

ORCAS ISLAND MIDDLE SCHOOL  
STUDENT HANDBOOK  
2011-2012



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## WELCOME!!!

Welcome to Orcas Island Middle 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 be helpful to you. Other sections may be added to it as the year progresses. 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 teacher or other school staff.

## Orcas Island Middle School Mission Statement

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

## 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 19th  
February 4th<sup>h</sup>  
April 23rd  
June 30th

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

## ACADEMIC AWARDS

Middle School award assemblies are held each quarter. Class grades are averaged to obtain a Grade Point Average for each quarter. GPAs are based on a 4.0 scale. Classes in middle school are weighted so that some classes count more towards the grade point average than others do. In general, classes with more time weigh more. The classes with the most weight are the core classes: Math/Science and English/Social Studies.

## 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

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 students at the end of each quarter

based on grades for that quarter. To be eligible for the Honor Roll, students should be enrolled in a full day of classes, and have all grades completed by the end of the grading period. Except in extraordinary cases, students will not be considered for inclusion in the Honor Roll if they have an incomplete in any class at the time of grading.

## SERVICE TO SCHOOL AND COMMUNITY

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

## REWARD TRIP

Students who do not receive any steps for a quarter will be invited to attend a special field trip. Tentative trip destinations for this year are: 1st Quarter Ice Skating, 2nd Quarter – Bowling, 4th Quarter – Swimming and Bowling. These trips may change depending on the availability of destinations and the interests of the students who are eligible to attend.

## EXPLORATORY PROGRAM

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

## 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 verification of the reason for the absence within two school days, or the student will be considered truant 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.

*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 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.

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 shall 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 is not on time, the student will be considered tardy, and will receive a step under the step discipline plan. (See Behavior Expectations). If a student arrives late for any class during the school day, the student needs to report to the office for an admit slip.

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 usually be assigned for unexcused tardies.

## MAKE-UP WORK

Students are responsible for all work missed while they are absent from school. Students should plan ahead and obtain the phone number of another student in the same class, or of the teacher, to stay informed of work assigned. Make-up work is generally due on 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 or family trips, other arrangements may be made.

Students who miss school 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 before leaving campus or upon return for "red eye" trips. The only exception 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, is 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.

## ALCOHOLIC BEVERAGES AND DRUGS

The District supports abstinence by all students so that students will not be impaired by these substances as they attempt 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 student's years in school. Any student subject to disciplinary action under the categories listed below may instead be subject to emergency expulsion if the student's presence poses an immediate and continuing danger to the student, other students or school personnel, or an immediate and continuing threat of substantial disruption of the educational process.

**1. THE SELLING AND/OR DISTRIBUTION** of any alcoholic beverages, marijuana, hallucinogens, amphetamines, barbiturates, narcotics (opiates or synthetic narcotics), cocaine, legend drugs, any dangerous or controlled substance or any "look alike" substances purported to be such is a major violation. In addition, non-prescription/over the counter medications such as but not limited to, diet pills, caffeine pills, 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 (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.

## 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.

## 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. There are many elementary students loading in front of the elementary school. In general, no middle school student should board the bus in front of the elementary school. In an emergency, you may request special permission of the elementary principal. All middle school students who ride the bus are expected to demonstrate exemplary behavior. If a middle school student is unable to follow the rules for conduct on the bus, the student may need to find alternate transportation.

## 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.

## CHEATING/PLAGIARISM

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.

## 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.

## CO-CURRICULAR

All students participating in co-curricular activities 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.

## COUNSELING AND GUIDANCE

We have a counselor available for consultation and guidance throughout the year. We encourage all students and parents to see the counselor any time they have concerns relating to class programs, academic progress, or any area relating to school.

## 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.

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. (Washington Administrative Code 180-40)

## 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 Step Discipline Plan is in place at Orcas Island Middle School which is used by all teachers for all students unless an alternative discipline system has been established for an individual student.

## STEP PLAN OUTLINE

Step 1 - Warning.

Step 2 - 20 minutes detention.

Step 3 - 30 minutes detention, parent contacted.

Step 4 - Referral to office, possible class suspension until parent conference is held.

Step 5 Consequences as decided at the previous Step 4 parent conference. These can include suspension from school, detention, and/or exclusion from activities.

(Steps will rest after 10 days of appropriate behavior)

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., the student will be immediately sent to the office for appropriate intervention.

If a student is assigned detention, he/she has two school days to serve it. There is a detention room that is staffed by both middle and high school teachers available to students after school. If the detention is not served within two days, the student will usually receive another step and/or the detention may be doubled. A specific time (which may be during the student's lunch) will be set to serve the detention and parents will be notified. Failure to serve detention may result in suspension from class or school and/or a parent conference at which other consequences will be assigned.

## 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 for 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 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 at 376-2284 or 557 School Road, Eastsound, WA 98245-9411.

Harassment of students by other students can take many forms from bullying, to name calling, to sexual innuendoes, etc. If you follow the basic rule: "Treat all people with respect and dignity." you will not be demonstrating harassing behavior. If you feel you are being harassed by another student or students you should report it to a teacher or to the counselor or to the principal. You have the right to complain and are encouraged to do so if you are being made uncomfortable by any student or school employee. Don't put up with feeling uncomfortable, talk to someone in authority about it.

Orcas Island School District Procedure 6590PPolicy 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.
  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.
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. An office staff member 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 automatically earn an unexcused absence.**

## LOCKERS

A locker is available to all Middle School students. Please lock your locker and do not share the combination of your locker with other students. There have been several incidents of missing money and other valuables; don't become the next victim by leaving your locker open.

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. If we have equipment available, it may be possible to check out laptop computers from the library. Be aware of the high cost of equipment--take care of it! Do not leave it 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 area next to the soda machines in 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 money may be brought to the office to be deposited into your account. Free and reduced lunch and breakfast is available to eligible students;

applications may be obtained in the office. Lunch should be a pleasant meal for all students. Please remember to treat your school, and each other, with respect and dignity. At the end of the lunch time, all tables must be neat and clean for the next group of students. Clear your own trash and wipe your own place with the sponges provided. If someone at your table forgets to clean his/her place, clean it for them. Generally, students who purchase a school lunch eat in the cafeteria. However, all students are invited to eat in the courtyard. Of course, students who eat outside are expected to keep the courtyard looking neat and free of litter.

## LUNCH AND BREAKS

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

## OPEN/CLOSED CAMPUS

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

## 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 shall 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, office assistant, Lisa Clark, or the school nurse.

## 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.

## 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 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 are welcome to visit classes. In order to avoid disruption of programs, 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 or 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 locker 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 or contraband items. 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 or anywhere else on campus except for the skate park in Buck Park. If a student is observed to be riding a skateboard on campus, the board will 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 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.

## STUDENT MATERIALS

The following is a list of basic equipment needed for students. Other items may be required for specific projects or classes:

1. Colored Pencils (Box of 36 or bigger)
2. College-ruled paper.
3. Pens (Blue or black ink only)
4. Spiral Notebooks
5. Pencils
6. Gum Eraser
7. 1 1/2 – 2 inch ring binder with dividers
8. Container to hold supplies
9. Ruler (Metric)
10. Calculator (Basic)

## 11. Scissors

Middle school students will be required to purchase and use a school homework/calendar book.

## STUDENT PROPERTY

The school district assumes no responsibility for loss to students' personal property or for items such as (but not limited to) radios, tape recorders/players, iPods, music players, cameras, pagers, cellular phones, CD players, video cameras, laptop computers, electronic games, and skateboards.

These and any other valuables should be left at home unless required for a class presentation or unless you are positive that you can take care of it and not disrupt the school environment. 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.

## TECHNOLOGY

Before students can have access to the Internet, they must have a user agreement on file. These agreements will be available through teachers or in the school office. Any vandalism, intentional copyright violations, or attempted access to unauthorized data will result in disciplinary action which may include restitution.

## TELEPHONE

There are phones in each class that can often be used before or after school. Please respect the teacher's right to decide when, and if, students may use the classroom phone.

## TEXTBOOKS

You are financially responsible for the books checked out to you. You must replace lost, stolen, or damaged books. Report cards and 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, your 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. 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 Offense:** Will result in a long-term suspension from school consisting of up to ninety (90) school days.

## 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 expulsion 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.

## 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; orb. 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 sabre, 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; ore. 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 a 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; 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 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 the 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.
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.
4. 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.
5. Long-Term Suspension - means a suspension which exceeds a short-term suspension as defined above. School work missed may not be made up.
6. 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.
7. 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.

## ACTIONS

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/guardian 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/guardian would like, 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/guardian 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/guardian or guardian. The notice shall specify the charges made, recommended sanctions to be imposed, and set forth 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/guardian or guardian shall be present at the hearing.

B. The student, parent/guardian 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/guardian 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.

H. The student and his parent/guardian 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.

