

ORCAS ISLAND HIGH SCHOOL STUDENT HANDBOOK

2011-2012



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TABLE OF CONTENTS

PAGE

Welcome and Mission Statement

4

Associated Student Body

ASB and Club Officers

4

ASB Cards

5

Athletics

5

Co-Curricular

5

Music

5

Dance Guidelines

6

Counseling, Guidance and Academics

Counseling and Guidance

7

Academic Awards

7

Celebration of Success

7

Report Card Dates

7

Service To School & Community

8

National Honor Society

8

Testing Dates

9

Summary of Graduation Requirements

11

Credit Information

12

Class Changes

12

Notes on Schedules

13

Independent Study Guidelines

13

Withdrawal from School

13

Attendance Policies

Attendance

13

Tardies

14

Leaving School Grounds

14

Make Up Work

15

General Information

Student Rules and Regulations

15

Relevant State Law

15

Alcohol Beverages and Drugs

16

Arson

17

Assault and Fighting

17

Bus Transportation

18

Cell Phone Policy

18

Change of Address

18

Citizenship

18

Discrimination

19

Dress and Appearance

19

Explosive Devices

19

False Alarms

20

Firearms

20

General Behavior Expectations

20

Detention	21
Halls, Commons and Campus Area	21
Handbook Changes	21
Harassment	21
Health and Medical Services	24
Lockers	24
Library	24
Lost and Found	24
Lunch and Breakfast Program	24
Open/Closed Campus	24
Making an Appointment in the Office	25
Medication	25
Public Display of Affection	25
School Property	25
School Visitors	25
Search and Seizure	26
Skateboards	26
Student Drivers	26
Student Expression of Opinion	27
Student Materials	27
Student Property	27
Students with Unscheduled Class Periods	28
Technology	28
Telephone	28
Textbooks	28
Theft	28
Tobacco/Smoking	28
Trespass	29
Weapons and Dangerous Instruments	29
Due Process	29
Definition of Disciplinary Terms	30
High School Bell Schedules	31
Staff List	33
Co-Curricular	34
Senior Project Due Dates	35
Senior Calendar	38
Junior Calendar	43

Welcome!!!

Welcome to Orcas Island High School. We hope that this will be a successful and enjoyable year for you. This handbook is designed to inform you of school policies and procedures. Please read this information carefully, it is intended to help you. Other sections may be added as the year progresses or parts may be changed 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 other 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 the time to make notes on your copy and share these with your student officers, and/or with school staff members.

Orcas Island High School Mission Statement

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.

ASB INFORMATION

ASB officers are usually elected in the spring from grades 10-12. The President is always a senior; other offices are open to students in grades 10-12.

Officers for 2011-2012

Associated Student Body (ASB)

President: Christopher Ghazel
Vice President: Huxley Smart
Secretary: Tika Zbornik
Treasurer: Jules Mann
Public Relations: Bailey Johnson

Advisor: Vicki Clancy

Senior Class Officers

President: Sofie Thixton
Vice President: Robin Gropp
Secretary: Susanne Mietzner
Treasurer: Mackie Blackburn
ASB Reps: Kathryn Tidwell & Claire O'Neill President:

Advisor: Vicki Clancy

Junior Class Officers

President: Josh Bronn
Vice President: Aidan McCormick
Secretary: Annie Ryder
Treasurer: Freeda Crow
ASB Reps: Lana Bronn & Daniel Briggs

Advisor: Brett McFarland

Sophomore Class Officers

President: Maya Burt-Kidwell
Vice President: Chris Babcock

Advisor: Kari Schuh

Secretary: Brigid Ehrmantraut
Treasurer: Alena Janssen
ASB Reps: Emily Jackson & Bailey Johnson

Freshmen Class Officers

President:
Vice President: Hannah Brunner-Gaydos
Secretary: Melanie Flint
Treasurer: Kyle Zbornik
ASB Reps: Jonah Amour & Hailey Crowe

Advisor: Natasha Meskew

Key Club Officers

President: Claire O'Neill
Vice President: Kathryn Tidwell
Secretary: Susanne Mietzner
Treasurer: Josh Bronn
Editor: Ruby Adrian

Advisor: Margie Doyle

Dues are \$12 and membership is open to all students.

Snow Sports Club

Co-Advisor: Savvy Sanders

Advisor: Marta Branch

Environmental Club

Co- Presidents:

Advisor: Greg Books

Crew/Rowing Club

Coach: Tina Brown

Sailing Club

Coach: Burke Thomas

ASB CARDS

ASB cards usually go on sale during the first month of school. ASB officers will determine and announce the cost of the cards.

ATHLETICS

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.

CO-CURRICULAR

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.

MUSIC

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 participating in the music

program, which means that the student has high school class in music, will be able to participate in competitions or trips. For further information, please see music teacher Martin Lund or Pamela Wright.

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.** There is no smoking or other use of tobacco at any High School event whether held on or off campus.
- 2.** When a student or guest is deemed, in the opinion of the chaperon(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.
- 3.** With the exception of the Prom, all High School dances will end at or before midnight.
- 4.** Students who leave the dance area will not be re-admitted to the dance. Admission fees will not be refunded.
- 5.** 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)
- 6.** 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.

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.

COUNSELING AND GUIDANCE

We have a counselor available for consultation and guidance throughout the year. We encourage all students and parents/guardians to see the counselor any time they have concerns relating to class programs, academic progress, or any area relating to school. Please refer to the counseling section for information regarding registration, adding or dropping classes, graduation requirements, etc.

ACADEMIC AWARDS

High School award assemblies are held each semester. Class grades are averaged to obtain a Grade Point Average for each semester. GPAs are based on a 4.0 scale for all classes.

GRADE TABLE

A	=	4.0
A-	=	3.7
B+	=	3.3
B	=	3.0
B-	=	2.7
C+	=	2.3
C	=	2.0
C-	=	1.7
D+	=	1.3
D	=	1.0
F	=	0.0

Honor Roll: 3.25 - 3.49 Grade Point Average.

High Honor Roll: 3.5 or above Grade Point Average.

AP Classes: will be weighted on a 5 point scale for determining class rank for the graduating class valedictorian and salutatorian.

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 quarter. High Honors Cards are given to both Middle and High School students.

To be eligible for the Honor Roll, you must be enrolled in a minimum of five classes and have all grades completed by the end of the grading period. Except in extraordinary cases, you will not be considered for inclusion in the Honor Roll if you 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.

CELEBRATION OF SUCCESS

The high school staff sponsors an assembly at the end of the school year to recognize students for their accomplishments. This is also the time when most of the local scholarships are given to graduating seniors.

REPORT CARDS

Report cards are issued four times a school year, one per quarter. They will be sent home on or about the following dates:

November 15th
February 7th
April 26th
June 30th

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

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 provides its members with many opportunities to perform service as well as a way to track the number of hours performed during the school year.

NATIONAL HONOR SOCIETY

Membership is granted to those qualified Juniors and Seniors who are selected by the faculty council and have demonstrated a high degree of scholarship, leadership, service and character. All eligible and interested students will be invited to complete information for the faculty council after the end of the 1st quarter. Induction of new members is usually scheduled during January.

SCHOLARSHIP

Candidates must have a cumulative Grade Point Average of 3.5.

LEADERSHIP

The student who exercises leadership: Is resourceful in proposing new problems, applying principles, and making suggestions. Demonstrates leadership in promoting school activities. Exercises influence on peers in upholding school ideals. Contributes ideas that improve the civic life of the school. Is able to delegate responsibilities. Exemplifies positive attitudes. Inspires positive behavior in others. Demonstrates academic initiative. Successfully holds school offices or positions of responsibility, conducting business efficiently and effectively, and without prodding, demonstrates reliability and dependability. Demonstrates leadership in the classroom, at work and in school or community activities. Is thoroughly dependable in any responsibility accepted.

SERVICE

The student who serves: Is willing to uphold scholarship and maintain a loyal school attitude. Participates in some outside activity such as: Girl Scouts, Boy Scouts, church groups; volunteer services for the aged, poor or disadvantaged such as the Food Bank. Volunteers dependable and well organized assistance, is gladly available, and is willing to sacrifice to offer assistance. Works well with others and is willing to take on difficult or inconspicuous responsibilities. Cheerfully and enthusiastically renders any requested service to the school. Is willing to represent the class or school in inter-class and inter-scholastic competition. Does committee and staff work without complaint. Shows courtesy by assisting visitors, teachers, and students.

CHARACTER

The student of character: Takes criticism willingly and accepts recommendations graciously. Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability). Upholds principles of morality and ethic. Cooperates by complying with school regulations concerning property, programs, office, halls, etc. Demonstrates the highest standards of honesty and reliability. Shows courtesy, concern, and respect for other. Observes instructions and rules, punctuality, and faithfulness both inside and outside of the classroom. Has powers of concentration and sustained attention as shown by perseverance and application to studies. Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others. Actively helps to rid the school of bad influences or environment.

TESTING DATES 2011-2012

<u>SAT</u>	<u>Test Date</u>	<u>Registration Deadline</u>	<u>Late Registration</u>
	October 1, 2011	Sept. 9, 2011	Sept. 21, 2011
	November 5, 2011	Oct. 7, 2011	Oct. 21, 2011
	December 3, 2011	Nov. 8, 2011	Nov. 20, 2011
	January 28, 2012	Dec. 30, 2011	Jan. 13, 2012
	March 10, 2012	Feb. 10, 2012	Feb. 24, 2012
	May 5, 2012	Apr. 6, 2012	Apr. 20, 2012
	June 2, 2012	May 8, 2012	May 22, 2012
<u>ACT</u>	<u>Test Date</u>	<u>Registration Deadline</u>	<u>Late Registration</u>
	October 22, 2011	Sept. 16, 2011	Sept. 17-30, 2011
	December 10, 2011	Nov. 4, 2011	Nov. 5-18, 2011
	February 11, 2012	Jan. 13, 2012	Jan. 14-20, 2012
	April 14, 2012	March 9, 2012	Mar. 10-23, 2012
	June 9, 2012	May 4, 2012	May 5-18, 2012
<u>PSAT</u>	October 12, 2011	Given at OHS to all Juniors.	
<u>PLAN</u>	October 12, 2011	Given at OHS to all Sophomores.	
<u>ASVAB</u>	TBA	Given at OHS to all interested Juniors and Seniors.	

GRADUATION REQUIREMENTS FROM ORCAS ISLAND HIGH SCHOOL

In addition to earning the 22 required credits that are outlined below, students must fulfill the state 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.

High School and Beyond Plan

The High School and Beyond Plan is a state graduation requirement. As students complete 8th 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 Navigation 101 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

Meeting the standard on the state tests is also a graduation requirement.
From <http://www.k12.wa.us/GraduationRequirements/StateTesting.aspx>

Classes of 2011 and 2012: Students must pass a state exam in reading and writing, a state-approved alternative or an assessment for students in special education. Students can meet the state's math requirement by passing a high school math exam OR by earning two math credits after 10th grade.

Classes of 2013 and 2014: Students must pass a state exam in reading and writing and one end-of-course exam in math, state-approved alternatives or assessments for students in special education.

Classes of 2015 and beyond: Students must pass a state exam in reading and writing, one science end-of-course exam and two math end-of-course exams, state-approved alternatives or assessments for students in special education.

Tenth grade students generally take the HSPE (High School Proficiency Exam) in reading and writing. This year the tests will be given on the following schedule:

Writing test on Tuesday and Wednesday, March 13th and 14th.
Reading test will be given on Thursday, March 15th.

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 8th grade, for example, he/she will take the test in the 8th 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.

Other 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 10th and 11th 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.

All 10th 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/>
All 11th 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>

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/>

The Culminating Project

The Culminating Project, also known as the Senior Project, is completed in the student's final year of high school. It involves the selection of an interesting project, research and writing and a presentation about the project. This project can be a very exciting and personally challenging as well as a fulfilling opportunity for high school students. 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. For more information about the culminating project see: <http://www.k12.wa.us/GraduationRequirements/Requirement-CulminatingProject.aspx>

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.

ENGLISH (4)

Writing for High School *
AP English
Writing
Advanced Writing for HS
Film as Literature
American Literature
British Literature**
Literature 1
Literature 2
Mystery Fiction
Science Fiction
Speech and Communication

Bible as Literature

MATHEMATICS (3)

Algebra 1
Geometry
Algebra 2
Precalculus/ Integrated 4
Math with Business Applications
AP Calculus
Applied Math 1
Applied Math 2

SCIENCE (3)

Biology
Marine Science
Marine Technology I or II
Astronomy
Environmental Science
Chemistry
Zoology
AP Environmental Science
AP Physics
AP Biology
Physics
Applied Physics

Solar Boat Project
Applied Physics Bike

SOCIAL STUDIES (3)

Western Civilization *
US History *
Consumer Civics *
Government Civics *
Northwest History *
AP European History
AP US History
AP Human Geography
Ancient Civilizations

PE (2)

PE Section BT
PE Section C
PE Section BV
Fitness for Life
Strength and Conditioning
Health (.5)*

ART (1)

Art
Orchestra
Choir
Music Technology

CAREER & TECH EDU. (1)

Woodworking
Desktop Publishing
Computer Applications
Digital Media
Career Choices
FEAST

ELECTIVES (5)

(Electives credits may also include
classes from other subject categories.)
Student Assistant

FOREIGN LANGUAGE

Spanish 1
Spanish 2
Spanish 3
Spanish 4 (AP Spanish)

TOTAL CREDITS REQUIRED FOR GRADUATION: 22

(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 11-12 school year.

Credit Information

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.

Required Credits:

English	4
Social Studies	3
Math	3
Science	3
Physical Education	2
Arts	1
Vocational	1
Electives	5

Total Credits: 22

HIGH SCHOOL 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, NC (no credit) or U (unsatisfactory) in a course.
2. Is removed from/or drops a class after the fourth week of the semester.

CLASS CHANGES

Students may come in or call the office to change a schedule at any time before school begins in September. The earlier students make 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 her professional judgment, there are medical reason or other extenuating circumstances and this waiver is in the best interest of the student and the school.

NOTES ON SCHEDULES

All students are expected to have a plan for your four years in high school and for post high school education. If you need help deciding on your plan or you want to discuss changes, please see the counselor. In addition to the classes that are available through our school staff, students may take classes approved for Orcas Island HS credit through OASIS High School. Students may also enroll in online classes. In order to be certain that the credit is acceptable for graduation from Orcas Island High School all classes, should be approved through the school counselor. Any fees or tuition charges for online or other classes may be the responsibility of the student depending on available grants and other funding, the type of class and the student's successful completion of the class.

Pay attention to the deadlines for adding and dropping classes. Talk with the teacher to be sure you understand the content of the class before you decide to drop or add. Before you add or drop a basic class, talk with the counselor about how your decision will affect your educational plans. This is your education. We are here to help you make it as valuable as possible. It is your responsibility to work hard, to ask questions and to help us assist you in making the best decisions possible for your future.

OASIS AND ONLINE CLASS GUIDELINES

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. The following guidelines have been created to ensure that the classes meet our expectations for a class that should receive high school credit at Orcas Island High School.

1. If the course already exists in the course offerings at Orcas Island High School, a student is expected to take the course at Orcas Island High School.
2. Generally online classes offered through the Digital Learning commons will be accepted for credit at Orcas Island High School. See the counselor for more information.
3. 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.

ATTENDANCE

Good attendance is essential to school success. 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. ***“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)

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 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.

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 conference is held with parents 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.

LEAVING THE SCHOOL GROUNDS

Students in the High School have an open campus. When a student does not have a class, he/she may leave campus. Of course, 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.

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.

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.

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 STATE LAW

- 1.** 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.

ACADEMIC INTEGRITY

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 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 students' responsibility to clearly document the source of information used in work submitted as their own (as defined by the MLA Handbook).

ALCOHOLIC BEVERAGES AND DRUGS

The District supports abstinence 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 of 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, pain killers, 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, pain killers, 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.

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 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.

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 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 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.

CHANGE OF ADDRESS

Please inform the office if you have a change of address or telephone number. This will ensure that we can reach you when needed, and that you receive report cards and other mailings in a timely fashion.

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.

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.

DRESS AND APPEARANCE

Yes, there is a dress code here on Orcas Island. 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.

Read your T-shirts and hats and please do not 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.

In General

*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 should be long enough to at least meet the fingertips of the student's arms hanging at his/her sides. Skirts should be that long or longer.

*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. 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.

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)

General Behavior

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.

A School wide Discipline Plan is in place at Orcas Island High School which can be used by all teachers for all students. Of course, we expect that this system is needed more for freshmen and sophomores than for juniors and seniors. 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.

STEP CHART

- | | |
|----------------------|--|
| <u>Step 1</u> | Warning. |
| <u>Step 2</u> | 20 minutes detention. |
| <u>Step 3</u> | 30 minutes detention, parent/guardian contacted. |
| <u>Step 4</u> | 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 Step Plan 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 unfortunate enough to be assigned detention, the detention must be served within two days. There is a detention room staffed by both middle and high school teachers for students to serve detention after school. 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 teacher will take the following actions: Make a specific date and time for the student to serve detention. Please note that this may be at the student's lunch time. Notify both student and parent that if the detention is not completed by the specific date and time assigned, the student will be suspended from class until the detention is served or a parent conference is held.

HALLS AND 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. Unless working under the immediate direction of the teacher, students are not to be in the parking lot, the front of the school in the halls or commons or courtyards, or anywhere but in class or in the library during class times. 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.

HANDBOOK CHANGES

Changes in the Student Handbook may be made during the school year by the school authorities. Such changes will be made available to students in writing.

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 Barbara Kline, 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.”

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.

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.

LUNCH AND BREAKFAST PROGRAM

Students may bring a lunch or purchase one in the cafeteria. Lunch and breakfast costs may be paid through the office. 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.

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.

OPEN/CLOSED CAMPUS

Students in grades 9-12 have an open campus. This privilege can be revoked for any student who is regularly late to his/her classes or is involved in any disturbance off campus. Our community is very

supportive of our school and of our students. When students present themselves in the community, it is important that they demonstrate good manners, safe driving habits, and show themselves as charming and articulate teenagers.

The Middle School commons area is closed to all high school students. Likewise, the High School commons is closed to middle school students unless they have business in the office.

Please stay out of the Middle School courtyard while the Middle School is in session as they have classrooms which open onto the courtyard. When you are walking past their classrooms to lunch, please keep your voices down. All students are encouraged to maintain a full schedule of classes and most students will be on campus all day with the exception of lunch time. If you have an unscheduled period you are welcome to work in the library. If you can work quietly, you may also be able to obtain permission to work in the commons area. Quiet must be maintained in the commons area for the efficient operation of the office and to avoid disturbance to other classes. When you have an unscheduled period, you may not be in other areas of the campus, including the gyms, parking area and hallways.

MAKING AN APPOINTMENT IN THE OFFICE

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.

PUBLIC DISPLAY 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.

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.

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 students' 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 may not be returned to either the parent or to the student for the balance of the semester or of the school year whichever is shorter. 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 5MPH. Driving carelessly or parking in handicapped or visitor spaces will cause a student to lose the privilege of driving 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 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 MATERIAL

The following is a list of basic equipment of the type that is needed for all 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.

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, 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.

STUDENTS WITH UNSCHEDULED 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.

TECHNOLOGY

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.

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.

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.

TOBACCO/SMOKING REGULATIONS

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 discipline 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

TRESPASS

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 trespass.

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 switch-blade, 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 a electronic stunning/shocking devices; org. 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.

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.

ORCAS ISLAND SCHOOL DISTRICT
HIGH SCHOOL SCHEDULE

6TH PERIOD DAY SCHEDULE

1 ST PERIOD (1A)	8:30	9:25
2 ND PERIOD (1B)	9:30	10:25
3 RD PERIOD (2A)	10:30	11:25
4 TH PERIOD (3A)	11:30	12:25
LUNCH	12:25	1:10
5 TH PERIOD (2B)	1:10	2:05
6 TH PERIOD (3B)	2:10	3:05

CLASS SCHEDULE

1 st PERIOD	8:30	10:20
BREAK	10:20	10:30
2 nd PERIOD	10:35	12:25
LUNCH	12:25	1:05
3 rd PERIOD	1:10	3:00
PASSING TIME	3:00	3:05

BELL SCHEDULE

8:25	WARNING BELL
8:30	1 ST PERIOD BEGINS
10:20	END OF 1 ST PERIOD
10:30	END OF HS AM BREAK
10:35	2 ND PERIOD BEGINS
12:25	END OF 2 ND PERIOD
1:05	END OF HS LUNCH
1:10	3 RD PERIOD BEGINS
3:00	END OF 3 RD PERIOD
3:10	DETENTION BELL

CLASS MEETING SCHEDULE

1ST PERIOD	8:30	10:10
CLASS MTG	10:15	10:30
BREAK	10:30	10:45
2ND PERIOD	10:45	12:30
LUNCH	12:30	1:10
3RD PERIOD	1:15	3:00

DISMISSAL AT 12:00 A OR B DAY SCHEDULE

1 ST PERIOD	8:30	9:35
2 ND PERIOD	9:40	10:45
BREAK	10:45	10:55
3 RD PERIOD	11:00	12:00

Middle and High School Staff:

<u>TITLE</u>	<u>NAME</u>	<u>Email ADDRESS</u>	<u>EXT. #</u>
HS Principal	Barbara Kline	bkline@orcas.k12.wa.us	1517
MS Principal	Kyle Freeman	kfreeman@orcas.k12.wa.us	1561
Office Manager	Georgia Philbrook	gphilbrook@orcas.k12.wa.us	1515
Office Assistant	Lisa Clark	lclark@orcas.k12.wa.us	1516
Counselor	Nancy Wrightsman	nwrightsman@orcas.k12.wa.us	1518
Librarian	Maria Doss	mdoss@orcas.k12.wa.us	1565
Readiness to Learn Family Advocate			
	Julie Pinardi	jpinardi@orcas.k12.wa.us	1566
HS & MS Music	Martin Lund	mlund@orcas.k12.wa.us	1533
	Pamela Wright	pwright@orcas.k12.wa.us	
HS Art	Corey Wiscomb	cwiscomb@orcas.k12.wa.us	1543
HS Woods	Mark Padbury	mpadbury@orcas.k12.wa.us	1540
HS Math	Vicki Clancy	vclancy@orcas.k12.wa.us	1527
HS Math/Oasis	Jill Sherman	jsherman@orcas.k12.wa.us	1535
HS Science	Brett McFarland	bmcfarland@orcas.k12.wa.us	1529
HS & MS P.E.	Cindy Elliott	celliot@orcas.k12.wa.us	1521
HS & MS P.E.	Dennis Dahl	ddahl@orcas.k12.wa.us	1520
HS Marine Sc./Oasis	Marta Branch	mbranch@orcas.k12.wa.us	1524
HS Science	Greg Books	gbooks@orcas.k12.wa.us	1526
HS Spanish	Catherine Laflin	claflin@orcas.k12.wa.us	1536
HS Career Choices	Kari Schuh	kschuh@orcas.k12.wa.us	1529
HS Social Studies	Kathleen Collister	kcollister@orcas.k12.wa.us	1528
HS Social Studies	Val Hellar	vhellar@orcas.k12.wa.us	1534
HS Language Arts	Maurice Austin	maustin@orcas.k12.wa.us	1525
HS Computer Ed.	Paul Evans	pevans@orcas.k12.wa.us	1530
Special Ed	Kari Schuh	kschuh@orcas.k12.wa.us	1529
Special Ed.	Linda Sullivan	lsullivan@orcas.k12.wa.us	1532
MS Special Ed.	Kim Freeman	kfreeman@orcas.k12.wa.us	1524
7th Lang.Arts/Soc. St./8th Gr. Literature			
	Phil Carter	pcarter@orcas.k12.wa.us	1541
7th Gr. Math/Science/8th Gr. Math			
	Lori Oakes	loakes@orcas.k12.wa.us	1539
8th Gr. Lang.Arts/Social Studies			
	Kathi Anderson	kanderson@orcas.k12.wa.us	1523
8th Gr. Science	Laura Tidwell	ltidwell@orcas.k12.wa.us	1537
MS Culinary Arts	Paula Towne	ptowne@orcas.k12.wa.us	1531

Co-Curricular:

Yearbook
National Honor Society
Ecology Club Advisor
Key Club Advisor
Athletic Director
Head Football
Head Volleyball
HS Boy's Soccer
HS Girl's Soccer
HS Golf
Boys Head Basketball
Girls Head Basketball
Head Baseball
Head Softball
MS Volleyball
MS Soccer
MS Girls Basketball
MS Boys Basketball
Senior Class Advisor
Junior Class Advisor
Sophomore Class Advisor
Freshman Class Advisor
High School ASB Advisor
Middle School Class Advisors

Corey Wiscomb
Nancy Wrightsman
Greg Books
Margie Doyle
Sandi Harris
Scott Harris
Gregg Sasan
Matt Stolmeier
Charma Anderson
Bobby Olmstead
Gregg Sasan
TBD
TBD
Scott Harris
Kathy Morris
Chris Doherty
Rich Madan
Dan Drake
Vicki Clancy
Brett McFarland
Paul Evans & Kari Schuh
Natasha Meskew
Vicki Clancy
Middle School Staff

SENIOR PROJECT DUE DATES 2011-2012

**KEEP ALL FORMS FOR YOUR PORTFOLIO
SAVE ALL WORK ON AT LEAST ONE DISK**

NOTE: Due dates are when the form is due to your teacher NOT when you are supposed to meet with advisor; you are responsible for making appointments with your advisor **PRIOR** to the due date!

September	Advisor/advisee selection process	9/07/11
	Selections will be posted	9/12/11
	1 st advisor meeting by (Introduction/share ideas)	9/23/11
	2 nd advisor meeting by (5 sources AND preliminary thesis)	9/30/11
October	3 rd advisor meeting by (10 sources; discuss paper topic and annotated bibliography)	10/14/11
	Formal approval meeting with Senior Project Coordinators Sign up in senior class	10/17/11- 10/21/11
	Letter of Intent due to advisor AND senior teacher; Parent Consent due	10/26/11
	BEGIN YOUR LEARNING LOG NOW!	
November	4 th advisor meeting by	11/4/11
	End first quarter	
	Annotated bibliography due to	11/7/11

advisor and senior teacher
Introduction of paper due to
Advisor and senior teacher

5th advisor meeting 11/16/12
Review rough draft of paper

6th advisor meeting 11/21/11
ROUGH DRAFT DUE TO ADVISOR
and senior teacher

Rough drafts returned to student 11/29/10

December **FINAL DRAFT OF RESEARCH PAPER** 12/16/11
(Note: This is the last day of class before winter
break. Late papers will lose points..duh!)

January Graded research papers returned 1/27/12

(End of 1st semester - you're half way!)

February **Last opportunity to change project** 2/1/12

7th advisor meeting 2/12/12
Complete timeline for project
Progress report on project
Review Learning Log

March 8th advisor meeting by 3/14/12
Progress report on project
Review Learning Log

May 9th advisor meeting by 5/14/12
Presentation to advisor

May/June	In class presentations (Sign up in senior class)	5/16/12- 6/06/12
	Completed portfolio due to senior Teacher (Late portfolios will lose points!)	6/6/12
	Senior Presentations	6/12/12
	GRADUATION!!	6/16/12

Please remember that some of these dates and requirements may change as necessary. Keep ALL rough drafts, copies of advisor meeting forms, letters, etc. for inclusion in your Senior Portfolios.

Samples of all forms and requirements will be made available.

Have fun, keep relaxed and **MEET ALL DEADLINES** and you will be fine.

Questions may be discussed in your senior class or individually with Ms. Hellar and/or Ms. Collister.

SENIOR CALENDAR - 2011-2012

- 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/Nov 2 Make an appointment with the counselor to discuss your post-high school plans.
- September 9 Deadline to register for the October 1st SAT I/II. Given at OHS.
- September 16 Deadline to register for the October 22nd ACT. Given at OHS.
- September 23 First senior project advisor meeting deadline.
- September 30 Second senior project advisor meeting deadline.
- 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 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 OHS. Report to the high school commons by 7:45 AM.
- October 6 **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 Seattle Art Institute, The University of Puget Sound, Boise State, Seattle University, ITT Tech, Cornish College of the Arts, Whitworth College, Seattle Pacific College, and WSU. More information will be forthcoming.

- October 6 (?) **Parent College Information Night** at 7:00 PM in the library.
- October 7 Deadline to register for the November 5th SAT I/II. Given at OHS.
- October (Date 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 web site for more information: www.nacac.com.
- October 14 Third senior project advisor meeting deadline.
- 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 at 7:45 AM.
- October 26 **Seattle Performing & Visual Arts College Fair** from 7:00 – 9:00 PM in the Fisher Pavilion at the Seattle Center.
- October 26 Letter of Intent and Parent Consent due to both your advisor and senior teacher.
- November 1/15 Early decision deadlines.
- Nov./Dec. Both students and parents should request their **FAFSA PINs** so they can apply for federal aid electronically in January/February. These can be requested at www.pin.ed.gov
- November 4 Registration deadline for the December 10th ACT Test. This test is not given at OHS.
- November 4 Fourth senior project advisor meeting deadline.
- November 4 Annotated bibliography and paper introduction are both due to your senior advisor and senior teacher.

November 5	SAT I/II given at OHS. Report to the high school commons at 7:45 AM.
November 8	Registration deadline for the December 3rd SAT Test. This test is not given at OHS.
November 16	Fifth senior project advisor meeting deadline.
November 21	Sixth senior project advisor meeting deadline. Senior paper rough draft due to your advisor and your senior teacher.
November 22	Senior Paper Rough Draft is due to your advisor and senior teacher.
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 1	Free Application for Financial Aid Worksheets are usually available in the counseling office. You can also look for these online at fafsa.gov .
December 1	WA State 4-year public universities begin processing applications. In fact, the priority deadline for the University of Washington is December 1 although their actual deadline is not until Jan 15. This means you need to apply NOW if you have not already done so.
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 16	Senior Paper Final Draft is due today!!
December 30	Registration deadline for the January 28th SAT Test. Given at OHS.
January 1/15	Application deadline for most Ivy League colleges and private schools.
January 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 January if you possibly can. Go to fafsa.org to complete the application online.
January 13	Deadline to register for the February 11 th ACT Test. Not given at OHS.

January 15	Application deadline for the University of Washington.
January 28	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	Although not a deadline, it is beneficial to mail FAFSAs by now. Schools' scholarship and aid deadlines are in February. Remember that federal aid is given on a first come, first served basis.
February 1	If applying for the Western Undergraduate Exchange (WUE), check for your school's application deadline. Usually, one needs to have applied to the school and then apply for the WUE.
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 10	Registration deadline for the March 10 th SAT I/II. This test is not given at OHS.
February 11	ACT given at other test centers.
February 12	Seventh senior project advisor meeting deadline.
March 9	Deadline to register for the April 14th ACT Test. This test is given at Orcas.
March 10	SAT given at other testing centers.
March 14	Eighth senior project advisor meeting deadline.
March/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 6	Registration deadline for the May 5th SAT . This test is given at Orcas.
April 14	ACT given at OHS. Report to the high school commons at 7:45 AM.
Date TBA	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.
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 2-13	AP Exams are given.
May 4	Deadline to register for the June 9 th ACT Test. This test is not given at OHS.
May 5	SAT I/II given at OHS. Report to the high school commons at 7:45 AM.
May 8	Deadline to register for the June 2nd SAT. This test is not given at OHS.
May 14	Ninth senior project advisor meeting deadline.
June	Have final transcripts sent to those places that request them. 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 2	SAT I/II given at Lopez or FHHS. Report to the school by 7:45 AM.
June 6	Completed portfolio due to senior teacher.
June 9	ACT given at other test centers.
June 12	Senior Presentations
June 15	Celebration of Success
June 16	Graduation

JUNIOR CALENDAR - 2011-2012

- 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:** David Armaki, a financial planner from Seattle, will be talking about financial aid and how to pay for college at 6 PM in the library.
- October 6** **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 Pacific Lutheran University, Western Washington University, Eastern Washington University, Washington State University, Skagit and Whatcom Community Colleges, The Fashion Institute, The Art Institute, Central Washington University, Seattle U, Cornish, Boise State and Montana Tech. Watch for information as to how to sign-up to attend various presentations.
- October 12** 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.
- November 4 & 5** **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 30** **Deadline to register for the January 28th SAT/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 your legal name!
January 13	Deadline to register for the February 11th ACT . Not given at OHS.
January	Portfolio Day at the Seattle Center. If you are planning on attending an art school after you graduate, it is important to have your portfolio assessed by professionals. Watch for this date and plan to attend.
January 28	SAT I/II given at OHS. Report to the high school commons at 7:45 AM.
February 10	Deadline to register for the March 10 th SAT. Not given at OHS.
February 11	ACT given at other test centers
February/March	Meet with the counselor about your senior schedule and your post-secondary plans.
March/April	Plan on retaking the HSPE if you failed any parts in your sophomore year. Remember that if you failed the math section, you must either pass it or take four years of math in high school.
March 9	Deadline to register for the April 14th ACT given at OHS. You can do this online at 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 10	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 6	Deadline to register for the May 5th 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/May	If you are interested in either attending a military academy or applying for a ROTC scholarship, be sure you talk to the counselor
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 14** **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** **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 8** Registration deadline for the June 2nd **SAT I/II**. This test is given at Friday Harbor and Lopez.
- May 7-18** **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 2** **SAT I/II** given at Lopez and Friday Harbor. Be there by 7:45 AM.
- 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.
- August** If there is enough interest, the week before school starts there will be an eight-hour class (two hours each day for four days) to work on applications and the college essay. **Be sure to attend and get some of your college application work done early!**

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.)