th January 13th March 3rd May 5th	August 6th-19th Sept. 19th-30th November 5th-18th January 14th-20th March 4th-17th May 6th-19th
PSAT	October 19th	Given to all Juniors and Sophomores at OIHS	
ASVAB	TBD		

## Credits

Students shall be expected to earn a total of 22 (24 for class of 2019 and beyond) in order to complete graduation requirements for Orcas Island High School. For credit purposes, a class must meet for a total of 180 hours of planned instruction for one credit or 90 hours for .5 credit.

The principal or designee is responsible for determining which credits will be recognized by the district for students enrolling from another state approved learning program (public school, approved private school, or home school), or from out-of-state, or out-of-country. Credits from another Washington public school or accredited state private school or accredited out-of state public or private school shall be accepted to the extent the credit matches a district graduation requirement, or may be counted as elective credit. Credits from accredited programs or home schools shall be evaluated as described in school board policy of home school students. Decisions of the principal or designee may be appealed to the superintendent within fifteen school days of the initial decision.

## Waiver of Graduation Requirements

All state requirements must be satisfied except that Washington history and government may be waived for students who have completed and passed a state history and government course in another state during grades seven through twelve and who have fulfilled study of Washington state constitution through an alternative learning experience approved by the principal.

Additionally, physical education, pursuant to RCW 28A.230.050, may be waived upon written request of a parent/guardian pursuant to the following policy:

It is the policy of Orcas Island High School that physical education is a central component of a school's overall environment. The school has developed a physical education waiver policy to meet Washington State statutes related to health and physical education requirements:

Pursuant to RCW 28A.230.050 a student may only waive .5 credit of physical education per semester of their senior year and the student **must demonstrate competency/proficiency of a fitness assessment and/or Fitness Plan/Portfolio**. Waiver application forms are to be completed and returned to the appropriate designee within the **first ten days of the start of the semester**. Applications received after deadline for the semester will be denied.

Allowable reasons for requesting a physical education waiver per RCW 28A.230.050

1. Physical Disability- must provide verification from doctor or healthcare professional indicating that participation in a physical education class will be detrimental to a student's health.
2. Employment\*- must provide verification from an employer including dates and times of employment.
3. Religious Belief- provide a note from a parent/guardian if religion does not allow for participation in physical education
4. Directed Athletics\*- Students must complete participation in a school district extracurricular athletic program in good standing.
5. Military Science & Tactics\*
6. Other Good Cause\*

\*Exclusions that do not meet the criteria for a physical education waiver:

- Position as a Teacher's Aide or Office Assistant
- Use of an Open Period (eg late arrival, early dismissal)
- Previous failure of a high school physical education class

Rational: Meeting a high school graduation requirement has a higher priority over serving as a teacher's aide, office assistant, use of an open period.

**Directions for Requesting a Physical Education Waiver:**

**Step 1:** Complete and Submit Physical Education Waiver Form A to the building principal.

**Step 2:** Receive notification from the principal regarding the request.

**Step 3:** If approved, contact the principal for student materials and High School Waiver Physical Education Waiver Form B. If request is denied register for a a Physical Education course.

A student may only waive .5 credit of physical education per semester. The following procedures will be followed in order to ensure compliance with RCW 28A.230.050 and the demonstration of proficiency/competency required.

First Waiver (.5 PE Credit)	Must meet proficiency/competency at 70% or higher in one of the following: <ul style="list-style-type: none"> <li>● OSPI-developed fitness assessment: <i>Concepts of Health and Fitness</i></li> <li>● District-approved fitness assessment</li> </ul>
Second Waiver (.5 PE Credit)	Must meet proficiency/competency at 70% or higher in one of the following: <ul style="list-style-type: none"> <li>● OSPI-developed fitness assessment: <i>Fitness Planning</i></li> <li>● District-approved fitness assessment</li> </ul>

## Summary Of Classes To Meet Graduation Requirements From Orcas Island High School

(Number of credits required is noted in parenthesis after each subject.)

**Classes taken for one semester (.5) are noted. Others can be or are usually taken for one year. In addition to the classes listed here, independent study classes are also available.**

<p><b>English (4)</b>            Writing for High School*            10th Grade English            British Literature            American Literature**            Creative Writing**            Mythology            Speech and Communication            Theater as Literature            AP English            Film as Literature            Modern Literature</p>	<p><b>Mathematics (3)</b>            Algebra 1*            Geometry*            Algebra 2*            Pre-Calculus            AP Calculus            Statistics and Probability**            Personal and Business Finance</p>	<p><b>Science (3)</b>            Biology            Chemistry            Physics            Applied Physics            AP Biology            AP Physics            AP Chemistry**            Marine Science            Environmental Science</p>
<p><b>Social Studies(3)</b>            Human Geography            AP Human Geography            World History*            AP World History            US History*            Contemporary World Issues*            Government and Civics*</p>	<p><b>Career and Technical Ed. (1)</b>            Woodworking            Computer Applications            Digital Design            Basic Programing            Desktop Publishing            Guitar Building            Career Choices            Culinary Arts 1            Culinary Arts 2            Personal and Business Finance            Applied Physics            STEM Guitar</p>	<p><b>Health and Fitness (2)</b>            PE: Racquet Sports            PE: Lifetime Sports            PE: Strength and Conditioning            PE: Fitness for Life            PE: Freshman PE            Health: 10th Grade Health*</p>
<p><b>Art (1) (2 for 2019+)</b>            Arts for Life            Advanced Art            Guitar Building            AP Studio Art            Band            Strings</p>	<p><b>World Language (2 for 2019+)</b>            Spanish 1            Spanish 2            Spanish 3            Spanish 4</p>	<p><b>General Electives (4)</b>            Student Assistant            Student Leadership            Advisory (.25)            (Electives may also be included from other subject categories that do not count toward the graduation requirements of that subject)</p>

**TOTAL CREDITS REQUIRED FOR GRADUATION: 22 (24 for class of 2019+)**

**(One semester of a class equals .5 credit. Two semesters equal 1 credit)**

Additional credits are available via correspondence, Internet or individually designed independent study classes.

\* Required for graduation.

\*\* Not offered during the 15-16 school year.



## Chart of Course & Credit Requirements/Recommendations

(One semester of a class equals .5 credit. Two semesters equals 1 credit)

SUBJECT	Minimum Number of Credits Required	Recommended Number of Credits for College and Career Readiness
English	4	4
Mathematics	3	3*
Science	3 (1 lab, 2019 2 lab)***	3 (2 lab)
Social Studies	3	3
World Language	0 (2 class of 2019)***	3*
Health/Fitness	2	2
Fine Arts	1 (2 class of 2019)***	1**
Career & Tech Ed	1	1
General Electives	5 (4 class of 2019)***	4
<b>TOTAL:</b>	<b>22 (24 class of 2019)***</b>	<b>24</b>

Course and credit requirements represent “minimum” requirements. College bound students are encouraged to exceed the number of credits required to obtain a high school diploma. We encourage all students to pursue the “recommended” number of credits for graduation.

**\*Many colleges recommend 3 to 4 years.** College bound students should refer to their selected colleges admissions site.

**\*\*University of California and California State University** system require a 1-2 sequence to satisfy their Fine Arts entrance requirement. The Fine Arts 1-2 does not have to occur in the same school year.

**\*\*\***The class of 2019 and beyond students will be required to complete 24 credits for graduation. Students will be required to complete 2 credits of either world language or 2 credits in a Personalized Pathway Requirement (PPR). PPR are related courses that lead to specific, post high school career or educational outcome chosen by the student based on the student’s interests and High School and Beyond plan, that may include Career and Technical Education, and are intended to provide a focus for the student’s learning.

### Incompletes

A student who receives an Incomplete must make arrangements with the teacher to complete the coursework. The teacher and student must submit a signed contract outlining the work to be completed and a completion date to the Counseling Office. A final grade will be assigned in the accordance with the terms of the contract. Students who fail to comply with the terms of the contract or do not submit a contract within two weeks of the end of the semester will receive an F.

## Schedule Changes

Students may come in or call the office to change a schedule at any time before school begins in September. The earlier students request changes the more likely they are to get their request. Classes fill up quickly.

After the semester begins, students have **two weeks to change classes as space allows**. Remember it is always difficult to miss the first days of any class, so it is best to make changes before school begins. Students may not add classes after the first two weeks. Students may **drop a class any time during the first four weeks of the semester without any penalty**. The class will not appear on the student's transcript.

**After four weeks, students who drop classes will receive a grade of F in the class.** Additionally, no money or fees may be refunded after four weeks into the semester. The principal or counselor may waive the rule of receiving a grade of F, if, in their professional judgement, there are medical reasons or other extenuating circumstances and this waiver is in the best interest of the student and the school.

## Repeating Courses

The transcript (the student's official record) will reflect grades for all courses taken. For example, for a student who fails a class and then repeats it, the transcript will show both grades but only the improved or most current grade will factor into the student's GPA.

## Online Classes and OASIS Enrollment

In order to expand the curriculum that is available to students at Orcas Island High School, we accept credits earned through OASIS High School and online classes. Before enrolling in any alternative credit system (OASIS, Online, or another school) students should consult the school counselor to ensure that the credit will be accepted toward OIHS graduation requirements. Not all credits granted by another school (including OASIS) or institution meet the standards for credit at OIHS.

The following guidelines have been created for Online Courses:

1. If the course already exists in the course offerings at Orcas Island High School, students are encouraged to take the course at Orcas Island High School.
2. Generally only online classes offered through the Digital Learning Department <https://digitallearning.k12.wa.us> will be accepted for credit at Orcas Island High School. See the counselor for more information.
3. Each student at Orcas Island High School will be allowed to enroll in **one** online course through the Washington State DLD for credit at the expense of the school (based on available funding) during their academic career. Students may enroll in more courses at their own expense (see #6 below).
4. Students who do not pass an online class will be accountable for the cost of the course, as per the online course agreement.
5. Students who complete an online course with a passing grade may be eligible to enroll in another online class the following year at the expense of the school, for a maximum of 4 credits (at the school's expense) during their academic career.
6. A total of 2 credits per year (up to a total of 6 credits) may be earned off-site and applied toward completion of the graduation requirements. (School Board Policy #2410)

## Withdrawal from School

A student withdrawing from school must have authorization from parent/guardians or guardian. The student will then be given a withdrawal form, which will be used in checking out. The withdrawal form is to be brought back to the office. All fees and fines must be paid before an official transcript will be forwarded.

## Permanent Records

The district will maintain those student records necessary for the educational guidance and/or welfare of students, for orderly and efficient operation of schools and as required by law. All information related to individual students will be treated in a confidential and professional manner. The district will use reasonable methods to ensure that teachers and other school officials obtain access to only those education records in which they have legitimate educational interests. When information is released in compliance with state and federal law, the district and district employees are immune from civil liability unless they acted with gross negligence or in bad faith.

The district will retain records in compliance with the General Records Retention Schedule for School Districts and Educational Service Districts in Washington State found at: [www.sos.wa.gov/archives/recordsretentionschedules.aspx](http://www.sos.wa.gov/archives/recordsretentionschedules.aspx). Student records are the property of the district but will be available in an orderly and timely manner to students and parents. "Parent" includes the state Department of Social and Health Services when a minor student has been found dependent and placed in state custody. A parent or adult student may challenge any information in a student record believed inaccurate, misleading or in violation of the privacy or other rights of the student.

Student records will be forwarded to other school agencies upon request. A high school student may grant authority to the district which permits prospective employers to review the student's transcript. Parental or adult student consent will be required before the district may release student records other than to a school agency or organization, except as otherwise provided by law. A grades report, transcript, or diploma will not be released until a student has made restitution for damages assessed as a result of losing or damaging school materials or equipment. If a student has transferred to another school district that has requested the student's records, but the student has an outstanding fee or fine, only records pertaining to the student's academic performance, special placement, immunization history and discipline actions will be sent to the enrolling school. The content of those records will be communicated to the enrolling district within two school days and copies of the records will be sent as soon as possible. The official transcript will not be released until the outstanding fee or fine is discharged. The enrolling school will be notified that the official transcript is being withheld due to an unpaid fee or fine.

## Records Access

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the district records custodian a written request that identifies the record(s) they wish to inspect. The records custodian will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. Parents or eligible students have a right to inspect or review information including when the student is a dependent under IRS tax code, when the student has violated a law or the school rules regarding alcohol or substance abuse (and the student is under 21), and when the information is needed to protect the health or safety of the student or other individuals.
4. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Exceptions which permit disclosure without consent are: disclosure deemed by the district as necessary to protect the health or safety of the student or other individuals and disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, hearing officer, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll.
5. 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. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue S.W.  
Washington, D.C. 20202

# ATTENDANCE POLICIES

## Attendance

Good attendance is essential to school success. Attending Orcas Island High School and Orcas Island Middle School is a right and responsibility of all students. State law and School Board Policies require daily attendance. The family and the student both hold full responsibility for attendance. Failure to attend class may result in loss of credit, failure, or removal from class/and or school. State law requires referral to juvenile court for excessive absences.

When a student is absent from school, a parent/guardian should call the school office. If this is not convenient, a note from a parent/guardian should accompany the student when he/she returns to school. The office must have written or telephone or email verification of the reason for the absence within two school days, or the absence will be considered unexcused and appropriate action will be taken. Remember, it is the student's responsibility to clear up any "no notes" within **two days** or the absence will become unexcused or truant.

When a student returns to school following an absence, he/she must collect an admit slip from the office and present this to each of his/her teachers in the classes he/she missed. If a student does not have an admit slip to show to his/her teachers, the student is likely to be assigned detention.

*Students must check out with the office before leaving campus for an appointment or to go home before the end of their day. If the student has not checked out of the office, the absence will automatically be considered unexcused.*

If a student is absent from class for five times for any reason, except school approved events, the student may have to petition for permission to remain in the class. This requires a signed attendance contract and usually requires a meeting with parents, staff and student. Any student who is absent from class 10 or more times (excluding school events) will lose credit for the class.

***"Absences due to illness or a health condition; a religious observance, when requested by a student's parent(s); school-approved activities; family emergencies; and, as required by law, disciplinary actions or short-term suspensions shall be excused. The principal may, upon request by a parent, grant permission in advance for a student's absence providing such absence does not adversely affect the student's educational progress."*** (School board Policy 3122)

### **WAC 392-400-325 Statewide definition of excused and unexcused daily absences.**

The following are valid excuses for absences from school:

- (1) Participation in a district or school approved activity or instructional program;
- (2) Illness, health condition or medical appointment (including, but not limited to, medical, counseling, dental or optometry) for the student or person for whom the student is legally responsible;
- (3) Family emergency including, but not limited to, a death or illness in the family;
- (4) Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;

- (5) Court, judicial proceeding, or serving on a jury;
- (6) Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
- (7) State-recognized search and rescue activities consistent with RCW 28A.225.055;
- (8) Absence directly related to the student's homeless status;
- (9) Absences related to deployment activities of a parent or legal guardian who is an active duty member consistent with RCW 28A.705.010;
- (10) Absence resulting from a disciplinary/corrective action (e.g., short-term or long-term suspension, emergency expulsion); and
- (11) Principal (or designee) and parent, guardian, or emancipated youth mutually agreed upon approved activity.

The school principal (or designee) has the authority to determine if an absence meets the above criteria for an excused absence.

In other words, personal illness, family illness or an emergency which requires a student to remain home or with the parent; dental or medical appointments that cannot be made at a time other than school hours will all be considered excused. **Other absences may be excused (by the principal) at the request of a parent, usually when permission is requested in advance and is in accordance with the above policy.**

**An unexcused absence occurs when a student is absent from school for any other reason.**

A student can be denied permission to make up work missed during an unexcused absence, and three unexcused absences in any class may result in being dropped from that class with a loss of credit. Students with unexcused absences will earn detention at the minimum rate of one hour for each unexcused absence. The parent or principal may clear unexcused absences from the student's record. However, usually this will only clear the student's attendance record; it does not necessarily allow the student to make up missed work or avoid detention.

In accordance with Washington State RCW 28.225.010 and Orcas Island School Board Policy #3122, students will be referred to juvenile court when other actions have not been successful in reducing the student's absences from school. The school district may file a petition with the juvenile court if the student has at least five or more unexcused absences within any month during the current school year or ten or more unexcused absences in the current school year. Under this policy and RCW, one unexcused absence is defined as a whole day of absence that is unexcused or three separate unexcused class periods.

**Attendance Discipline:**

Students arriving to a class 15 or more minutes late will be considered absent.

**Truancy equaling less than ½ of a student's school day:**

- 1st Unexcused: 60 minutes detention per class missed
- 2nd Unexcused: In School Suspension
- 3rd Unexcused: In School Suspension and parent meeting

4th Unexcused: In School Suspension, parent meeting and Attendance Contract  
5th Unexcused: Parent Meeting and possible loss of credit

**Truancy equaling ½ of a student’s school day or more:**

1st Unexcused: In School Suspension  
2nd Unexcused: In School Suspension and parent meeting  
3rd Unexcused: In School Suspension, parent meeting and Attendance Contract  
5th Unexcused: Parent Meeting and possible loss of credit  
7th Unexcused: Begin truancy petition with Prosecutors office

### **Eighteen-year-old Excused Absences**

Students, eighteen years of age and older are allowed by law to sign their own excuses for illness, medical appointments, or court appointments only. Eighteen-year-old students wishing to excuse their own absences will be required to fill out a special form available in the office.

### **Tardies**

***“BUT I WAS ONLY A FEW MINUTES LATE!”***

Students are expected to be on time for every class. If a student arrives late for any class during the school day, the student needs to report to the office for an admit slip. If a tardy student goes to class without an admit slip, he/she is likely to be assigned detention time whether or not the tardy is excused.

There are two categories of tardies: excused and unexcused.

An **excused** tardy will be given for serious problems such as car accidents, illness, bad weather, late bus, etc. **Unexcused tardies** will be given for all other excuses such as the alarm did not go off, I forgot this was a school day, the phone rang, etc. Detention time will be assigned for unexcused tardies. Three unexcused tardies may result in suspension from the class until a parent/teacher/student conference is held or until an attendance contract has been signed. Continued problems with tardiness may result in being dropped from the class with loss of credit. The principal is the only person who can excuse a tardy that would otherwise be unexcused. If you have an unexcused tardy that you believe should be excused, you will need to see the principal and explain the situation. The principal may or may not excuse the tardy.

### **Middle School Closed Campus**

Students in grades 7-8 have a closed campus. All middle school students should be on campus all day; part time students should be here during the time that they have classes. No student should be in the commons area during class time without permission. The high school commons area is closed to all middle school students unless a student has business in the office. Likewise, the middle school commons area is closed to high school students.

## High School Open Campus/Leaving School Grounds

Students in the High School have an open campus. When a student does not have a class, he/she may leave campus. Students are expected to conduct themselves with appropriate good manners on and off campus and are expected to return on time for every class. If either of these expectations is not met, individual **students may lose their privilege to leave campus during the school day**. Open campus allows students to leave during their regular non-class times. Students may leave during break, lunch or during times when they do not have an assigned class. Students leaving campus during other times **must** be checked out at the office. Students who leave campus are to use this time productively and responsibly. Students are not to loiter in the parking lot, Buck Park, or other areas around the school campus.

Students needing to be excused for doctor or dentist appointments need a note stating the time, date and doctor they are seeing. All students, K-12, must check out of the office before leaving school. Upon returning to school students must report to the office before going back to class.

**Students must check out with the office before leaving campus for an appointment or to go home before the end of their day. If the student has not checked out with the office, the absence will automatically be considered unexcused.**

Parents picking up students before the end of the school day are asked to check their student out through the office.

## Illness/Injury

If a student becomes ill or is injured during the school day, he/she must report to the main office. A parent/guardian must be contacted before the student goes home or to a physician. If a student leaves campus without following the proper checkout procedure, he/she will be considered truant from class. All students who visit the nurse's office/health room during class time must report to the office before returning to class.

## Make-up Work

Students are responsible for all work missed while they are absent from school. Students should plan ahead and obtain the contact information for another student in the same class, or of the teacher, to stay informed of work assigned. Many teachers also post their assignments on the Internet. Make-up work is generally due on the second class meeting after the student's return. For example, if a student were absent on Wednesday and the class met again on Friday, the work would be due Monday, which is the second class meeting after the student's return.

In other words, students have one day to meet a class before make-up work is due. In the case of longer illness, other arrangements may be made. Students who miss work while attending school activities: drama, athletics, or other field trips **do not have extra time to make up work**. When on a school-sponsored trip, students are expected to get the assignments ahead of time. The work will be due on the day of the student's return.

The only exception to this is in the case of labs or other hands-on activities that can only be completed at school. These must be arranged with the teacher. All absences for school-sponsored activities require the



permission of the instructor whose class will be missed. The form which must be signed by the teachers before the student can leave are available in the office or from the sponsor of the activity. **Do not let this wait until the morning of the event. Several teachers work part-time and may not be available on the day of the trip.**

## Extended/Long-Term Absences

The staff of Orcas Island High School and Middle School does not feel that extended absences (absences of 3 or more days) are generally in the best interest of the student. However, if the parent and student find it imperative, the administration will consider releasing the student based on the student's academic and attendance record as well as the reason for the absence. Approval frees the student from truancy status, but does not give him/her preferred stats such as early testing or an extension of time before the grade award. Teachers may provide advanced/make-up work, but are not obligated to do so, unless the absences is due to a medical issue. Students and parents must be aware that missing class may adversely affect a student's academic standing. Barring extenuating circumstances, final examinations will not be given in advance of the scheduled dates.

To plan for an extended absences students must complete the following steps:

1. The student and parent must pre-plan the absence (see HS office for extended absence form).
2. The student must first obtain approval of their plan from the administrator.
3. **After** the administrator signs off on the absence, the student must obtain signatures from all teachers (using the extended absence form).
4. Submit a copy of the complete form to the school office.

# GENERAL INFORMATION

## Concerns/Complaints

Most complaints can be resolved by discussion between the complainant and the staff member. Should the matter not be resolved, a school administrator will attempt to resolve the issue. Every attempt should be made to resolve the problem at the building level. If the complainant is unable to resolve the complaint through the school administrator, the superintendent's office should be contacted. Refer to policy #4220.

## Earthquake Procedures

During and immediately after an earthquake students should not attempt to leave the building. Students should immediately seek cover under tables or desks, or next to supporting walls. Keep away from window areas. When instructed by your teacher, proceed to your emergency evacuation area.

## Emergency Evacuation

When the alarm rings: One continuous blast- evacuate all buildings and report with your class to the appropriate emergency evacuation site. Return to class at the direction of your emergency evacuation site leader.

Walk quickly and quietly to an assigned exit. Students are to move away from the building immediately, taking care when crossing streets, driveways and parking lots. Do not re-enter the building until you are directed to. Teachers will check to see that all rooms have been evacuated and then close all windows and doors before leaving. If an evacuation occurs during a break, lunch or passing period, report to your next assigned class.

## Lockdown Procedures

In the event of a lockdown for student safety, an announcement will be made via the intercom system that the school is in a lockdown. Students are to remain in the room that they are in at the time of the announcement. Any student out of a classroom should immediately seek shelter in the nearest classroom. Teachers will notify the office of students who are not in their regularly assigned class. Once the school is locked down no one inside a room is to open the door. Emergency or school personnel will open the classroom door from the outside. Students are asked to remain quiet and calm and to follow their teachers directions. Following the declaration of a lockdown no announcements over the intercom or bells/alarms should be regarded.

## Fines

State guidelines allow schools to withhold grades, diplomas, and transcripts of pupils who have lost or damaged school property. The Revised Code of Washington, specifically RCW 28A.635.060, states: "Any school district whose property has been lost or willfully cut, defaced, or injured, may withhold the grades, diplomas, and transcripts of the pupil responsible for the damage or loss until the pupil or the pupil's parent or guardian has paid for the damage."

If you have fines, checks should be made payable to Orcas Island High School or Orcas Island Middle School. As soon as payment is received, the school will release transcripts or other requested documents.

## Bus Transportation

Bus transportation is provided according to the bus schedule. The bus will drop off and pick up students from the high school parking area.

All middle and high school students who ride the bus are expected to demonstrate exemplary behavior. Any student who cannot meet the behavioral expectations of the bus driver may be required to find alternate transportation to and from school.

## Health and Medical Services

There is a school nurse available for advice and assistance on a part time basis. If you wish to see her, there is usually a sign up sheet on the counter in the school office. If you should become ill while at school you should report to the school office. The office manager will contact the parent as needed. Please do not go home without notifying the office; we need to know where you are during the school day. **If you leave the school without checking through the office, you will be considered truant; the absence will be unexcused and you will not be permitted to make up any work missed.**

## Lockers

Students in PE classes and athletics will be assigned lockers at the beginning of the semester or season. Hallway lockers are also available for student use. These may be requested through ASB. Students are responsible for the care of lockers and locks. Lockers are school property and may be inspected periodically as a general inspection of school property (RCW 28 A.600.220). Lockers may also be searched when there is a reasonable suspicion of inappropriate contents. School personnel will retain a master key for all lockers. The school accepts no responsibility for lost or stolen items.

## Library

Books may be checked out for two weeks and can be renewed for an additional two weeks (with the exception of certain reference materials). You are financially responsible for everything that is charged to your name. Do not leave library materials around in the commons area and expect it to remain there forever. Failure to abide by library rules will result in the loss of library privileges.

## Office Appointments

If you need to see the counselor or principal, please sign up in the school office. You will be called in to talk as soon as possible. If you need immediate assistance, say so and do not leave the office. Someone will be found to help you.

## Medication

Every effort should be made to schedule the administration of medication outside of school hours. Orcas Island School District cannot dispense aspirin or other medication to students. In the case of students who must take prescription medication, the school should be notified if assistance in storing or administering the medication is needed. Parents/Guardians wishing to request assistance should contact the school office manager, Georgia Philbrook.

## Lost and Found

There is a lost and found box next to the drink machines at the High School. Through the weekly bulletin, students will be informed of the times when the lost and found items will be donated to charity. Do not wait until everything has been given away to remember that you lost something.

## School Visitors

Parents/guardians are welcome to visit classes. In order to avoid disruption of classes, we require that any visitors be cleared through the school office and with the teachers in advance of the school visit (School Board Policy 4311). Student visitors from other schools must obtain permission to visit classes. The forms for this are available in the school office. These must be completed and approved before a non-student will be allowed to attend classes. Avoid disappointment: if your favorite cousin is coming to visit, obtain permission ahead of time.

## Orcas Island High School Student Materials

The following is a list of basic equipment of the type that is needed for all OIHS classes. Other items may be required for specific projects or classes:

1. A sturdy 3-ring binder and dividers or another workable system to organize papers.
2. Pens and pencils. (Many teachers require pens to be either blue or black ink.)
3. Erasers.
4. One or more spiral notebooks. Check with teachers to see what is preferred
5. Notebook paper (college ruled is preferred for some classes).
6. A calculator that you know how to use. You may want to check with math teachers to see if there is a certain type calculator that is preferred.

Freshmen and sophomores will be required to purchase and use a student planner. These are available in the school office and cost \$4. Juniors and seniors may purchase one of these books as the supply allows.

## Orcas Island Middle School Student Materials

48	#2 pencils (need 2 at all times) -- may need extra erasers
1	hand pencil sharpener; one that holds shavings; not battery powered.
18	blue or black pens (need 2 at all times)
1 box	colored pencils (package of 8-12)
1	2-pocket folder to keep lined paper neat and ready for class
1 pair	scissors
500 sheets	college ruled lined paper (enough for the year)
1	pencil pouch or container
1	plastic ruler (prefer flat, clear or see-through; metric and inch)
1	calculator (basic scientific with fraction, exponent, root capability)
1	glue stick
2	colored pens (not blue or black) for editing and marking papers
1	highlighting pen
1 box	Kleenex (for classroom use)#
1 container	disinfectant wipes (for classroom use)#
\$20*	Vocabulary book (\$10); Planner (\$4); PE lock (\$6) <b>Check to OIHS or cash in envelope with student's name please</b>
3	70 page college-ruled spiral notebooks to be collected and redistributed during the year for math
1	1 1/2, to 2 inch three-ring notebook with dividers
1 pair	Clean gym shoes for PE (shorts and t-shirt also)

\*Strings students will need to pay a \$30 uniform fee. Some Exploratory courses will have a user fee.

#These items will be kept in the classroom and used during the year for the class. These are also items we are always in need of so if you'd like to donate extra we are always willing recipient.

## High School ASB Cards

The sale of High School ASB Cards are one of the primary fundraising activities of the Associated Student Body and the only method by which the ASB can collect “dues” from its membership. All students will have an opportunity to purchase an ASB Card at the beginning of the school year from the high school office. Students with a valid ASB card will be admitted to home athletic events free and receive a discount on admission prices for dances and other ASB sponsored activities throughout the year. Students wishing to participate in ASB sponsored activities (Sports and Clubs) must have an ASB card. The ASB will annually set the price of the ASB card at their spring budget meeting. ASB cards for the 2016-2017 School Year will cost \$10.

# HIGH SCHOOL ASB DANCES

## Dance Guidelines

In order for your class or club to organize a dance you must do some advance planning. The date for the dance must be approved by ASB at its regular meeting at least two weeks before the dance. **Signed chaperone forms are expected to be in the office at least one week before the dance is to be held.** All dances on school property require at least two staff chaperones and three parent chaperones. Dances that are held off campus may require more chaperones before they can be approved.

## General Dance Guidelines

1. School rules regarding student behavior, use of tobacco and drugs/alcohol will be strictly enforced at all dances.
2. There is no smoking or other use of tobacco at any High School event whether held on or off campus.
3. When a student or guest is deemed, in the opinion of the chaperone(s), to be under the influence of alcohol or drugs, the parents/guardians of the individuals involved will be notified or the deputy sheriff will be called to take the individual home.
4. With the exception of the Prom, all High School dances will end at or before 11 pm.
5. Students who leave the dance area will not be readmitted to the dance. Admission fees will not be refunded.
6. No bottles or other drink containers can be brought into any school sponsored dance. (Note: this means that any bag or purse you bring into a dance will be searched and bottles, drink containers will be removed)
7. Any student or guest attending a dance can be asked to leave if, in the opinion of the chaperone(s), their behavior, dress or demeanor is distracting or disturbing to others (including the chaperones) enjoyment of the dance.
8. All students will sign in at the start of each dance and agree to abide by the rules for the event. Failure to comply with the dance rules may result in a student being barred from attending future events.

## Guests

1. High School age individuals may attend a high school dance provided that the principal has granted permission for each such individual to attend the dance. Guests must be listed on the guest list by the time the

office closes on the last school day before a dance. Sponsors are responsible for informing guests of the guidelines for school dances.

2. In the case of a surprise visit by a friend or relative, a sponsor may contact the principal after the office has closed for special permission to bring the guest to the dance. This permission will be granted only in rare circumstances and must be granted at least 2 hours before the start of the dance. Once the dance has begun, no non-approved guests can be admitted to the dance.
3. Anyone wishing to sponsor a guest must sign that he/she has read the dance guidelines before the end of the last day of school before the dance is to be held. These cannot be signed at the door the evening of the dance.
4. The guest may be asked to leave if his/her presence or behavior makes Orcas Island High School students or chaperones uncomfortable.
5. In the event that any guest is asked to leave a dance for any reason, that guest will not be permitted to attend any dance for at least the remainder of that school year. The sponsor of the guest may also be denied permission to attend any high school dances.
6. Only one date/guest may accompany a currently enrolled student at a dance.
7. It is the prerogative of the principal to disapprove any listed guest.
8. Under no circumstances shall a student in grades 8 or below be allowed to attend a high school dance.
9. Under no circumstances will any guest 20 years or older be allowed to attend a high school dance.
10. No guest will be admitted to an event unless they are accompanied by their date/host.

## ATHLETICS INFORMATION

### Sports Participation

Students participating in athletic activities will be expected to adhere to the policies and conditions of the athletic code as well as the rules established by the coach. See the Athletic Handbook for further information.

To participate in interscholastic sports programs a student must meet the following criteria prior to the first day of the sports season or their first day of participation.

1. Meet the academic eligibility requirements
2. Have on file in the high school office an updated physical exam form signed by a licensed physician.
3. Have on file in the high school office an insurance waiver or be enrolled in a school insurance program that covers interscholastic competition.
4. An assumption of risk form signed by both parents and students must be on file in the high school office.
5. Payment of your participation fee: \$150 per sport
6. A signed copy of the agreement to participate and all other required agreements or contracts provided by the coach of a specific sport.

### WIAA Information

Students must have a 2.0 GPA from the previous semester and have passed all but one (5 of 6) courses in the previous semester and be passing all but one course in the current semester in order to be eligible to

participate. Seniors who are on track to graduate may enroll in one less class than a full schedule (WIAA 18.7.1) As per WIAA Section 18.7 students may not drop or withdraw from a class to remain eligible. Students who do not meet this requirement can appeal to play by requesting a meeting through the Athletic Director or Principal. If the appeal is granted, the student will be allowed to play under the conditions agreed up at the appeal meeting. For further information regarding athletic eligibility please refer to the Athletic Handbook and to the WIAA Handbook Section 18.7.

### Sportsmanship at Interscholastic Events

Attendance at an interscholastic event is a privilege and not a right. Students are expected to exhibit good behavior and rules of courtesy. All school rules that apply during the school day also apply at athletic events. Inappropriate conduct may result in removal or expulsion from interscholastic events and/or disciplinary action by school officials.

### Orcas Island High School Athletic Teams & Seasons

#### **Fall**

Football  
Soccer-Boys  
Soccer-Girls  
Volleyball-Girls  
Cross Country

#### **Winter**

Basketball-Boys  
Basketball-Girls

#### **Spring**

Baseball-Boys  
Softball-Girls  
Sailing\*

\*club sport

### Orcas Island Middle School Athletic Teams & Seasons

#### **Fall**

Volleyball-(Sept-Oct)  
Co-Ed Soccer (Sept-Oct)

#### **Winter**

Boys Basketball (Oct.-Dec.)  
Girls Basketball (Jan.-Feb.)

## **STUDENT CONDUCT**

### Student Rules and Regulations

The rules contained herein are meant to regulate student conduct at school, conduct at all school-sponsored activities and other off-campus conduct that adversely affects the school learning climate. Some of these rules contain recommended penalties. However, depending on the circumstance of the student's violation, school authorities may, in compliance with state law and the rules of the State Board of Education, Ch. 190-40 WAC, impose discipline, short-term suspension, or expulsion.

### Relevant Washington State Law

1. State law requires that the rules of a district governing pupil conduct and discipline be interpreted to insure an optimum learning atmosphere in the classroom. Optimum learning atmosphere shall be defined as the

climate in which each student has the maximum opportunity to learn and the conduct of students that interferes with that climate is kept at an absolute minimum as determined by the classroom teacher.

2. Requires students to comply with rules established for the governing of schools.
3. Requires a student to pursue his or her course of study and make reasonable progress.
4. Requires students to submit to the authority of teachers, subject to such disciplinary action as school officials shall determine.
5. Empowers each teacher to hold pupils on a strict accountability for disorderly or antisocial conduct while under the teacher's supervision, and to make recommendations for the suspension of a pupil for cause.
6. Makes it a crime to willfully create a disturbance on school premises during school hours or at school activities or meetings.
7. Provides that students who damage property at school or while under school jurisdiction may be suspended and punished. The student, parent/guardian or guardians shall be liable for damages.
8. Allows teachers to temporarily exclude students from classroom instructional or activity area.
9. The Orcas Island School District cooperates with law enforcement agencies as required by RCW 13.40.140.
10. Prohibits harassment on the basis of race, color, national origin, gender, sexual orientation or disability.

NOTE: The State of Washington Minor in Possession Law calls for the withholding of the driver's license if a minor is convicted of the use and/or possession of alcoholic beverages or dangerous drugs. Any act which constitutes a crime is just cause for discipline, suspension, expulsion, and/or criminal prosecution.

## General Behavior Expectations

Excellent behavior is expected of all Orcas Island students. Please be aware of the following school-wide expectations:

1. Be on time.
2. Be prepared with notebooks, supplies and assignments.
3. Don't disturb or distract others.
4. Treat all people with respect and dignity.
5. Be Safe, Be Responsible and Be Respectful.

A School wide Progressive Discipline Plan is in place at Orcas Island High School and Orcas Island Middle School which can be used by all teachers for all students. We expect that as students mature and learn the expectations of the school and teachers there will be less need for a formal discipline system. Staff members expect that all upperclassmen will demonstrate their maturity and excellent behavior at all times and therefore will only use this system for juniors and seniors in a few cases. Any upperclassman who finds him or herself in detention may be asked to explain the reasons for his/her presence to the detention supervisor.

## Progressive Discipline Steps

- Step 1** Warning.
- Step 2** 20 minutes detention.
- Step 3** 30 minutes detention, parent/guardian contacted.
- Step 4** Referral to office, possible class suspension until parent conference is held.
- Step 5** Consequences as decided at the previous Step 4 parent/guardian conference. Consequences can include suspension from school, detention, and/or exclusion from activities. If you feel that you have been



unfairly given a step, please talk with the teacher after class. Do not interrupt the class to discuss the incident with the teacher.

The Progressive Discipline System is intended to deal with minor infractions and to serve as a reminder to be prepared for school. In serious cases of disrespect, fighting, defiance, etc., you will be immediately sent to the office for appropriate intervention.

## Detention

If a student is assigned detention, the detention must be served within two days. Unless previously arranged students will be expected to serve their detention at lunch in the middle school/high school office. Students will be allowed to bring a lunch to the room if they choose but are expected to show up within 5 minutes of the start of lunch. If a student cannot serve the detention, other arrangements must be made with the assigning teacher within two days.

If the detention has not been served and other arrangements have not been made within two days, the following actions will take place: 1. Parents and students will be notified of the students failure to serve the assigned detention, 2. The student will be assigned a second detention (20 minutes). Repeated missed detentions will result in a conference.

Students who are repeatedly assigned detention should expect that a parent, student, teacher and administrator conference will be scheduled.

## Drugs and Alcohol

The District supports abstinence from drugs and alcohol by all students so that they will not be impaired by these substances in attempting to reach their full intellectual, emotional, social and physical development. Student use of alcohol and other mind-altering drugs is harmful, illegal, and will not be tolerated. The following regulations shall be applicable to students of the Orcas Island School District while they are in school, on school grounds, or at school sponsored events. Such offenses are cumulative during the students' years in school. Any student subject to disciplinary action under the categories listed below may instead be subject to emergency expulsion if 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 educational process.

**1. The Selling And/Or Distribution** of any alcoholic beverages, marijuana, hallucinogens, amphetamines, barbiturates, narcotics (opiates or synthetic narcotics), cocaine, legend drugs, any dangerous or controlled substance or any "look alike" substances purported to be such is a major violation. In addition, non-prescription/over the counter medications such as but not limited to, diet pills, caffeine pills, painkillers, and cold medicines are prohibited unless under the directions of a parent/guardian. Students who distribute these drugs, look-alike substances, prescription or non-prescription medications will receive a long-term suspension of up to ninety (90) school days or expulsion with loss of credit. Legal authorities will be notified. Subsequent violations will result in expulsion from school.

**2. Students Using, In Possession of, or Under the Influence** of any alcoholic beverages, marijuana, hallucinogen, amphetamines, barbiturates, narcotics (opiates or synthetic narcotics), cocaine, legend drugs, or any "look-alike" substances purported to be such is prohibited. In addition, non prescription/over-the-counter medications such as, but not limited to, diet pills, caffeine pills, painkillers, and cold medicines are prohibited unless under the direction of a parent/guardian. Students who use, possess or ingest these drugs, look-alike

substances, prescription or non-prescription medications will receive a suspension of up to ninety (90) school days with possible loss of credit (See #5 - Application of Modification of Disciplinary Action). Legal authorities may be notified. In addition, starting with the first violation and continuing with subsequent violations, the students may be denied participation and attendance at all activities and placed on probation for a period of up to ninety (90) school days from the date of settlement. Subsequent violations will result in expulsion from school.

**3. Possession of Drug Paraphernalia** is in violation of Orcas Island School District rules. This material will be confiscated. The first violation may result in a short-term suspension. A second violation will result in a short-term suspension. Subsequent violations will result in long-term suspensions. There may be notification of legal authorities.

**4. Medication** and drugs prescribed by a licensed physician, or legal non-prescription drugs that are to be used for bona fide health reasons, may be taken by students while at school, but only in the manner explained with the Student Handbook section entitled MEDICATION. Misuse of prescription drugs will be subject to suspension or expulsion.

**5. Application For Modification Of Disciplinary Action** - Students given a school suspension under the provisions of Section 2 above may have the suspension period reduced but not eliminated entirely, if they provide evidence of having completed, or of having scheduled at the earliest possible date, a drug/alcohol use assessment by a state certified drug/alcohol agency which meets the Orcas Island School District's criteria for assessment, and following the treatment recommendations based on the assessment. Cooperation with the assessment is mandatory. Failure to cooperate or follow through with the recommendations of the assessment will result in reinstatement of the suspension. In order to return to school, students may also be required to state where and how they obtained the drug or alcohol.

**6. Assistance For Students** - The Orcas Island School District also recognizes that chemical dependency is a serious illness which is often preceded by misuse or abuse of drugs, alcohol and other chemicals, which not only interferes with the educational process but may also endanger the health and safety of the individual and others. The district will provide assistance to those students who demonstrate signs of misuse or abuse of drugs, alcohol and other chemicals. That assistance may take the form of referrals to outside agencies for evaluation and counseling. If you or someone you know is a user/abuser of drugs or alcohol, ask for help; contact the school counselor or principal or any other staff member.

## Arson

Any student who starts a fire on school premises is subject to a charge of arson. This student will be suspended or expelled. Arson is a felony and legal authorities shall be notified.

## Assault and Fighting

A student shall not intentionally cause or attempt to cause physical injury or intentionally behave in such a way as could reasonably cause injury to any person. Any student involved in fighting or promoting fighting shall be subject to disciplinary action. Assault or fighting will be defined as a verbal or physical altercation causing a disruption of the educational process. Students will be suspended and may be expelled for fighting. A conference with the parent/guardians may be required. Fighting may constitute a crime and punishment by legal authorities may be applied.

## Cell Phone Policy

Cell phones and other electronic devices are wonderful inventions that need to be used appropriately. In order to be sure that cell phones and electronic devices are used to enhance instruction and not interfere with instruction, the following specific set of expectations and consequences have been created.

No cell phone or other electronic devices may be used in a classroom without the express permission of the classroom teacher. In addition, students are not to use cell phones or other electronic devices in the halls during class time as this can be disruptive to lessons in nearby classrooms.

If a cell phone or other electronic device is used in a class without the express permission of the teacher, the following consequences will be imposed:

### **First offense**

The phone is taken to the office and given to a member of the office staff.

The phone is kept in the office until the end of the day.

The student may pick up his/her phone at the end of the day.

### **Second offense**

The phone is taken to the office and given to a member of the office staff.

The phone is kept in the office until the end of the day.

The student is assigned twenty minutes of detention.

The student's parent may pick up the phone at the end of the day.

### **Third offense**

The phone to taken to the office and given to a member of the office staff.

The phone is kept in the office until the end of the day.

The student is assigned sixty minutes of detention.

The student's parent may pick up the phone at the end of the day.

A conference is arranged with the parent, student, teachers and principal.

At the conference, the next consequence will be determined which are likely to include suspension from school.

## Technology Use Policy

Before students can have access to the Internet through their own or a staff member's account, they must have a user agreement on file. These agreements will be available through classes and in the office. Any vandalism, intentional copyright violations, or attempted access to unauthorized data will result in disciplinary action which may include restitution.

## Personal Electronic Device Policy

Orcas Island High School recognizes the importance that cell phones and other personal electronic devices have come to play in the everyday lives of our culture and students. It is our intention to allow students to demonstrate the personal responsibility that is an important component in the use of these devices in an educational environment. We have provided a summary of some important school rules

that electronics users need to be aware of, please refer to school district policy for more detailed rules. Students who are unable to follow these rules or who use their electronic device in the violation of other school rules will be prohibited from bringing such devices to school.

Students are expected to respect the privacy and personal safety of other students and staff and are to refrain from recording, photographing or using the likeness of students or staff without their permission.

Harassment or bullying using personal technology is prohibited. This includes such things as posting harassing or bullying statements on social networking sites or via Instant Messages, or creating other web content-such as web pages or blogs-that harass or bully another individual. This includes harassment or discrimination against any person on the basis of race, color, national origin, religion, gender, age, sexual orientation, and disability.

Students will not use personal technology at school to view, share or transmit obscene, abusive or sexually explicit language or content.

Students will not use personal technology at school to engage in illegal activity.

Students using personal electronic devices to access the Orcas Island School District wireless network **must** have a current signed copy of the OISD Student Network User Agreement on file.

## Citizenship

Students involved in incidents which are considered poor citizenship at school or school-sponsored activities may be subject to suspension from school and/or school sponsored activities for a period up to ninety (90) school days and may be denied participation in school activities. Reinstatement will be dependent on proper behavior during the probationary period. During the last month of school, seniors involved in incidents which are considered poor citizenship, while under school jurisdiction or involving school property may be denied participation in school activities such as Celebration of Success and the Graduation Ceremony.

## Cheating and Plagiarism

Cheating is generally defined as knowingly submitting the work of others represented as his/her own (i.e., copying from others, using information or technology not authorized by the teacher, asking someone for improper help on an assignment/exam, and/or gaining or providing unauthorized access to exam materials). Cheating also includes the aiding and abetting of cheating by others.

Plagiarism is defined as the unauthorized use of the language and thoughts of another author and the representation of them as one's own. It is the student's responsibility to clearly document the source of information used in work submitted as their own (as defined by the MLA Handbook).

1. All students are expected to do their own work. Help is available from teachers, parents and other assistants but all work must be the student's own work.
2. Students will not submit work that is plagiarized or otherwise violates copyright laws of the United States of America. Students who use plagiarized papers or projects or are involved in any other form of cheating will be

subject to reduction in grades and/or disciplinary action for a first offense. For a second offense a student is subject to removal from class with loss of credit and/or a failing grade.

## **Cheating:**

1. Copying/Sharing Assignments
  - Copying or giving an assignment to a student to be copied, unless specifically permitted or required by the teacher
2. Cheating on Exams, Papers or Projects
  - Using, supplying or communicating in any way unauthorized material including text-books, notes, calculators, any other electronic devices, or computer programs during an examination or on a project
3. Forgery/Stealing
  - Unauthorized access to an exam or answers to an exam
  - Sabotaging or destroying the work of others
  - Use of an alternate, stand-in or proxy during an examination
  - Alteration of computer and/or grade book records or forgery of signatures for the purpose of academic advantage
4. Plagiarism\*
  - Plagiarism or submission of any work that is not the student's own
  - Submission or use of falsified data or records
5. Exchanging answers or assignments (either given or received verbally or nonverbally) with others. This includes exchanging answers by printout, disk or CD transfer, modem, or other electronic or recorded means and then submit it as "original" work.
6. Using hidden reference sheets during a test, including formulas, codes, key words on your person or objects for use in a test.
7. Using programmed material in watches, calculators, other electronic devices, or computer programs when prohibited.
8. Submitting someone else's assignment as your own, in whole or part.
9. Submitting material (written or designed by someone else) without giving credit to the author/artist and/or source (e.g., plagiarizing or submitting work done by family, friends, or tutors).
10. Taking credit for group work when little contribution was made.
11. Not following additional specific guidelines on cheating as established by a department, class or teacher.
12. Stealing tests, answers, or materials, or having unauthorized possession of such materials.
13. Sabotaging or destroying the work of others.
14. Submitting the same work in more than one course without the knowledge and approval of the teachers involved.
15. Not following the guidelines specified by the teacher during a test (i.e., talking), or for a "take-home" test or exam.

*\*Plagiarism is copying another's work and submitting it as if it were the original work of the student. Whether the source is copyrighted or not, printed or recorded, or a paper used by another student, if it is used without recognizing the source, plagiarism exists. Academic honesty and respect of copyright laws are also required in use of computer information downloaded from another source. If you have any questions, check with your teacher prior to completion of the assignment.*

## **Discrimination**

State and Federal laws prohibit discrimination. The Orcas Island School District complies with all non-discrimination rules and regulations and does not permit discrimination against students on the basis of race, color, national origin, gender, or disability. This holds true for all students who are participating in educational programs and/or co-curricular school activities. Inquiries regarding compliance procedures may be directed to the school principal.

### **What Is Discrimination?**

Discrimination is the unfair or unequal treatment of a person or a group because they are part of a defined group, known as a protected class. Discrimination can occur when a person is treated differently, or denied access to programs, services or activities because they are part of a protected class. Discrimination can also occur when a school or school district fails to accommodate a student or employee's disability. Harassment (based on protected class) and sexual harassment can be forms of discrimination when it creates a hostile environment.

### **What is a Protected Class?**

A protected class is a group of people who share common characteristics and are protected from discrimination and harassment by federal and state laws. Protected classes defined by Washington State Law include:

- Sex
- Race/Color
- Creed/Religion
- National origin
- Disability or the use of a trained dog guide or service animal
- Sexual orientation
- Gender expression or identity
- Honorably discharged veteran or military status

### **What should I do if I believe my child is being discriminated against?**

You should report your concerns to your child's teacher or principal immediately! This will allow the school to respond to the situation as soon as possible.

If you cannot meet with the teacher or principal, you can always contact your school district's main office. Each school district will have someone who is responsible for responding to complaints about discrimination. Sometimes this person is called the Title IX Coordinator or for issues related to disability, the Section 504 Coordinator.

### **What if I can't resolve the problem with the school?**

If you cannot resolve your concern, you may wish to file a complaint with the school district. Anyone can file a complaint with the school district. You can file a formal complaint by writing a letter to your Superintendent that

describes what happened and why you think it is discrimination. It is helpful to include what you want the district to do. Your letter must be signed.

The employee designated by the district to receive complaints will investigate your allegations and provide the superintendent with a written report of the complaint, and the results of the investigation. You and the district may also agree to resolve your complaint in lieu of an investigation.

The superintendent will send you a written letter within 30 calendar days which will either deny your allegations or describe the reasonable actions the district will take. The letter will include how to file an appeal with your school board if you do not agree with the Superintendent's decision.

Corrective measures must occur no later than 30 calendar days of the superintendent's letter.

### **What if I don't agree with the superintendent's decision or no one responds to my letter?**

Your next step is to appeal to the school board. You can file an appeal by writing a letter to your school board. The letter must include the part of the superintendent's written decision that you would like to appeal and what you want the district to do. Your letter must be filed with the Secretary of your School Board by the 10th calendar day after you received the superintendent's response letter.

The school board will schedule a hearing within 20 calendar days after they receive your appeal letter. You may also all agree on a different date.

### **What will happen at the hearing?**

You will explain why you disagree with the superintendent's decision. You may bring witnesses or other information that is related to your appeal.

The board will send you a copy of their decision within 10 calendar days after the hearing. The decision will include how to appeal to the Office of Superintendent of Public Instruction if you disagree.

### **What if I don't agree with the School Board's decision?**

You may appeal the school Board's decision to the Office of Superintendent of Public Instruction (OSPI).

You can file an appeal by writing a letter to the Superintendent of Public Instruction. The letter must include the part of the school board's decision that you would like to appeal and what you want the district to do.

Your signed letter must be received by OSPI by the 20th calendar day of receiving the school board's decision. It can be hand-delivered or mailed to:

OSPI  
Administrative Resource Services  
P.O. Box 47200  
Olympia, WA 98504-7200  
Phone (360) 725-6133

OSPI will schedule a hearing with an Administrative Law Judge through the Office of Administrative Hearings (OAH). During this process you will be provided information about the hearing.

At the hearing you will explain why you disagree with the school board's decision. You may bring witnesses or other information that is related to your appeal. After the hearing, you will receive a copy of the judge's decision.

## **Dress Code and Appearance**

Students and staff at Orcas Island High School and Orcas Island Middle School are expected to dress in a manner that is not disruptive to the educational process. While on campus or at any school-sponsored event, students are to be dressed and groomed in a manner which reflects good taste and decency and which does not detract from or interfere with the instructional program, the general morale or the image of the school. Dress and appearance must not present health or safety problems or cause disruption.

Students are expected to come to school well groomed and neatly and appropriately dressed. All students must wear shoes. Students who do not meet these standards may be asked to return home to correct the problem. If a student chooses to regularly wear inappropriate clothing to school, he/she will be subject to disciplinary actions including detention and suspension from school. Clothing which carries a sexual, vulgar or offensive message or references the use of alcohol, tobacco, drugs, or gang affiliation will not be permitted.

Students are not to wear clothes that offend or advertise illegal substances including alcohol, drugs or tobacco. It is understood that individual teachers in consultation with the school administrator may restrict appearance and attire with special consideration for safety, cleanliness, or class requirements. If you choose to wear unacceptable clothing, we may request that you change your clothes.

Students are not to wear any clothes that expose their midriff. In other words, tops and bottoms should meet without skin showing for both males and females.

No one should be able to see a student's undergarments; this means that pants and tops should cover straps and waistbands and all other parts of underwear. Pants should not be so loose that they fall down as a student moves around.

- Shorts/skirts/dresses should be long enough to at least meet the fingertips of the student's arms hanging at his/her sides.
- Tops should be modest both in how low they are cut and in how tight they fit.
- Tops with spaghetti straps are not to be worn without a cover up shirt or blouse.
- There may be other clothing that will result in a student being asked to change or cover up.

## **Disruption of School**

These specific guidelines are intended to help clarify the general expectations for student dress and grooming. Decisions regarding the appropriateness of clothing will be made by the principal/staff member. In the event that there is some question regarding clothes or appearance, parents may be contacted.



A student shall not use, threaten to use or urge others to use violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct which is reasonably certain to result in substantial and material disruption or obstruction of any lawful mission, process, or function of the school.

This also includes disruption caused by any form of harassment, gang-related, hate or racist activity. Disruption of school will result in disciplinary action as specified in OISD policy and procedures.

### Explosive Devices

The following disciplinary action will be applied to students who are involved with explosive devices, including firecrackers on school property or at school-sponsored activities:

- 1. Possession of:** Results in a short-term suspension of five (5) school days. Law enforcement agencies will be informed. Exceptional violations may result in a long term suspension or expulsion.
- 2. Trafficking in (selling, trading or distributing):** Results in a long-term suspension for a minimum of ten (10) school days. Law enforcement agencies will be informed. Exceptional violations may result in expulsion.
- 3. Explosion Or Detonation of:** Results in a long-term suspension of up to ninety (90) school days. The student may lose credit for that semester. Law enforcement agencies will be informed.

### False Alarms

Any student involved with committing a false alarm is subject to disciplinary action by both school and legal authorities. Under the law, false alarms are misdemeanors subject to a maximum fine of \$250. Such action by a student will result in discipline and/or suspension from school. Return to school may be contingent on a satisfactory conference with the fire marshal. Bomb threats are considered felonies.

### Firearms

The Orcas Island School District will not tolerate possession of weapons by students on district property, including school buses or school provided transportation, or at district-sponsored activities. Firearms include stun guns, BB guns, pellet guns, or air guns, or facsimile or other dangerous weapons as defined in RCW 9.41.280. Students who do so will receive suspension or expulsion. Students who make threats with or in fact use a weapon will be expelled. Law enforcement agencies will be notified. Unless otherwise provided by law, in cases involving the possession of a firearm or an air gun, the principal/designee shall, without exception, expel the student. In cases involving other weapons, the principal/designee shall place the student on long-term suspension, unless expulsion is warranted under the circumstances. A student expelled for a firearm violation is also expelled from ALL schools in the State of Washington for one calendar year. (Washington Administrative Code 180-40)

### Halls, Commons and Campus Areas

The high school is a place of business and the halls and commons and other campus areas need to be peaceful and business like during school hours. This means that entire classes will not have breaks at the same time. Students may take individual restroom breaks in accordance with the classroom teacher's rules. Students will usually be expected to sign in and out for these breaks and to keep these to a reasonable number and length. Individual teachers will have different expectations for this, so students should check to be sure that they are operating within the expectations of the teacher.

Some students may request and receive individual permission to work in the commons area during a class period when they do not have an assigned class. **These students must have a signed Commons Agreement on file in the office.**

### Students with Unschedule Class Periods

Students with an unscheduled or free period can work in the school library or be off campus. These students cannot be in the halls or in the commons or outside in the parking lot or anywhere on campus but in the office or the library. The exception to this is for students who request special permission to study in the commons during their unscheduled or free period. Students interested in using the round table or the commons for study may make the request to the principal. Once granted, this Commons Area Agreement may be revoked if the student abuses it.

### Off Limits Areas

During regular class time, unless working under the immediate direction of the teacher or with permission of a teacher or administrator, students are not to be:

- In the parking lot or in cars in parked cars
- The front of the school
- Commons (without contract)
- Courtyards
- Football/Soccer field grandstands
- Elementary school playground
- All construction areas
- Buck Park

### Harassment

No student or staff member should be subjected to harassment at school for any reason by any student or staff member. The Orcas Island School District has a zero tolerance policy towards all forms of harassment.

It is the policy of the Orcas Island School District that all students and employees will deal with all persons in ways which convey respect and consideration for individuals regardless of race, color, marital status, national origin, creed, religion, gender, age, or disability. Acts of harassment, hostility, or defamation, whether verbal, written, or physical, will not be tolerated and constitute grounds for disciplinary action including suspension and/or expulsion from school. Legal agencies may be contacted.

Sexual harassment includes all unwanted, uninvited, and non-reciprocal sexual attention as well as the creation of an intimidating, hostile or offensive school or work environment. This can include: sexually suggestive looks or gestures, sexual jokes, pictures or teasing, pressure for dates or sex, sexually demeaning comments, deliberate touching, cornering or pinching, attempts to kiss or fondle, threats, demands or suggestions that favors will be granted in exchange for sex or tolerance of sexual advances.

For counsel and assistance in resolving matters of this nature contact the principal, school counselor or Eric Webb, Title IX Officer at 376-2284 or 557 School Road, Eastsound, WA 98245-9411. Harassment can also take the form of bullying of younger students, attempting to embarrass another student, name calling, etc.

In the past upperclassmen engaged in the harassment of younger students especially incoming freshman. Any type of harassment is unacceptable. You have the right and are encouraged to complain to a teacher, counselor or principal if you feel you are being harassed in any way. Appropriate actions will be taken with students who are involved in harassing other students.

Orcas Island School District  
Procedure 6590P Policy Manual Management Support

## **Sexual Harassment**

**Informal Complaint Process:** Anyone may use informal procedures to report and resolve complaints of sexual harassment. Informal reports may be made to any staff member, although staff shall always inform complainants of their right to and the process for filing a formal complaint. Staff shall also direct potential complainants to an appropriate staff member who can explain the informal and formal complaint processes and what a complainant can expect. Staff shall also inform an appropriate supervisor or professional staff member when they receive complaints of sexual harassment, especially when the complaint is beyond their training to resolve or alleges serious misconduct. Informal remedies include an opportunity for the complainant to explain to the alleged harasser that his or her conduct is unwelcome, offensive or inappropriate, either in writing or face-to-face; a statement from a staff member to the alleged harasser that the alleged conduct is not appropriate and could lead to discipline if proven or repeated; or a general public statement from an administrator in a building reviewing the district sexual harassment policy without identifying the complainant. Informal complaints may become formal complaints at the request of the complainant, parent, guardian, or because the district believes the complaint needs to be more thoroughly investigated.

**Formal Complaint Process:** Anyone may initiate a formal complaint of sexual harassment, even if the informal complaint process is being utilized. Potential complainants who wish to have the district hold their identity confidential shall be informed that the district will almost assuredly face due process requirements that will make available all of the information that the district has to the accused. The district will, however, fully implement the anti-retaliation provisions of this policy to protect complainants and witnesses. Student complainants and witnesses may have a trusted adult with them during any district initiated investigation activities. The superintendent or designated compliance officer (hereinafter referred to as the compliance officer) may conclude that the district needs to conduct an investigation based on information in his or her possession regardless of the complainant's interest in filing a formal complaint. The following process shall be followed:

- A.** The compliance officer shall receive and investigate all formal, written complaints of sexual harassment, or information in the compliance officer's possession that the officer believes requires further investigation.
- B.** All formal complaints shall be in writing; shall be signed by the complainant; and shall set forth the specific acts, conditions or circumstances alleged to have occurred and to constitute sexual harassment. The compliance officer may draft the complaint based on the report of the complainant, for the complainant to review and sign.
- C.** When the investigation is completed the compliance officer shall compile a full written report of the complaint and the results of the investigation. If the matter has not been resolved to the complainant's satisfaction, the superintendent shall take further action on the report.

- D.** The superintendent shall respond in writing to the complainant and the accused within thirty days stating:
1. That the district does not have adequate evidence to conclude that harassment occurred.
  2. Corrective actions that the district intends to take; and/or
  3. That the investigation is incomplete to date and will be continuing.

**E.** Corrective measures deemed necessary will be instituted as quickly as possible, but in no event more than thirty days after the superintendent's written response, unless the accused is appealing the imposition of discipline and the district is barred by due process considerations or a lawful order from imposing the discipline until the appeal process is concluded.

If a student remains aggrieved by the superintendent's response, he or she may pursue the complaint as one of sexual discrimination pursuant to Policy 3210, Nondiscrimination. Similarly staff may pursue complaints further through the appropriate collective bargaining agreement process or anti-discrimination policy.

A fixed component of all district orientation sessions for staff, students and regular volunteers shall introduce the elements of this policy. Staff will be provided information on recognizing and preventing sexual harassment. Staff shall be fully informed of the formal and informal complaint processes and their roles and responsibilities under the policy and procedure. Certificated staff shall be reminded of their legal responsibility to report suspected child abuse, and how that responsibility may be implicated by some allegations of sexual harassment. Regular volunteers shall get the portions of this component of orientation relevant to their rights and responsibilities.

Students will be provided with age-appropriate information on the recognition and prevention of sexual harassment and their rights and responsibilities under this and other district policies and rules at student orientation sessions and on other appropriate occasions, which may include parents. Parents shall be provided with copies of this policy and procedure and appropriate materials on the recognition and prevention of sexual harassment.

As part of the information on the recognition and prevention of sexual harassment staff, volunteers, students and parents will be informed that sexual harassment may include, but is not limited to:

1. Demands for sexual favors in exchange for preferential treatment or something of value;
2. Stating or implying that a person will lose something if he or she does not submit to a sexual request;
3. Penalizing a person for refusing to submit to a sexual advance, or providing a benefit to someone who does;
4. Making unwelcome, offensive or inappropriate sexually suggestive remarks comments, gestures, or jokes; or remarks of a sexual nature about a person's appearance, gender or conduct;
5. Using derogatory sexual terms for a person;
6. Standing too close, inappropriately touching, cornering or stalking a person; or
7. Displaying offensive or inappropriate sexual illustrations on school property.

Annually the superintendent or designee will convene an ad hoc committee composed of representatives of certificated and classified staff, volunteers, students and parents to review the use and efficacy of this policy and procedure. The compliance officer will be included in the committee. Based on the review of the committee, the superintendent shall prepare a report to the board including, if necessary, any recommended policy changes. The superintendent shall consider adopting changes to this procedure if recommended by the committee.

## **Bullying and Harassment Policy**

The Orcas Island School District strives to provide students with optimal conditions for learning by maintaining a school environment where everyone is treated with respect and no one is physically or emotionally harmed.

In order to ensure respect and prevent harm, it is a violation of district policy for a student to be harassed, intimidated, or bullied by others in the school community, at school sponsored events, or when such actions create a substantial disruption to the educational process. The school community includes all students, school employees, school board members, contractors, unpaid volunteers, families, patrons, and other visitors. Student(s) will not be harassed because of their race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability, or other distinguishing characteristics. Any school staff who observes, overhears, or otherwise witnesses harassment, intimidation or bullying or to whom such actions have been reported must take prompt and appropriate action to stop the harassment and to prevent its reoccurrence.

### **Definitions:**

Aggressor is a student, staff member, or other member of the school community who engages in the harassment, intimidation or bullying of a student. Harassment, intimidation or bullying is an intentional electronic, written, verbal, or physical act that:

- Physically harms a student or damages the student's property.
- Has the effect of substantially interfering with a student's education.
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment.
- Has the effect of substantially disrupting the orderly operation of the school. Conduct that is "substantially interfering with a student's education" will be determined by considering a targeted student's grades, attendance, demeanor, interaction with peers, participation in activities, and other indicators. Conduct that may rise to the level of harassment, intimidation and bullying may take many forms, including, but not limited to: slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, ostracism, physical attacks or threats, gestures, or acts relating to an individual or group whether electronic, written, oral, or physically transmitted messages or images. There is no requirement that the targeted student actually possess the characteristic that is the basis for the harassment, intimidation or bullying.

Incident Reporting Forms may be used by students, families, or staff to report incidents of harassment, intimidation or bullying. An incident form is attached to this procedure. A sample form is provided on the Office of Superintendent of Public Instruction's (OSPI) School Safety Center website:

[www.k12.wa.us/SafetyCenter/BullyingHarassment/default.aspx](http://www.k12.wa.us/SafetyCenter/BullyingHarassment/default.aspx).

Retaliation is when an aggressor harasses, intimidates, or bullies a student who has reported incidents of bullying.

Staff Includes, but is not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, classified staff, substitute and temporary teachers, volunteers, or paraprofessionals (both employees and contractors).

Targeted Student is a student against whom harassment, intimidation or bullying has allegedly been perpetrated.

### **Relationship to Other Laws**

This procedure applies only to RCW 28A.300.285 – Harassment, Intimidation and Bullying prevention. There are other laws and procedures to address related issues such as sexual harassment or discrimination. At least

four Washington laws may apply to harassment or discrimination:

- RCW 28A.300.285 – Harassment, Intimidation and Bullying
- RCW 28A.640.020 – Sexual Harassment
- RCW 28A.642 – Prohibition of Discrimination in Public Schools
- RCW 49.60.010 – The Law Against Discrimination The district will ensure its compliance with all state laws regarding harassment, intimidation or bullying. Nothing in this procedure prevents a student, parent/guardian, school or district from taking action to remediate harassment or discrimination based on a person's gender or membership in a legally protected class under local, state, or federal law.

### **1. Dissemination**

In each school and on the district's website the district will prominently post information on reporting harassment, intimidation and bullying; the name and contact information for making a report to a school administrator; and the name and contact information for the district compliance officer. The district's policy and procedure will be available in each school in a language that families can understand. Annually, the superintendent will ensure that a statement summarizing the policy and procedure is provided in student, staff, volunteer, and parent handbooks, is available in school and district offices and/or hallways, or is posted on the district's website.

Additional distribution of the policy and procedure is subject to the requirements of Washington Administrative Code 392-400-226.

### **2. Education**

Annually students will receive age-appropriate information on the recognition and prevention of harassment, intimidation or bullying at student orientation sessions and on other appropriate occasions. The information will include a copy of the Incident Reporting Form or a link to a web-based form.

### **3. Training**

Staff will receive annual training on the school district's policy and procedure, including staff roles and responsibilities, how to monitor common areas and the use of the district's Incident Reporting Form.

### **4. Prevention Strategies**

The district will implement a range of prevention strategies including individual, classroom, school, and district-level approaches. Whenever possible, the district will implement evidence-based prevention programs that are designed to increase social competency, improve school climate, and eliminate harassment, intimidation and bullying in schools. E. Compliance Officer (The OISD Superintendent)

The district compliance officer will:

1. Serve as the district's primary contact for harassment, intimidation and bullying.
2. Provide support and assistance to the principal or designee in resolving complaints.
3. Receive copies of all Incident Reporting Forms, discipline Referral Forms, and letters to parents providing the outcomes of investigations.
4. Be familiar with the use of the student information system. The compliance officer may use this information to identify patterns of behavior and areas of concern.
5. Ensure implementation of the policy and procedure by overseeing the investigative processes, including ensuring that investigations are prompt, impartial, and thorough.
6. Assess the training needs of staff and students to ensure successful

implementation throughout the district, and ensure staff receive annual fall training.

7. Provide the OSPI School Safety Center with notification of policy or procedure updates or changes on an annual basis.

8. In cases where, despite school efforts, a targeted student experiences harassment, intimidation or bullying that threatens the student's health and safety, the compliance officer will facilitate a meeting between district staff and the child's parents/guardians to develop a safety plan to protect the student.

A sample student safety plan is available on the OSPI website: [www.k12.wa.us/SafetyCenter/default.aspx](http://www.k12.wa.us/SafetyCenter/default.aspx).

### **Staff Intervention**

All staff members shall intervene when witnessing or receiving reports of harassment, intimidation or bullying. Minor incidents that staff are able to resolve immediately, or incidents that do not meet the definition of harassment, intimidation or bullying, may require no further action under this procedure.

### **Filing an Incident Reporting Form**

Any student who believes he or she has been the target of unresolved, severe, or persistent harassment, intimidation or bullying, or any other person in the school community who observes or receives notice that a student has or may have been the target of unresolved, severe, or persistent harassment, intimidation or bullying may report incidents verbally or in writing to any staff member.

### **Addressing Bullying – Reports**

**Step 1: Filing an Incident Reporting Form** In order to protect a targeted student from retaliation, a student need not reveal his identity on an Incident Reporting Form. The form may be filed anonymously, confidentially, or the student may choose to disclose his or her identity (non-confidential).

#### **Status of Reporter**

##### *a. Anonymous*

Individuals may file a report without revealing their identity. No disciplinary action will be taken against an alleged aggressor based solely on an anonymous report. Schools may identify complaint boxes or develop other methods for receiving anonymous, unsigned reports. Possible responses to an anonymous report include enhanced monitoring of specific locations at certain times of day or increased monitoring of specific students or staff. (Example: An unsigned Incident Reporting Form dropped on a teacher's desk led to the increased monitoring of the boys' locker room in 5th period.)

##### *b. Confidential*

Individuals may ask that their identities be kept secret from the accused and other students. Like anonymous reports, no disciplinary action will be taken against an alleged aggressor based solely on a confidential report. (Example: A student tells a playground supervisor about a classmate being bullied but asks that nobody know who reported the incident. The supervisor says, "I won't be able to punish the bullies unless you or someone else who saw it is willing to let me use their names, but I can start hanging out near the basketball court, if that would help.")

##### *c. Non-confidential*

Individuals may agree to file a report non-confidentially. Complainants agreeing to make their complaint non-confidential will be informed that due process requirements may require that the district release all of the information that it has regarding the complaint to any individuals involved in the incident, but that even then, information will still be restricted to those with a need to know, both during and after the investigation. The district will, however, fully implement the anti-retaliation provision of this policy and procedure to protect

complainants and witnesses.

## **Step 2: Receiving an Incident Reporting Form**

All staff are responsible for receiving oral and written reports. Whenever possible staff who initially receive an oral or written report of harassment, intimidation or bullying shall attempt to resolve the incident immediately. If the incident is resolved to the satisfaction of the parties involved, or if the incident does not meet the definition of harassment, intimidation or bullying, no further action may be necessary under this procedure. All reports of unresolved, severe, or persistent harassment, intimidation or bullying will be recorded on a district Incident Reporting Form and submitted to the principal or designee, unless the principal or designee is the subject of the complaint.

## **Step 3: Investigations of Unresolved, Severe, or Persistent Harassment, Intimidation and Bullying**

All reports of unresolved, severe, or persistent harassment, intimidation or bullying will be investigated with reasonable promptness. Any student may have a trusted adult with them throughout the report and investigation process.

- a. Upon receipt of the Incident Reporting Form that alleges unresolved, severe, or persistent harassment, intimidation or bullying, the school or district designee will begin the investigation. If there is potential for clear and immediate physical harm to the complainant, the district will immediately contact law enforcement and inform the parent/guardian.
- b. During the course of the investigation, the district will take reasonable measures to ensure that no further incidents of harassment, intimidation or bullying occur between the complainant and the alleged aggressor. If necessary, the district will implement a safety plan for the student(s) involved. The plan may include changing seating arrangements for the complainant and/or the alleged aggressor in the classroom, at lunch, or on the bus; identifying a staff member who will act as a safe person for the complainant; altering the alleged aggressor's schedule and access to the complainant, and other measures.
- c. Within two (2) school days after receiving the Incident Reporting Form, the school designee will notify the families of the students involved that a complaint was received and direct the families to the district's policy and procedure on harassment, intimidation and bullying.
- d. In rare cases, where after consultation with the student and appropriate staff (such as a psychologist, counselor, or social worker) the district has evidence that it would threaten the health and safety of the complainant or the alleged aggressor to involve his or her parent/guardian, the district may initially refrain from contacting the parent/guardian in its investigation of harassment, intimidation and bullying. If professional school personnel suspect that a student is subject to abuse and neglect, they must follow district policy for reporting suspected cases to Child Protective Services.

The investigation shall include, at a minimum:

- An interview with the complainant;
- An interview with the alleged aggressor;
- A review of any previous complaints involving either the complainant or the alleged aggressor; and
- Interviews with other students or staff members who may have knowledge of the alleged incident.

f. The principal or designee may determine that other steps must be taken before the investigation is complete.

- d. The investigation will be completed as soon as practicable but generally no later than five (5) school days from the initial complaint or report. If more time is needed to complete an investigation, the district will provide the parent/guardian and/or the student with weekly updates.
- h. No later than two (2) school days after the investigation has been completed and submitted to the compliance officer, the principal or designee shall respond in writing or in person to the parent/guardian of the complainant and the alleged aggressor stating:



- The results of the investigation;
- Whether the allegations were found to be factual;
- Whether there was a violation of policy; and

• The process for the complainant to file an appeal if the complainant disagrees with results. Because of the legal requirement regarding the confidentiality of student records, the principal or designee may not be able to report specific information to the targeted student's parent/guardian about any disciplinary action taken unless it involves a directive that the targeted student must be aware of in order to report violations. If a district chooses to contact the parent/guardian by letter, the letter will be mailed to the parent/guardian of the complainant and alleged aggressor by United States Postal Service with return receipt requested unless it is determined, after consultation with the student and appropriate staff (psychologist, counselor, social worker) that it could endanger the complainant or the alleged aggressor to involve his or her family. If professional school personnel suspect that a student is subject to abuse or neglect, as mandatory reporters they must follow district policy for reporting suspected cases to Child Protective Services. If the incident cannot be resolved at the school level, the principal or designee shall request assistance from the district.

**Step 4: Corrective Measures for the Aggressor** After completion of the investigation, the school or district designee will institute any corrective measures necessary. Corrective measures will be instituted as quickly as possible, but in no event more than five (5) school days after contact has been made to the families or guardians regarding the outcome of the investigation. Corrective measures that involve student discipline will be implemented according to district policy 3241, Classroom Management, Corrective Actions or Punishment. If the accused aggressor is appealing the imposition of discipline, the district may be prevented by due process considerations or a lawful order from imposing the discipline until the appeal process is concluded. If in an investigation a principal or principal's designee found that a student knowingly made a false allegation of harassment, intimidation or bullying, that student may be subject to corrective measures, including discipline.

**Step 5: Targeted Student's Right to Appeal** 1. If the complainant or parent/guardian is dissatisfied with the results of the investigation, they may appeal to the superintendent or his or her designee by filing a written notice of appeal within five (5) school days of receiving the written decision. The superintendent or his or her designee will review the investigative report and issue a written decision on the merits of the appeal within five (5) school days of receiving the notice of appeal. 2. If the targeted student remains dissatisfied after the initial appeal to the superintendent, the student may appeal to the school board by filing a written notice of appeal with the secretary of the school board on or before the fifth (5) school day following the date upon which the complainant received the superintendent's written decision. 3. An appeal before the school board or disciplinary appeal council must be heard on or before the tenth (10th) school day following the filing of the written notice of appeal to the school board. The school board or disciplinary appeal council will review the record and render a written decision on the merits of the appeal on or before the fifth (5th) school day following the termination of the hearing, and shall provide a copy to all parties involved. The board or council's decision will be the final district decision.

**Step 5: Discipline/Corrective Action** The district will take prompt and equitable corrective measures within its authority on findings of harassment, intimidation or bullying. Depending on the severity of the conduct, corrective measures may include counseling, education, discipline, and/or referral to law enforcement. Corrective measures for a student who commits an act of harassment, intimidation or bullying will be varied and graded according to the nature of the behavior, the developmental age of the student, or the student's history of problem behaviors and performance. Corrective measures that involve student discipline will be implemented according to district policy 3241, Classroom Management, Corrective Actions or Punishment.

If the conduct was of a public nature or involved groups of students or bystanders, the district should strongly consider school wide training or other activities to address the incident. If staff has been found to be in violation of this policy and procedure, school districts may impose employment disciplinary action, up to and including

termination. If a certificated educator is found to have committed a violation of WAC 181-87, commonly called the Code of Conduct for Professional Educators, OSPI's Office of Professional Practices may propose disciplinary action on a certificate, up to and including revocation. Contractor violations of this policy may include the loss of contracts. Step 7: Support for the Targeted Student

Persons found to have been subjected to harassment, intimidation or bullying will have appropriate district support services made available to them, and the adverse impact of the harassment on the student shall be addressed and remedied as appropriate.

### **Immunity/Retaliation**

No school employee, student, or volunteer may engage in reprisal or retaliation against a targeted student, witness, or other person who brings forward information about an alleged act of harassment, intimidation or bullying. Retaliation is prohibited and will result in appropriate discipline. J. Other Resources

Students and families should use the district's complaint and appeal procedures as a first response to allegations of harassment, intimidation and bullying. However, nothing in this procedure prevents a student, parent/guardian, school, or district from taking action to remediate discrimination or harassment based on a person's membership in a legally protected class under local, state or federal law. An harassment, intimidation or bullying complaint may also be reported to the following state or federal agencies:

- OSPI Equity and Civil Rights Office 360.725.6162 Email: [equity@k12.wa.us](mailto:equity@k12.wa.us)  
[www.k12.wa.us/Equity/default.asp](http://www.k12.wa.us/Equity/default.asp)
- Washington State Human Rights Commission 800.233.3247 [www.hum.wa.gov/index.html](http://www.hum.wa.gov/index.html)
- Office for Civil Rights, U.S. Department of Education, Region IX 206.607.1600 Email: [OCR.Seattle@ed.gov](mailto:OCR.Seattle@ed.gov)  
[www.ed.gov/about/offices/list/ocr/index.htm](http://www.ed.gov/about/offices/list/ocr/index.htm) Department of Justice Community Relations Service 877.292.3804  
<http://www.justice.gov/crt/>
- Office of the Education Ombudsman 866.297-2597 Email: [OEOinfo@gov.wa.gov](mailto:OEOinfo@gov.wa.gov)  
<http://www.governor.wa.gov/oeo/default.asp>
- OSPI Safety Center 360.725-6044 [www.k12.wa.us/SafetyCenter/BullyingHarassment/default.aspx](http://www.k12.wa.us/SafetyCenter/BullyingHarassment/default.aspx)

### **Other District Policies and Procedures**

Nothing in this policy or procedure is intended to prohibit discipline or remedial action for inappropriate behaviors that do not rise to the level of harassment, intimidation or bullying as defined herein, but which are, or may be, prohibited by other district or school rules.

## **Public Displays of Affection**

The inappropriate public display of affection is frequently embarrassing to adults and to students. Students are expected to exercise self-control and respect for the reputation of others. Specifically, kissing and inappropriate displays of affection are not allowed. Students failing to respect this policy will be subject to discipline which may include suspension from school.

## **School Property**

Students who damage school property at school or while under school jurisdiction may be suspended or disciplined. The student, parent/guardian or guardian shall be liable for damages. All students are expected to respect and care for all property of the school including building facilities, desks, chalkboards, books, lavatories, lockers, etc.

Any student or students losing or found damaging or defacing school property will be required to pay for the damage or loss. Willful destruction or defacement of school district property at any time is good cause for discipline up to and including expulsion. Student grades and official transcripts will be withheld until all costs from damages have been paid. When the pupil and parent/guardian are unable to pay for damages, a program of voluntary work for the pupil may be provided in lieu of monetary payment.

## Search and Seizure

School authorities may seize any contraband substance or object the possession of which is illegal, or any material or object which violates a school rule or poses a hazard to the safety and good order of the school. Students are not to bring these items to school or to any school-sponsored function.

**1. Authority to Conduct a Search** - The law allows school authorities to search students, their lockers, their motor vehicles and personal property when they have reasonable suspicion that a particular student is in possession of something prohibited by school rules or by law.

**2. General Inspection** - School authorities will be making general inspections of lockers and desks for purposes including but not limited to safety, cleanliness, retrieval of school material, and maintenance. Such general inspections shall not include searching personal items stored in lockers or desks, such as clothing, bags or purses, unless reasonable particularized suspicion exists.

**3. Locker/Desk/Storage Area Inspections** - All lockers and other storage areas provided for student use on school premises remain the property of the school district and are subject to inspection, access for maintenance, and search. No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by school authorities. Unapproved locks shall be removed and destroyed.

**4. Personal Searches** - A student's person and/or personal effects (e.g. purse, book bag, etc.) may be searched when a school authority has reasonable suspicion to believe that the student is in possession of illegal, unauthorized, missing or contraband items.

**5. Motor Vehicle Searches** - motor vehicles which are driven by students and parked on school property during regular school hours or during school activities are subject to being searched when school officials have reason. Any student who refuses to submit to a reasonable search by school authorities will be subject to disciplinary action. School authorities may detain the student pending the notification and arrival of the student's parent/guardian(s) and/or law officials as appropriate.

## Skateboards

No skateboards are to be ridden anywhere around any of the school buildings or in the school parking lots. If a student is observed to be riding a skateboard on campus, the board may be collected by the staff person or the student will be reported to the office and the skateboard collected by the principal.

Skateboards that are collected from students will usually be returned to parents, not to the student. If a skateboard is collected a second time it will be returned to the parent and the student will not be allowed to bring it or any skateboard to school for the remainder of the semester. For a second offense, the student may be suspended for up to 10 days.

## Student Drivers

Students who choose to drive a vehicle on campus, are responsible to be careful and courteous drivers. The speed limit on campus is 5 MPH. Driving carelessly or parking in handicapped or visitor spaces will cause a student to lose the privilege of driving on campus. All student drivers will be expected to complete a driver registration form each school year and display a parking sticker in their window when parked on campus.

If a student chooses to bring a car on campus after the student has received notice that he/she is not permitted to have a car on campus, the student can be suspended from school, fined and/or the car can be towed. The student will be responsible for any financial charges if the car needs to be towed off campus.

Depending on student and ASB officer interest, student drivers may be issued parking stickers for assigned spaces in the parking lot. In other words, if this interests you personally, speak with an ASB officer.

## Student Expression of Opinion

The free expression of student opinion is an important part of education in a democratic society. Students' verbal and written expression of opinion on school premises is to be encouraged so long as it does not substantially disrupt the operation of the school. The guidelines below shall be observed to assure both free expression of opinion and the orderly conduct of school. Students not following these guidelines shall be subject to disciplinary action, which may include suspension from school.

1. Neither verbal, symbolic, nor written opinion shall be expressed or disseminated in such a way as to interfere with or interrupt the normal conduct of classes, school activity, or the movement to and from classes.
2. Students wishing to disseminate their opinion by distributing pamphlets, leaflets, or other written material on school property shall be subject to disciplinary action if the materials are found to:
  - a. Be libelous, vulgar, profane, or obscene
  - b. Be soliciting funds or advertising a commercial enterprise
  - c. Be racially derogatory, harassing or intimidating to others
  - d. Have created substantial disruption of the ordinary and necessary order of the school.

Such posted material must bear the name or names of the student or students distributing them. Material may be distributed in a manner and at the times and in the places which the principal has designated in order to assure both a minimum interruption of the normal activities of the school and the reasonable opportunity of students to disseminate their opinion.

3. Official student publications, such as the newspaper or yearbook, shall comply with the criteria established in section 2, except that paid commercial advertisements may be included. Standards of responsible journalism, such as accuracy, completeness, and objectivity in reporting, shall be observed. The advisor to the student publication shall be responsible to assure that the publication meets these standards and criteria.

## Student Property

The school district assumes no responsibility for loss to students' personal property or for items such as (but not limited to) any electronic devices, recorders/players, cameras, pagers, cell phones, CD players, electronic games, computers, tablets and skateboards.

These items should be left at home and use of them at school may result in confiscation or disciplinary action. In general, valuables are to be left at home unless required for a class presentation. If personal items disrupt the school environment, they may be taken and stored for later pick-up in the school office. The school cannot assume any responsibility for any personal items that are brought to school and damaged or stolen.

## Telephone

Some teachers allow student use of their classroom phone; others do not. Please respect the teacher's right to decide how his/her classroom is to be used. Please also be aware that the phones in the office are intended for the business of the school. You may check with office staff if you need to use a telephone during or after the school day.

## Textbooks

Students are financially responsible for the books checked out to them. Students must replace lost, stolen, or damaged books. Report cards and official transcripts will not be issued to students with outstanding debts for textbooks, library books, or other lost or damaged items. If a lost book is found, the student's money will be refunded.

## Theft

Theft may result in suspension from a single class or from a full schedule of classes for a period up to ninety (90) school days with possible loss of credits for a semester. The student will be required to replace or pay for the stolen item(s). Proper legal authorities may be contacted. Any student involved in theft while under school jurisdiction will be denied participation in school activities for a period of up to ninety (90) school days.

## Smoking and Tobacco Policy

The Orcas Island School District promotes and maintains a smoke-free environment, therefore students are prohibited from smoking or using tobacco products or having tobacco in possession at any time during the school day or at any school-sponsored activities. Before, after and during school hours, students are not to use tobacco products within one block of the school grounds as the regulation of the use of tobacco products under these circumstances has a real and substantial relationship to maintaining the operation of the school. Violations of tobacco regulations are cumulative on a one year basis. Violations will result in the following actions:

**First Offense:** Will result in discipline. Parent/guardians will be notified of the offense. A satisfactory conference (by phone or in person) must be held regarding the violation.

**Second Offense:** Will result in disciplinary actions up to and including a short-term suspension from school. Parent/guardians will be notified of the offense and the actions taken.

**Third Offense:** Will result in suspension from school for ten (10) days.

**Subsequent Offenses:** Will result in a long-term suspension from school consisting of up to ninety (90) school days with the possible loss of credit for that semester.

**NOTE:** In lieu of suspension for a second offence, students may attend a tobacco cessation clinic, training or help group.

## Trespassing

Students are not to enter or remain on any school district campus without proper authorization. Violators may be subject to disciplinary, suspension, and/or expansionary action and arrest for criminal trespass. Students on campus while on suspension and/or expulsion are subject to additional disciplinary action and arrest for criminal trespassing.

## Weapons and Dangerous Instruments

The Orcas Island School District Board of Directors recognizes the expectation of students, staff, parent/guardians and patrons to be safe on school district premises and at school district activities. Accordingly, it is a violation of District policy and Washington state law for any person to carry on to school premises, school-provided transportation, or other facilities being used for school activities, any firearm, dangerous weapon, or other object capable of producing bodily harm as defined in this Policy and accompanying Rules.

### Regulations of Dangerous Weapons on School Premises – Rules

It is a violation of Board Policy and Washington State Law for any person to carry onto school premises, school-provided transportation, or facilities while being used by schools: any firearm; or any dangerous instrument or weapon of any kind such as, but not limited to, a sling shot, a sand club, blackjack, billy club, metal knuckles, any pocket-knife, any double-sided knife, any spring or mechanically loaded knife such as a switchblade, any knife having a blade which opens by force of gravity or centrifugal thrust such as a butterfly knife, any knife with a fixed blade of any length, or any saber, sword, dagger or dirk; or any device commonly known as “nun-chu-ka-sticks” consisting of two or more lengths of wood, metal, plastic, or similar substance connected with wire, rope, or other means; or any device commonly known as “throwing stars” which are multi-pointed, metal objects designed to embed upon impact from any aspect; or any air gun, including any air pistol or air rifle, designed to propel a BB, pellet, or other projectile by the discharge of compressed air, carbon dioxide, or other gas; or any disabling or incapacitating items such as electronic stunning/shocking devices; or any explosives or incendiary components which by themselves or in conjunction with other items can result in an explosion of fire, such as explosive materials, blasting caps, fireworks, gasoline, other flammable liquids, ammunition, or any combination of these items generally referred to as a bomb; or any object used in a threatening manner and/or used as a weapon which could reasonably be perceived, given the circumstances, as having the ability to cause bodily harm even though not commonly thought of as deadly or dangerous weapon, such as a starter pistol, flare gun, cayenne pepper, mace, pepper spray, ice pick, elongated scissors, straight razor, or other disabling agents; or any object which looks like a weapon, such as a toy or “dummy” gun, knife or grenade. This applies during the time that the school has sole possession, control, or use of a facility. The statutory prohibition thus extends to all exclusive uses, whether the use is prolonged or sporadic.

Any violation of this Policy and Rules by student(s) constitutes grounds for suspension/expulsion from the Orcas Island School District and the public schools of the State of Washington, in accordance with the due process provisions of Washington State Law and Board Policy. The Superintendent or designee shall promptly notify law enforcement and the student(s) parent/guardian or guardian regarding any allegation or indication of such violation.

### Due Process

Students will be expected to follow the laws of the state and rules of the district. Students at school and students at school-sponsored, off-campus events shall be governed by school district rules and regulations and are subject to the authority of the school district officials.

### Corrective Actions, Classroom Management, and Sanctions

All students will follow the reasonable rules of the district. Refusal to comply with written rules and regulations established for the governing of the school will constitute sufficient cause for discipline, suspension or expulsion. Corrective action and/or punishment for misconduct must reflect good faith effort on the part of the staff. For the purposes of the district's policies relating to corrective action or punishment:

**A.** "Expulsion" is the exclusion from school or individual classes for an indefinite period.

**B.** "Suspension" is the exclusion from school, or individual classes for a specific period of time, after which the student has a right to return.

1. A suspension is "short term" if it is for a period of 10 consecutive school days or less. Separate short-term suspensions will not total more than 10 school days in a semester for any student in grades K-4. Separate short-term suspensions will not total more than 15 days in a semester for a student in any other grade. Students' grades must not be affected substantially as a result of a short-term suspension.
2. Suspensions which exceed 10 consecutive school days are "long-term" suspensions.

**C.** "Discipline" constitutes all other forms of corrective action or punishment, including brief exclusions from a class for not more than the remainder of the class period and exclusion from any other type of activity conducted by or for the district. Discipline will not adversely affect specific academic grade, subject, or graduation requirements, so long as all required work is performed. The principal will notify special education staff of any suspensions to be imposed for a student who is currently eligible for special education services or those who might be deemed eligible for special education. To the extent that suspensions may cumulatively or consecutively exceed ten days, the principal will notify relevant special education staff so that the district can ensure that special education discipline procedures are in place, in addition to general education discipline procedures. Once a student is expelled in compliance with district policy, the expulsion will be brought to the attention of appropriate local and state authorities, including, but not limited to, the local juvenile authorities acting pursuant to the statutes dealing with the Basic Juvenile Court Act, in order that such authorities may address the student's educational needs. No student will be expelled, suspended, or disciplined in any manner for the performance of or failure to perform any act not related to the orderly operation of the school or school-sponsored activities or any other aspect of the educational process.

The superintendent will have the authority to discipline, suspend or expel students. The superintendent will identify the conditions under which a teacher may exclude a student from his or her class and will also designate which staff have the authority to initiate or to impose discipline, suspensions or expulsions. Principals will distribute to students, parents and staff a publication defining the rights, responsibilities and corrective action or punishment relating to student behavior. Parents and students will be given notice of the

standard of conduct the district requires regarding drug and alcohol use, and a statement of the disciplinary sanctions for violations of that standard.

## Definition of Disciplinary Terms

The source of these definitions is WAC 180-40-205. Discipline - means all forms of corrective action or punishment other than suspension and expulsion, and shall include the exclusion of a student from a class or activity by a teacher or administrator for a period of time not exceeding the balance of the immediate class, subject, or activity period. The student shall be in custody of a school district employee for the remainder of such period. In addition, the Orcas Island School District provides for the following corrective measures:

- 1. Detention:** Detention will be assigned by the school staff. The time is usually served after school in the detention room.
- 2. Probation:** Students placed on probation are in effect being given another opportunity to succeed in school. Students on probation are placed there as a result of an infraction(s) of school rules. Any student who is in violation of school rules and regulations after being placed on probation will be suspended from school for the remainder of that semester with a loss of all credits.
- 3. Suspension** - means a denial of attendance (other than the balance of the immediate class, subject or activity period for discipline purposes) at any single subject or class, or full schedule of classes or subjects, or at any other type of activity conducted by or on behalf of the school district and any combination of the foregoing for a stated period of time. A suspension also may include a denial of admission to or entry upon real and personal property that is owned, leased, rented, or controlled by the school district.

**Short-Term Suspension** - means a suspension for any portion of a school day up to and not exceeding ten consecutive school days. Students will have the opportunity to complete work missed while suspended.

**Long-Term Suspension** - means a suspension which exceeds a short-term suspension as defined above. School work missed may not be made up.

- 4. Expulsion** - means a denial of attendance at any single subject or class or at any full schedule of subjects of classes for an indefinite period of time. An expulsion also may include a denial of admission to or entry upon real and personal property that is owned, leased, rented, or controlled by the school district.

**Emergency Expulsion** - means an immediate expulsion (see above) of a student when the superintendent or his designee believes 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 educational process.

Constitutionally and legally sound procedures of due process as outlined below and specified in Chapter 180-40 WAC will be followed in the administration of discipline.

1. Disciplinary authority shall be exercised with fairness.
2. Every effort shall be made by administrators and faculty members to resolve problems through effective utilization of school district resources in cooperation with the student and his/her parent or guardian.
3. In cases of the application of disciplinary action or recommended short-term suspensions (defined as a suspension for any portion of a calendar day up to and not exceeding ten consecutive school days) that exceed one school day, the student and parent/guardians shall be notified of the suspension. If the student and parent or guardian desire, they may request an informal conference concerning the discipline with the building principal or his/her designee. Should further grievance beyond the building level be desired by the student or his/her parent/guardians or guardian, the following procedure will be carried out:

- a. The superintendent must be contacted within two school business days for the purpose of presenting a written and/or oral grievance.



- b. Should the grievance not be resolved, the student or parent or guardian has the right to present a written and/or oral grievance to the Board of Directors during the board's next regular meeting.
4. In cases where long-term suspension (a suspension which exceeds a short-term suspension) or expulsion (indefinite time period) is recommended, a written notice shall be delivered to the pupil and his parent or guardian. The notice shall specify the charges made, recommended sanctions to be imposed, and set for the student's right to a hearing.
5. In cases where emergency expulsion is applied (immediate removal from a school setting), the pupil and parent/guardian will be notified as soon as possible by telephone or in person. A certified letter will be mailed within 24 hours of the expulsion. The letter will explain the reasons for the expulsion and set forth corrective action. The parent/guardian/student has the right to request a hearing on or before the tenth school business day after receipt of the letter.
6. In all cases, the student will be suspended during an appeal period, not to exceed a period of ten consecutive school days, or until the appeal is decided, whichever is the shortest period.
7. If a hearing is requested by the student, the following procedural guidelines will govern the hearing:
- a. Parent or guardian shall be present at the hearing.
  - b. The student, parent or guardian may be represented by counsel.
  - c. The student shall be permitted to inspect, in advance of such hearing, any affidavits or exhibits which school authorities intend to submit at the hearing.
  - d. The student shall have the opportunity to present his/her version as to the charges and make such showing by way of affidavits, exhibits, and such witnesses as desired, as well as the opportunity to question witnesses.
  - e. Either a tape-recorded or verbatim record shall be made of the hearing.
  - f. The superintendent shall state, in writing, his findings as to the facts, his conclusions, and the disposition to be made, if any, by way of disciplinary action.
  - g. The student and his parent or guardian shall be made aware of their right to appeal the decision of the superintendent within three school business days to the School Board. The student and his parent or guardian shall be made aware of their right to appeal the decision of the School Board to the superior court within 30 days of the Board's decision.
8. Any student who has been placed on long-term suspension or on expulsion may make a written application to be readmitted to school. The application is to be made through the district superintendent.
9. Students given a long-term suspension for disciplinary infractions which have been ascertained to have been related to drug/alcohol use may have the suspension reviewed at any time following the tenth day of the suspension if the student can provide evidence of having completed an assessment by a state certified drug/alcohol agency which meets the Orcas Island School District's criteria for assessment and evidence of having taken steps to follow the recommendations based on the assessment. After the review, the student may be readmitted on a probationary basis for the balance of the suspension period or the student's educational opportunities may be continued in some other appropriate way. In order to return to school, students may also be required to state where and how they obtained the drug or alcohol.

### **Appeal Process for Student Discipline**

Any parent or student who is aggrieved by the imposition of discipline will have the right to an informal conference with the principal for the purpose of resolving the grievance. At such conference the student and parent will be subject to questioning by the principal and will be entitled to question staff involved in the matter being grieved. The parent and student after exhausting this remedy will have the right, upon 2 school business days' prior notice, to present a written and/or oral grievance to the superintendent. If the grievance is not resolved, the parent and student, upon 2 school business days' prior notice, have the right to present a

written grievance to the board during its next regular meeting, or at a meeting held within 30 days, whichever is earlier. A closed meeting may be held for the purpose of considering the grievance. The board will notify the parent and student of its response to the grievance within 10 school business days after the date when the grievance was presented. The disciplinary action will continue notwithstanding implementation of the grievance procedure unless the principal, superintendent or board elects to postpone such action.

## Procedure Classroom Management, Corrective Actions Or Punishment

### A. **Exceptional Misconduct**

The following guidelines are in effect for students to establish a range of corrective actions which may be imposed as a consequence of exceptional misconduct at the discretion of the principal, or other responsible administrator. An ad hoc committee and/or P.T.A. officers may meet with administrators to define the areas of misconduct and the range of action to be taken. Other actions may be taken prior to suspension depending on the circumstances and in accordance with the concepts of progressive discipline, the school wide behavior system and the student’s best interests.

The appeal process for short and long-term suspensions will remain in effect for short and long range suspensions imposed as a result of this procedure.

<b>Exceptional Misconduct</b>	<b>Range of Corrective Action</b>	<b>Action That May Be Taken</b>
Possessing and/or using alcohol, illegal chemical substances	Minimum	Short-term suspension, prosecution referral
	Maximum	Expulsion (90 days), prosecution referral
Threatening or verbal abuse, fighting or fighting words	Minimum	Short-term suspension
	Maximum	Long-term suspension (90 days)
Setting fire or damaging school property or devices	Minimum	Short-term suspension
	Maximum	Long-term suspension (90 days)
Initiating or participating in the dissemination of inappropriate messages or images including transmitting, viewing or possessing images of a sexually explicit nature on an electronic device.	Minimum	Short-term suspension, notification to law enforcement
	Maximum	Expulsion, notification to law enforcement
Possessing and/or using weapons or explosive devices	Minimum	Expulsion for one calendar year, notification to law enforcement
	Maximum	Indefinite expulsion, notification to law enforcement

Possessing/Using Tobacco products	Minimum	Short-term suspension
	Maximum	Long-term suspension (90 days)
Disrupting the educational process	Minimum	Short-term suspension
	Maximum	Long-term suspension (90 days)
Refusing to follow reasonable directions of staff	Minimum	Short-term suspension
	Maximum	Long-term suspension (90 days)

**B. In-School Suspension**

Guidelines for the in-school suspension program are as follows:

1. A student who is afforded the opportunity to be assigned to the in-school suspension program as an option to suspension will agree to the conditions specified by the school principal. Unless the student is of majority age, concurrence from the parent or guardian is necessary.
2. The in-school suspension program is designed to encourage learning. Students will be expected to work on their classroom assignments at all times.
3. Any act of inappropriate conduct may result in denial of this alternative to other corrective actions.
4. A student will remain isolated from other students throughout the school day and will be denied the opportunity of participating in any school activities while in the in-school suspension program.
5. An assignment to the in-school suspension program will not exceed five days. As such, the appeal process for a short-term suspension will be in effect.
6. The student will develop a behavior contract while in the in-school suspension program. The student, his/her parent or guardian and a staff member will sign the contract which defines the expected future behavior of the student.
7. After a student is placed back into the regular classroom(s), the principal will monitor the student's progress on a daily basis. The student will be encouraged to maintain a relationship with the school counselor as a means of dealing with any problems that arise.
8. Specific rules and building procedures will be developed by the building principal.

**C. Long-Term Suspension or Expulsion**

In the event a hearing is requested, the superintendent will appoint the hearing officer, who may be any certificated staff member who is not involved in the incident giving rise to the hearing. The hearing officer will:

1. Schedule the hearing for a specified date, time, and place and may postpone the date and time and change the place for good cause or upon the mutual agreement of the parties;
2. Give written notice of the date, time, and place of the hearing to the principal, and the parent and student;
3. Answer any questions that the parent and student or counsel may have about the nature and conduct of the hearing;
4. Conduct the hearing with full authority to control the conduct of all persons present, subject to the general directions of this procedural code, and to limit

questioning that is unproductive or irrelevant. (The hearing officer may not provide testimony.);

5. Write findings of fact and disposition of the case; and
6. Transmit the written findings and disposition to the superintendent, the principal, and the parent and student within 5 school days after the hearing.

The parent and student may request an open or closed hearing. A closed hearing may be attended only by the hearing officer, principal, student, parent, and counsel. Witnesses should be present only when they are giving information. At times when the student's psychological or emotional problems are being discussed, he/she may be excluded at the discretion of the hearing officer with the concurrence of the parent and/or counsel. In an open hearing only those persons designated as witnesses will have the right to speak.

At least 2 days before the hearing the principal will make available in his/her office any exhibits, affidavits or the signed statements which are the basis for the alleged misconduct and the penalty suggested by the principal. These may be examined and copied by the parent and student or counsel. If the principal later receives any further information that will be employed at the hearing, he/she will notify the parties involved and make copies available before the hearing. The principal may request a similar opportunity to review exhibits or statements to be used by the parent and student or counsel.

Upon the request of the hearing officer, the parent and student or counsel, the principal will submit to the hearing officer the student's cumulative record folder. If the principal or the hearing officer deems it necessary, the information contained in such records will be explained and interpreted to the officer by a person trained in their use and interpretation. When the hearing officer determines that the alleged act of misconduct has been committed, the hearing officer will reach a disposition of the case. The disposition need not be the action recommended by the principal but will not exceed the penalty he/she recommends. The disposition should explain the reason for the particular decision. The decision will be provided to the parent and student or counsel.

If the student is under an emergency expulsion, the hearing officer will render his/her decision within 1 school business day of the conclusion of the hearing.

When students are charged with violating the same rule and have acted in concert and the facts are essentially the same for all students, a single hearing may be conducted for them if the hearing officer believes that the following conditions exist:

1. A single hearing will not likely result in confusion; and
  2. No student will have his/her interest substantially prejudiced by a group hearing.
- If the hearing officer finds that during the hearing a student's interests will be substantially prejudiced by the group hearing, he/she may order a separate hearing for that student. The parent and student have the right to petition for an individual hearing.

# ANNUAL NOTICES AND FORMS

## McKinney Vento Homeless Students Education Assistance Act

Orcas Island School District is required to comply with the McKinney-Vento Homeless Assistance Act of 2002. The main tenets of the act are to provide:

- access to stable schooling;
- support for academic success;
- decisions made in the best interest of the student

Part of school district compliance is to identify, enroll and support “homeless” students who by definition *lack a fixed, regular and adequate nighttime residence*.

Falling under this definition are children and youth who are:

- Sharing the housing of others *due to loss of housing, economic hardship, or similar reason*
- Living in motels, hotels, transient trailer parks, camping grounds *due to lack of adequate alternative accommodations*
- Living in emergency or transitional shelters
- Abandoned in hospitals
- *Awaiting* foster care placement
- Living in a public/private place not designed for humans to live
- Living in cars, parks, abandoned buildings, post office lobbies or ferry terminal waiting rooms
- Migratory children *living in above circumstances*

An *optional* form is included with every OISD students’ enrollment packet: it is very important that those are forwarded to the OISD’s McKinney-Vento Liaison Margie Doyle’s business office mailbox with confidentiality protected.

It is also very important that at any time during the school year that all school staff notify Margie Doyle of students who fall under the McKinney-Vento definition of “homeless.”

Orcas School District is charged to ensure homeless children and youth are *identified and have full and equal opportunity to succeed in school, including identifying needs and helping with participation fees*.

In 2010-11 Washington State schools reported 26,048 homeless children and youth. We are a small district, but we have seen a growing number of “homeless” students the past several years, and we have legal requirements to meet their needs.

Thanks for cooperation in this effort.

**Orcas Island School District**  
**Bullying and Harassment Reporting Form**

**Reporting Person (optional):**

**Targeted Student:**

**Your email address (optional):**

**Your phone number (optional):**

**Today's Date:**

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

**Name(s) of bullies (if known):**

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

**Where did this incident happen? (circle all that apply)**

Classroom    Hallway    Restroom    Playground    Locker room    Lunchroom    Sportfield  
Parking Lot    School Bus    Internet    Cellphone    During a school activity    Off school grounds

On the way to/from school

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 or threatening gestures
- Excluding or rejecting the student
- Making the student fearful, demanding money or exploiting
- Spreading harmful rumors or gossip

Cyberbullying (bullying by calling, texting, emailing, web posting, etc).

Other: \_\_\_\_\_

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

Were there any witnesses? Circle one: YES or 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 this incident? YES or NO      If yes please describe:

Is there any additional information you would like to provide?

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

Received by:

Date received:

Action Taken:

Parent/guardian contacted:

Circle One:    Resolved    or    Unresolved

Referred to: \_\_\_\_\_

## Senior Calendar 2016-2017

- September** Check your credits; make sure you are taking the classes you need to graduate and to enter the post-secondary institution/job/apprenticeship of your choice.
- September** If you intend/hope to play college sports, register with the NCAA (National College Athletic Association) Clearinghouse asap. Eligibility depends on talent, GPA, test scores, and classes taken.
- September** Update your information at WashBoard.org and be sure to visit the site to see what scholarships for which you might qualify.
- September** Both students and parents should request their **FAFSA PINs** so they can apply for federal aid electronically in October. These can be requested at [www.pin.ed.gov](http://www.pin.ed.gov). Once you receive your PIN, keep it because you will use it each year.
- Sept/Nov 2** Make an appointment with the counselor to discuss your post-high school plans.
- September 1** Deadline to register for the October 1st SAT I/II. **Not given at OHS.**
- September 16** Deadline to register for the October 22nd ACT. Given at OHS.
- Sept/Oct** Download and/or fill-out electronically applications to state colleges or private schools. You can use the Common App (commonapp.org) for most private schools.
- Sept/Oct** Ask teachers for references and recommendations. You must give them the online site plus instructions for uploading or the forms which come with the applications plus instructions and stamped/addressed envelopes for mailing them.
- Sept/Oct** Give the counselor your self-description. Anyone who needs a recommendation for college, an apprenticeship program, job or voc/tech school needs to do this. I shall also interview you as well to glean more information for my recommendation.
- October** Plan to apply for college during October so November is free to work on your senior paper.
- October 1** SAT I/II given at other sites. You must be there by 7:45 AM.



- October 1** Be sure you have your Financial Aid Forms so you can begin processing them. If you also need to submit the CSS/Financial Aid PROFILE, pick up an application in the Counseling office. You want to make sure you apply for federal aid by the end of October if you possibly can. Go to [fafsa.org](http://fafsa.org) to complete the application online.
- October** **Parent/Student Financial Aid Meeting/College Information Meeting:** A financial planner from Seattle, will be talking about financial aid and how to pay for college at 6 PM in the library/College counselors from Seattle will also be speaking.
- October 4** **The Futures Fair:** Admissions counselors from several two-year, four-year and vocational schools will be at Orcas to talk about their schools and answer your questions. Confirmed schools include: Western Washington University, Skagit Community College, The Fashion Institute, The University of Washington, The Seattle Art Institute, Whitman College, University of Idaho, Seattle University, ITT Tech, Cornish College of the Arts, Whitworth College, Wellesley, the Ivies and WSU. More information will be forthcoming.
- October 7** Deadline to register for the November 5th SAT I/II. **Not given at OHS.**
- Oct (TBA)** **Seattle National College Fair** at WA State Convention and Trade Center - Sunday 12:00 PM–4:00 PM and Monday 9:00 AM-12:00 PM. Not only will there be representatives from a wide-range of colleges and universities, but there will also be workshops on How to Finance An Education, Tips on Writing the College Essay, Finding the Right College, etc. A list of attending institutions is available. Check the website for more information: [www.nacac.com](http://www.nacac.com).
- October 15** Give all Secondary School Reports for all college or voc/tech schools to the counselor. This pertains only to those who have or will apply before the end of the first semester.
- October 22** **ACT Test** given at OHS. Report to the high school commons by 7:45 AM.
- Oct (TBA)** **Seattle Performing & Visual Arts College Fair** from 7:00 - 9:00 PM in the Fisher Pavilion at the Seattle Center.
- November 1** Although not a deadline, it is beneficial to **submit FAFSAs** by now. Schools' scholarship and aid deadlines are in February still, but will be changing with the earlier FAFSA Deadline. Remember that federal aid is given on a first come, first served basis.
- November 3** Registration deadline for the December 3rd SAT Test. **This test is not given at OHS.**

- November 4** Registration deadline for the December 10th ACT Test. **This test is not given at OHS.**
- November 5** **SAT I/II** given at other sites.
- November 1/15** Early decision deadlines.
- November 30** Deadline for the University of California schools.  
Deadline for the University of Texas schools.
- December 1** University of Washington's application deadline!
- December 3** **SAT I/II** given at Friday Harbor and off-island. Be there at 7:45 AM.
- December 10** **ACT** given at other test centers.
- December 21** Registration deadline for the January 21st SAT Test. Given at OHS.
- January 7** Art Portfolio evaluation in Seattle. Go to [www.portfolioday.net](http://www.portfolioday.net) for info about location, events and registration.
- January 1/15** Application deadline for most Ivy League colleges and private schools.
- January 13** Deadline to register for the February 11th ACT Test. **Not given at OHS.**
- January 21** **SAT I/II** given at OHS. Report to the high school commons at 7:45 AM.
- January 31** Western Washington University's application deadline.
- February 1** Application deadline for most colleges for admission the following September. Even if your school has Open Admissions, often particular programs fill up so it is advisable to apply early.
- February 1** Submit mid-year transcripts to colleges or voc/tech schools which request them. Use the form in the office.
- February** Check for early local scholarships. The Chamber of Commerce chooses its recipient/s in early April. Also, decide this month whether you want to take an Advanced Placement Exam.
- February 1** Last opportunity to change your senior project.
- February 10** Registration deadline for the March 11th SAT I/II. **This test is not given at OHS.**
- February 11** **ACT** given at other test centers.
- March 3** Deadline to register for the April 8th ACT Test. This test is given at Orcas.

March 11	<b>SAT</b> given at other testing centers.
Mar/April 15	Colleges must send acceptance/rejection letters.
April/May	Apply for local scholarships. Check the booklet you will receive in April for specifics.
April 7	Registration deadline for the May 6th <b>SAT</b> . This test is given at Orcas.
April 8	<b>ACT</b> given at OHS. Report to the high school commons at 7:45 AM.
Date TBA	<b>ASVAB Test</b> given at OHS. This is a three-hour test given free by the military to help you assess your skills. By taking this test you are NOT making any commitment to join the military; you are simply getting free information about yourself and potential careers. If you are joining the military after graduation, this test is required. Sign-up in the office.
May	Review your financial aid award letter with your parents. See the counselor or call the financial aid office of the school you intend to attend. Find out when payment of all school charges are due.
May 1	Student selects college or voc/tech school and sends deposit. Do this as soon as possible because getting dorm housing is dependent on this deposit. Notify the counselor of your decision.
May 5	Registration deadline for the June 10th ACT Test. <b>This test is not given at OHS.</b>
May 6	<b>SAT I/II</b> given at OHS. Report to the high school commons at 7:45 AM.
May 9	Registration deadline for the June 3rd SAT. <b>This test is not given at OHS.</b>
May 1-12	<b>AP Exams</b> are given.
June	Have <b>final transcripts</b> sent to post secondary choices. Use the form in the office. Georgia sends these after school is out and must have a written request from you so she knows where to send them.
June 3	<b>SAT I/II</b> given at other sites. Report to the school by 7:45 AM.
June 10	<b>ACT</b> given at other test centers.
June 13	<b>Senior Presentations</b>
June 16	<b>Celebration of Success</b>
June 17	<b>Graduation</b>

## Junior Calendar 2016-2017

- September** Check your credits; make sure you are taking the classes you need to graduate and to enter the post-secondary institution/job/apprenticeship of your choice.
- October 5** **Parent/Student Financial Aid Meeting/College Information Meeting:** A financial planner from Seattle, will be talking about financial aid and how to pay for college at 6 PM in the library/College counselors from Seattle will also be speaking.
- October 4** **The Futures Fair:** Admissions counselors from several two-year, four-year and vocational schools will be at Orcas to answer your questions. To date we have confirmed: Lewis and Clark, Western Washington University, Eastern Washington University, Washington State University, Skagit Community College, ROTC, Evergreen, Whitworth, UW, University of Montana, Linfield, University of Victoria, Wellesley, The Art Institute, Central Washington University, Whitman, Whitworth, Seattle U, Cornish, Portland State and University of Idaho. Even if the school you want to attend is not at the fair, the type of school undoubtedly will be. Watch for information as to how to signup to attend various presentations.
- October 19** Take the **PSAT** at OHS, which is offered free to all juniors. The test takes approximately three hours and will be given Wednesday morning. This test provides practice for the SAT and the opportunity for students to compete in the National Merit Scholarship Program.
- TBA** **Seattle National College Fair** at the Washington State Convention and Trade Center – Friday 9:00 AM - 12:00 PM and Saturday 12:00 PM - 4:00 PM. Not only will there be over 200 representatives from a wide-range of colleges and universities, but there will also be workshops on *How to Finance An Education*, *Tips on Writing the College Essay*, *Finding the Right College*, etc. A list of attending institutions is available in the counseling office. Check the website for more information.
- December** Receive results of the PSAT test. Read your score report and check with the counselor to determine how you might improve. Your actual test booklets are available for study.
- December 21** **Deadline to register for the January 21st SATI/II.** This test will be given at OHS. Juniors considering attending 4-year colleges or universities should take this test. Then, if you need the SAT II or need to retake the SAT I, those tests can be taken in May.
- January** Start thinking of colleges you would like to explore. You may do virtual tours on the web or actually visit.

- January** Get your **Social Security number** if you have not done so already. Make sure that the name on your social security card, driver's license, birth certificate, and school transcript is in your legal name!
- January 7** Art Portfolio evaluation in Seattle. Go to [www.portfolioday.net](http://www.portfolioday.net) for info about location and registration.
- January 13** Deadline to register for the **February 11th ACT**. **Not given at OHS.**
- January 21** **SAT I/II** given at OHS. Report to the high school commons at 7:45 AM.
- February** Plan on taking or retaking the math and/or biology EOC if you have either not taken them or failed them the first time. See N. Wrightsman.
- February 10** Deadline to register for the March 5th SAT. **Not given at OHS.**
- February 11** **ACT** given at other test centers.
- Feb./March** Meet with the counselor about your senior schedule and your post-secondary plans.
- March/April** Plan on **retaking the SBAC** if you failed any parts in your sophomore year or did not take it for some reason.
- March 3** Deadline to register for the **April 8th ACT** give at OHS. You can do this online at [www.act.org](http://www.act.org) or with the paper applications in the counseling office. If you intend to take the ACT, this is the test to take. Your next opportunity to take the test on Orcas is in October.
- March 11** **SAT I/II** given at other test centers.
- March ?** **ASVAB TEST** given at OHS. This is a three-hour test given free by the military to help you assess your skills. By taking this test you are NOT making any commitment to join the military; you are simply getting free information about yourself and potential careers. If you are joining the military after graduation, this test is required. Sign-up in the office.
- April/May** If you are interested in either attending a military academy or applying for ROTC scholarship, be sure you talk to the counselor.
- April/May** Look at the scholarship booklet annually given to seniors and start thinking about which scholarships for which you might qualify.
- April** **College Fair for Washington State Colleges/Universities/Voc-Tech Schools** at Skagit Valley College. This is a great opportunity to meet with representatives of these institutions and find out what they might have to offer you.

- April 7** Deadline to register for the **May 6th SAT I/II**. Given at OHS. You need to take this test if you did not already take the January SAT. If you need SAT IIs, take them in May!
- April 8** **ACT** given at OHS. Report to the high school commons at 7:45 AM.
- May** Plan your senior schedule. Remember to include all the classes needed to meet OHS's graduation requirements and your postsecondary plans. Colleges/universities are looking for a **strong** senior year.
- May 5** Registration deadline for the June 10th **ACT**. This test is given at other sites.
- May 6** **SAT I/II** given at OHS. Report to the high school commons at 7:45 AM. You want to take this test if you did not take the January SAT.
- May 9** Registration deadline for the June 3rd **SAT I/II**. This test is given at other sites.
- May 1-12** **AP Exams** are given.
- June** If you intend/hope to play college sports, register with the **NCAA** (National College Athletic Association) Clearinghouse asap. Eligibility depends on talent, GPA, test scores, and classes taken.
- June 3** **SAT I/II** given at Friday Harbor and other sites. Be there by 7:45 AM.
- June 10** **ACT** given at other sites.
- June 17** **OHS Graduation**
- Summer** Visit colleges and universities. Whittle your list down to 3-6 schools. Study for retakes of the SAT. Revise your resume. Write or revise your personal statement for college applications.

**GOOD LUCK!**

If/when you have questions about anything, please ask me. I would be pleased to help you. My school phone is 1518, and my email is [nwrightsman@orcas.k12.wa](mailto:nwrightsman@orcas.k12.wa).