

Onalaska Middle School

Handbook



2026-2027

WELCOME

It's a great day to be a Logger!

Welcome to the 2026-2027 school year at Onalaska Middle School. This handbook contains information concerning our school's expectations and procedures, and our school also complies with all Onalaska School District policies. Under its Policy No. 3200, each school year the School Board adopts a ***Student Rights and Responsibilities Handbook*** that applies to all grade levels within the Onalaska School District.

This district wide ***Student Rights and Responsibilities Handbook*** contains very important information about the rights and responsibilities of all students in the district, including the rules that students must follow and the procedures used when those rules are violated. This handbook deals with the suspension and expulsion of students from school as well as other related matters involving school rules and safety. The ***Student Rights and Responsibilities Handbook*** is handed to each student at the start of the school year and is available online at www.onysd.wednet.edu.

The teamwork of students, parents, and staff support and create the cooperative framework for success. Please be involved in your education, participate in discussions, ask questions, offer to tutor others, make arrangements to meet with teachers before or after school.

We are anxiously looking forward to teaching and learning from your children this year. The process of teaming with each other will be an incredibly exciting learning experience for all of us. We have taken great joy in the creation of what we believe to be the best possible learning experience for your child and are looking forward to the new school year!

Heidi Center-Howden, Principal
Onalaska Middle School



Onalaska School District Vision Statement

“Cultivating and Harvesting High Expectations and Excellence”

Onalaska School District Mission Statement

“To prepare our students for their future by encouraging confidence, a passion for learning, and a sense of community.”

Student Rights and Responsibilities

Student Rights: Students, as citizens, have certain constitutional rights that cannot be denied by the school or the district. The school or the district may, however, set reasonable limits on those rights in order to meet the district's obligation to educate.

Student Responsibilities: The Onalaska School District's goals are to provide students the opportunity to learn skills, acquire knowledge, and develop attitudes that will allow them to function as responsible and contributing citizens.

As a student, I have the responsibility to:

- Attend all classes every day on time, ready to work, and with the necessary learning materials.
- Respect the rights of others and exercise self-discipline.
- Refrain from expressing personal prejudices against any individual or group.
- Behave in a manner that will not disrupt my education or disrupt or deprive others of their education.
- Know and obey the rules of the district, schools, and extracurricular activities.
- Accept appropriate consequences for breaking school rules.
- Identify myself by name if asked to by any district staff member.
- Dress appropriately for school and school activities in a manner that neither disrupts the educational process nor threatens the health and safety of anyone.
- Respect the property of others, the school and the district.

Students may be disciplined if they fail to fulfill any of these responsibilities while at school, on the school grounds, on district-sponsored transportation, at any school-sponsored event or in any other setting having a real and substantial relationship to the operation of the district.

Administration

Principal	Heidi Center-Howden	hcenterhowden@onysd.wednet.edu
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Office Staff

ASB Secretary	Breanna Stewart	bstewart@onysd.wednet.edu
Registrar/Attendance	Jenelle Trulson	jtrulson@onysd.wednet.edu
Office Assistant	Carie Johnson	cjohnson@onysd.wednet.edu
Health/Skyward Coordinator	Jessica Walster	jwalster@onysd.wednet.edu
Nurse	Bailee Barrett	bbarrett@onysd.wednet.edu
Counselor	Casey Peters	cpeters@onysd.wednet.edu
School Safety Officer	Fred Wetzel	fwetzel@onysd.wednet.edu

Staff

ELA/Textiles	Melissa Dunworth	mdunworth@onysd.wednet.edu
ELA/Electives	Laura Morast	lmorast@onysd.wednet.edu
World History/Science	Jonathan Gerbracht	jgerbracht@onysd.wednet.edu
Physical Education	Susan Gordon	sgordon@onysd.wednet.edu
Science/Leadership	Deb Richardson	drichardson@onysd.wednet.edu
Learning Center	Gretchen Brown	gbrown@onysd.wednet.edu
Math/Math Intervention	Bethany Sweers	bsweers@onysd.wednet.edu
Science/Math	Carey Heuvel	cheuvel@onysd.wednet.edu
History/Social Studies	Robert Southern	rsouthern@onysd.wednet.edu
ELA/Economics/ELA Intervention	Anne Stingley	astingley@onysd.wednet.edu
Band/Choir/Math	Kalle Jorgensen	Kjorgensen@onysd.wednet.edu
Life Skills	Araminta Nelson	anelson@onysd.wednet.edu
ELL	Alma Granman	agranman@onysd.wednet.edu

Educational Assistants:	Chris Costi, Jennifer Reed, Olivia Webb, Fred Sturza, David Baldwin-McGraw, Krystal LaMoureaux, Alma Granman, Brynn Poppe, Sandy McGraw
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Food Services Director	Jerry Carlson	jcarlson@onysd.wednet.edu
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Maintenance Director	Jared Stevens	jstevens@onysd.wednet.edu
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Transportation Director	Wade Pilloud	wpilloud@onysd.wednet.edu
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The School Day

Arriving and Departing From School: The office will be open at 7:30 a.m. There will be no student supervision prior to 7:40 a.m. The cafeteria will be serving breakfast from 7:40 a.m. – 8:00 a.m. in the Commons. School will begin at 8:00 a.m. Students will be dismissed at 3:15 p.m. Students are to be dropped off and picked up at the middle school commons entrance.

Daily Schedule

Doors Open	7:40
Halls Open	7:55
Class Begins	8:00
End of Day	3:15

Attendance: Students are expected to be at school every day. If a student is absent, a parent/guardian must call or send a note to the attendance secretary at 978-4111, option 1. If more than one day is missed, a homework request can be made for a parent/guardian, sibling or friend to pick it up. Teachers will respond to homework requests within 24 hours. A student has one school day for each day a student is absent to make up work. It is the teacher's discretion to accept late work beyond the missed day for a day policy. Promptness and regularity in attendance are necessary if your child is to be successful in school and in life. Parents are urged to support the school in promoting this habit. The school day begins at **8:00** a.m. The school day ends at 3:15 for all middle school students. When a student has been absent, the parent/guardian has two school days to excuse the child's absence. This may be done with either a phone call or a note. If a note is sent, it must include the student's complete name, the date of absence, and the reason.

Excused Absences: The following are excuses for absences and tardiness:

1. Illness, health condition, medical appointment, family emergency or religious purposes;
2. Participation in school-approved activity. To be excused, this absence must be authorized by a staff member and the affected teacher must be notified prior to the absence unless it is clearly impossible to do so;
3. Parental/principal approved activities. This category of absence shall be counted as excused for purposes agreed to by the principal or designee and parent prior to the absence. An absence may not be approved if it causes a serious adverse effect on the student's educational progress. In participation-type classes (e.g. – music and physical education classes), the student may not be able to achieve the objectives of the unit or instruction as a result of absence from class. A student going out of town or on vacation would be included in this type of absence; or
4. Disciplinary actions (e.g. – short-term suspension). As required by law, students who are removed from a class or classes as a disciplinary measure or students who have been

placed on short-term suspension shall have the right to make up assignments or exams missed during the time they were denied entry to the classroom if the effect of the missed assignments shall be a substantial lowering of the course grade.

Notes excusing absences must be given to the school within two school days after the illness to avoid being counted as unexcused.

Excessive Excused Absences: In the case of excessive excused absences that adversely affect the student's educational process, the district may initiate court petition procedures beginning with a parent conference and resulting in a petition. For the purpose of this policy, excessive excused absences are defined as excused absences exceeding more than 15 days in a school year.

Perfect Attendance: Students will receive a perfect attendance certificate if he/she has no absences (excused or unexcused) or tardies. School-related absences (field trips, music, athletics, school club activities, etc.) will not count as an absence.

Unexcused Absences: The following three categories constitute unexcused absences: 1) Submitting a signed excuse that does not constitute an excused absence as defined previously, 2) failing to submit any type of excuse statement, by a phone call or note, written by the parent/guardian within two school days of the absence, or 3) forged or altered notes.

Tardy: Students who are late to school should bring a note from their parent or guardian and go immediately to the office upon arrival at school to get a class admission slip from the office. This is a "daily tardy." Tardies that result from illness, doctors' appointments, or any other reason previously given in the excused absences section will be considered excused. Students repeatedly arriving to school tardy will have unexcused tardies after five tardies in a semester. Students who are not prepared for class and leave to get their things after class time begins, will receive a tardy.

Students are tardy to class if they are not in the room prepared to start class when the bell rings. Excused class tardiness requires a note from a teacher, counselor, nurse or principal. Tardies that result from any other reason are considered unexcused, and period tardies also result in consequences. See Discipline Matrix for consequences for tardies.

If a student is tardy beyond 10 minutes or picked up more than 10 minutes before a class period is done, it will be recorded as an absence.

Truancy: Students are truant when they willingly leave the campus during the school day without permission or do not attend class. Truant students will be disciplined through school and/or BECCA consequences.

BECCA Law Information: If students have an unexcused absence, the school will notify parents or guardians. If he/she has three unexcused absences in a month, the school will schedule a conference with the student and his/her parents or guardian to determine a plan to stop the unexcused absences. If a student has seven unexcused absences in a month or fifteen in a year, the school will file a petition with the juvenile court alleging a violation of RCW 28A.225.015. The family will be required to attend a Community Truancy Board review and receive a summons to appear in court where a judge determines what actions to take. More information can be found at <https://www.courts.wa.gov/content/manuals/TruancyBenchbook.pdf>

After-School Activities: If students are staying after school with a teacher, the after-school program, sports, or other supervised activity, they must be at the location of the activity no later than 3:20 p.m. Students must have arranged transportation immediately after the activity. If a student is absent from school the day of an activity or leaves school without an approved excused absence, he/she cannot attend after school activities.

Athletics: The athletic attendance policy, eligibility requirements, and code of conduct can be found on pages 32-34.

Dances: School rules and expectations apply to dances. Students attending a dance must be an Onalaska Middle School student, and **no guests are allowed**. Homeschooled students, who have purchased an ASB card, may participate in dances. Students attending dances must be picked up at the conclusion of the dance. Once a student has entered the dance, they may not leave the dance and return. Students must be in attendance all day to be eligible to attend the dance.

Appointments: Because classroom attendance is important, parents/guardians are encouraged to make appointments outside of the school day. If students must leave school for a legitimate reason, (see attendance policy) bring a note from parent/guardian or doctor indicating the date, time and reason.

ASB:

2026-2027	ASB Officers
ASB Advisor:	Deb Richardson
President:	Gavin Grace
Vice President:	Paislee Miles
Secretary:	Piper Iverson
Treasurer:	Avery Peters
Spirit Leader:	Cole Kinsman
8 th Grade Representative:	
7 th Grade Representative:	Brody Hamilton
6 th Grade Representative:	Alannah Jarvis

ASB officer duties are as follows:

Section A.

The President shall:

- Enforce the Constitution
- Prepare an agenda for and preside over ASB meetings in consultation with the ASB advisor
- Appoint committees
- Receive committee reports
- Be a representative at school-related community functions
- Be a non-voting member at Student Council meetings, except in the event of breaking a tie vote
- Approve ASB expenditures in the absence of the ASB treasurer

Section B.

The Vice President shall:

- Fulfill the duties of the president in the president's absence or in case of resignation or the incapacity of the president
- Be an ex-officio member to all committees
- Be a representative at all school related functions in the president's absence

Section C.

The Secretary shall:

- Keep accurate and up-to-date minutes of all regular and special Student Council meetings
- Make copies of the minutes for all the members of Student Council faculty, and community members as requested
- Be responsible for all correspondence from the Student Council to faculty and community members
- Supply council members with an agenda prior to meetings

Section D.

The Treasurer shall:

- Approve, by signature, all expenditures authorized by the Student Council
- Make financial reports and accounts for all ASB revenues and expenditures

Section E.

The Spirit Leader shall:

- Create school spirit by means of assemblies and signs
- Advertise special sporting events and activities
- Equally support all activities at school

Section F.

Grade Level Representatives shall:

- Represent the views of the students at that grade level

- Report all Student Council actions to the class members
- Assist and support all student body activities

Article 6. Qualifications of Student Council Members

Section A. All Student Council members must achieve and maintain a cumulative 2.75 grade point average.

Section B. The President and Treasurer must be eighth grade students and the Vice President, Secretary, and Spirit Leader must be 7th or 8th grade students during the year that they hold the office.

Section C. A student must have been in attendance having missed no less than 15 days of the school year during the year of the election for office.

Section D. Attendance at Student Council meetings is required.

We encourage all students to become involved in a variety of activities offered at Onalaska Middle School. Students who participate in an activity can more closely identify with the school and develop a feeling of pride and ownership. The purpose of the Associated Student Body (ASB) is to promote the welfare of the school, to encourage loyalty and school spirit and develop leadership. Every student is a member of the association. Officer elections are held in the spring of each school year, and all eligible students are encouraged to run for office. **ASB cards are \$30 and required for purchase as an ASB officer or to play a sport.

Academics

Academic Success: Onalaska Middle School encourages, accepts, and celebrates the individuality and efforts of all students while cooperatively seeking academic excellence.

- Textbooks are issued to the students as their personal property for the year. Students are required to keep their books in good condition. Fines will be issued for any damaged or lost books.
- A classroom set of Chromebooks will be kept in classrooms. Students will borrow a chromebook from each teacher in each classroom.
- All students are expected to come to school prepared for class with paper, pencils, pens, completed homework, and necessary books. Students that don't come to class prepared and have to go get their materials will be marked tardy.
- Students are given passing time between classes in order to get necessary materials, use the bathroom and get a drink, and travel to class. In order to maximize learning, students will not be permitted to leave class the first and last ten minutes of class.

Communication is important. Please make arrangements to meet with teachers before or after school.

Middle School Promotion and Retention Policy

A. In order to be promoted to the next grade level, students must obtain the minimum amount of points in their current grade level by the end of the academic year and meet the minimum core requirement as outlined below, or the student will repeat the coursework for the entire grade level year.

B. If a student fails more than one quarter of two or more core courses (Math, ELA, Science, History, PE), the student will be retained unless:

1. For Math or ELA: Passes the Math and/or ELA SBAC with a score of 3 or better.
2. For Science: 8th grade only, passes the WCAS test with a score of 3 or better.
3. For Math, ELA, History, Science: The student participates in and passes summer school courses to make up the points for the core class.
4. For PE: May take a summer activity at a professional gym or institution. A proposal must be submitted and approved by administration prior to participation with documentation of participation to follow.
5. In summer school, a student may not double up on the same core subject for make up in the same year.
6. If the student becomes eligible to be promoted to the next grade level, he or she will be required to enroll in a support class for at least the first quarter upon enrollment.

C. If a 6th or 7th grade student is promoted to the next grade level but failed a single core subject multiple quarters, they must take it as one of their electives the following school year. 8th graders must take summer school to be promoted to 9th grade and may not participate in 8th grade promotion.

D. No promotion or retention decision may be made for any individual student classified as English Language Learner (ELL)/Limited English Proficient (LEP)/IEP/504 solely on a score on any single assessment instrument, whether such assessment instrument is part of the statewide assessment program or of a formal district assessment process. A formal retention recommendation may be made through the Student Support Team or Special Programs process.

E. Students transferring from other districts will be subject to a transcript analysis to meet the required promotional grade level criteria. After analysis, students may be conditionally promoted but must meet the Onalaska Middle School promotion requirements after enrollment.

F. Students may be retained for reasons other than course failures as stated in A-E.

Dispute Resolution

Once a decision for retention has been made and the parent notified, if a parent or guardian does not agree with the placement, retention, or promotion of their child, they may submit a written request for a formal team meeting to the office stating their concerns and desires within 10 business days after notification. The team will consist of the Principal, student's teacher(s), counselor, and other

members of the staff as necessary. If the parent or guardian does not agree with the team's decision, the parent or guardian may appeal the decision to the Superintendent.

The following table indicates the points needed to promote to the next grade level. Students have the opportunity to earn one point per class each quarter to accumulate a total of 20 points by the end of each school year. (Q1=5, Q2=5, Q3=5, Q4=5)

Grade Level	6th Grade	7th Grade	8th Grade
Points	15/20	15/20	15/20

Annual Classes

6th Grade	7th Grade	8th Grade
ELA 6*	ELA 7*	ELA 8*
Math 6*	Math 7*	Math 8 or Geometry*
Science 6*	Science 7*	Science 8*
World Studies*	History*	History*
Physical Education*	Physical Education*	Physical Education*
Elective	Elective	Elective
Elective	Elective	Elective

- Intervention classes are pass/fail classes only.
- Support classes may not take the place of a core class
- * Core classes

Grading Scale

93-100	A	90-92	A-	87-89	B+	83-86	B
80-82	B-	73-76	C	77-79	C+	70-72	C-
67-69	D+	63-66	D	60-62	D-	0-59	F

Promotion Ceremony Eligibility and Participation

Students are eligible to participate in the 8th Grade Promotion Ceremony if he/she has earned the minimum 15/20 core course points during the school year. Students entering middle school mid-year will have a transcript analysis to determine eligibility. Additionally, a student must be enrolled as a full time Onalaska Middle School student the last full quarter of the school year and currently passing all core classes.

Summer School: Students not earning 15/20 points in the required core courses will be assigned summer school with mandatory attendance. If a student does not attend and participate in mandatory summer school (with no more than one missed summer school day during in person summer school), he/she will not be promoted to the next grade level for the next school year. He/she will stay in their current grade level next school year to make up missed grade level academics.

Progress Reports: It is important that parents and staff communicate on a regular basis. Progress reports are sent through Skyward to the designated email provided and mailed home at times throughout the school year. Pass/Fail classes are considered passing at 70% or higher.

Report Cards: Report cards are given out four times a year. In the fall and spring, students have the opportunity to share their work, goals, and report cards during student-led conferences. Quarter 2 and Quarter 4 report cards are mailed home.

Conferences: Conferences are student-led in middle school. In the fall, students will meet with their homeroom teacher and parents/guardians to share goals for the school year, test scores, and to go over their report card. In the spring, students share best work, attendance, current test scores, and progress towards goals and current grades. Conferences between parents/guardians and teachers may be scheduled throughout the year to discuss academic concerns.

Homework: Assignments and/or activities not completed because of an excused absence or tardiness may be made up in the manner provided by the teacher. A student has one day for each day missed to make up his/her work. It is the responsibility of the student to find out what has been missed and to make arrangements with the teacher for making up assignments. Teachers will respond to requests within twenty-four (24) hours after the request is made. Any homework requests made after 10:00 A.M. may be picked up the following day. No additional homework requests will be completed if prior work from a homework request has not been completed and turned in to the teacher. Homework requests for unexcused absences will not be honored. Homework can be picked up at the main office prior to 4:00 P.M. Parents/guardians, siblings, or friends may pick up missing work. If a student arrives at school late or is picked up early, it is the responsibility of the student to talk to his/her individual teachers for make-up work.

Late Schoolwork: Schoolwork is due on time. After the initial due date, late work will be accepted at 70% of the earned grade. If the teacher chooses to accept late work with a reduced grade, the work will be no more than one week late. Beyond one week, late work will not be accepted.

Physical Education (PE): If Washington State health protocols and guidance allows, all students are expected to dress down for and participate in PE. Students can purchase a PE uniform at school. Students must wear an Onalaska PE or gray crew neck tee shirt and a pair of blue or

black knee length athletic shorts. Students should also have appropriate athletic footwear. Students will be assigned a PE locker to keep items locked and secure. Do not share combinations. PE lockers are to be accessed only during PE times. Refusing to participate in PE will result in a failing grade. Students participating in school sports must participate in PE daily to be eligible for practice and/or games. Cameras, cell phones and all other photographic devices are prohibited in the locker rooms for privacy reasons.

Communication

Skyward: Onalaska School District is committed to enhancing communication with parents and guardians. With this in mind, the District will continue to use Family Access, a web-based program that allows parents/guardians to look up information contained in the District's student information system regarding their child. Guardians will be able to see demographic information, food service statements, gradebook assignments, grades, upcoming events, and messages posted by teachers and administrators. A step-by-step guide is available to assist you with this system. Please protect your username and password.

Email: Please feel free to email teachers about questions or concerns involving your child's academic progress. This is an efficient way to communicate with the teacher. Teachers email progress reports directly.

Messages to Students from Home: While we are happy to deliver critical messages from you to your child during the school day, please be aware of the fact that any messages called in or left on our school voicemail may not reach your child before school ends. PLEASE make after-school arrangements with your child before sending them to school in the morning.

Use of the School Telephone: Our school phone is for business and emergencies. Before coming to school, students need to make arrangements about where they are to go after school and what activities they are going to attend. We do not allow students to use the phone to arrange after school activities.

Discipline

Positive Behavior Intervention Support: At Onalaska Middle School, we have three simple guidelines. We follow these guidelines for success:

1. **Be safe**
2. **Be respectful**
3. **Be responsible**

We expect these guidelines to be followed by every member of our school community, including students, staff, and any visitors to our building. These guidelines are learned and practiced in each classroom, and

are posted throughout the building. In addition, OMS uses **Positive Behavior Intervention Support (PBIS)** to specifically identify and teach behavior expectations and procedures to students.

Onalaska Middle School promotes an atmosphere where students are free to learn. We encourage students to display appropriate behavior with special recognition incentives. Within our PBIS system, OMS features a positive approach to helping students make good choices. The system identifies and tracks student behavior and grades. Students with more than two minor discipline referrals or any major discipline referrals in a quarter are excluded from major activities, such as PBIS activities and reward field trips. Students with D or F grades, and students with more than five excused/unexcused absences in a quarter will not be eligible to attend the quarterly field trip.

School rules should be followed while on school and district premises, school owned, chartered, and operated transportation, at any district activity (sports, plays, dances, field trips, etc.), and while walking between school and home. In each area of the school, our guidelines will look like the following:

Bathrooms	Keep water in the sink.	Clean up after self.	Take nothing in or out with you.
	Use soap and water for washing hands.	Give privacy to others.	Use bathroom equipment correctly.
	Put used towels in garbage.	Use quiet voices.	Flush toilet.
	Walk.		
Commons	Food free zone.	Use a conflict resolution system.	Bring in equipment.
	Follow rules when using equipment.	Line up when the whistle blows.	Follow adult directions.
	Rocks stay on the ground.	Be kind to the equipment and balls.	Follow game rules.
	Report dangerous situations.	Include everyone.	Only leave with permission.
Classrooms	Teachers define what is safe, respectful and responsible for each classroom. Examples: keep hands and feet, to ourselves.	Take care of books, desks, and chairs.	Turn in all assignments on time.

Dining Hall	Feet on the floor while seated.	Allow others to sit next to you.	Clean up after yourself.
	Report spills.	Wait patiently in line.	Leave tables and floor clean: food stays in the lunchroom.
	Eat your own food.	Use inside voices.	Dump/stack trays nicely.
		Use good manners.	Do not throw food.
Assemblies/Special Events	Sit in assigned area.	Keep feet still.	Focus on the presentation.
	Walk into the gym in an orderly fashion.	Use appropriate audience manners and voices.	Leave a good impression on the presenter.

Discipline Guidelines and Procedures:

All students will be expected to obey all rules at school. When a student breaks a rule, he/she can expect to be disciplined. The following is a discipline matrix that will be used to guide all decisions on student discipline:

	Behavior	Minimum Action	Maximum Action
Level 1	Truancy/Tardies Disruption Disrespect Insubordination Substitute Referral Lying Dress Code Electronic Devices/Laser Matches/Lighter(Possession) Inappropriate Language/Vulgar Public Display of Affection Technology Violation (Minor) Cell Phones/Ear Buds Accomplice Hazardous Food Challenges Bus Misconduct (Minor) Gambling Cheating/Plagiarism	Lunch Detentions, In-School Suspension, Community Service, Restorative Practice	Short or Long-Term Suspension or Alternative Placement

	Forgery Horseplay/Unsafe Behavior Other		
Level 2	Aggressive/Unsafe Behavior Gambling Horseplay Leaving Campus without Permission Pornography Lewd Conduct Defiance Vandalism Malicious Mischief Bus Misconduct (Major) Fighting Blackmail/Extortion/Coercion False Alarm Technology Violation (Major) Theft/Possession of Stolen Property Threats Tobacco Other	In-School Suspension, Short-Term Suspension, Community Service, Restorative Practice	Short or Long-Term Suspension or Alternative Placement
Level 3	Assault Harassment Intimidation Bullying Hate Crime Arson or Attempted Arson Bomb Threat Possession of Drugs/Alcohol/Vapes Possession/Use of Weapon (RCW 9A.280) Distribution/Sale of Drugs/Alcohol Explosive Devices Any other action deemed life threatening or actions that could adversely affect the welfare of a student(s) or educational process.	Short-Term Suspension, Emergency Expulsion, Long-Term Suspension, or Expulsion	Short or Long-Term Suspension, Expulsion

- A behavior contract may be required upon return from any suspension.
- Any continuing offense may be considered Defiance and treated as a Level 3 offense.
- Police *may* be called with Level 3.
- Any offense not listed in the matrix will be leveled accordingly as “Other.”

The Administration reserves the right under certain or special circumstances to circumvent the Discipline Matrix when deemed necessary.

Logical ‘natural consequences’ are used when less positive decisions are made. This could include receiving a short time-out, a conference with a supervisor, a counselor, teacher, or sometimes the principal. All of these consequences have the same positive goal: to help each child learn to make good decisions.

DEFINITION OF DISCIPLINE OPTIONS: The disciplinary actions listed below will be applied at the discretion and with the professional judgment of the school administrators.

THINK TIME FORM: Student reflection in an assigned area for 10 minutes up to the remainder of the class period.

RESTORATIVE PRACTICE: Student centered approach focuses on resolving conflict, repairing harm, and healing relationships while building a positive and safe school climate.

RESTITUTION: The act of making good or compensating for loss or damage through fines or through assigned community service opportunities.

LUNCH DETENTION: during student’s lunch on a date assigned. The student will be provided with lunch from the cafeteria or may bring lunch from home. Students must report to LD at the bell.

IN-SCHOOL SUSPENSION: An intermediate step to out-of-school suspension - 1 -3 days (WAC 180-40-210).

SHORT-TERM SUSPENSION: Removal of a student from school for a period of 1 – 10 days (WAC 180-40-245).

LONG-TERM SUSPENSION: The removal of a student for a period of 1 – 90 days (WAC 180-40-260).

EMERGENCY EXPULSION: The removal of a student from school for an indefinite period of time (WAC 180-40-210)

Drugs and Alcohol: Students under the influence of, possession of, use of, sale of, sharing, or distribution of drugs, alcohol, or any other controlled substance is strictly prohibited on school grounds and at all school sponsored activities. This also includes drug paraphernalia and/or **vaping tools/liquids**. Any item purported to be alcohol/tobacco/drugs may result in discipline. **The**

District reserves the right to bring in a drug-sniffing dog to search classrooms, lockers and vehicles without prior notice.

Tobacco: Per state and federal law and school board policy, tobacco products are not allowed on campus, on any district property, including district vehicles and athletic fields. Use or possession of tobacco products will result in cumulative disciplinary action. The use of tobacco products is defined as carrying or smoking of any kind of pipe, cigar, cigarette, or the use of smokeless tobacco.

Incident Reporting: Students should report any incident they believe affects his or her ability to learn in a safe environment to an adult they trust. Upon receiving the report, the administrators will review the incident and take any necessary actions to remedy the situation. If the incident involves harassment, intimidation, or bullying, a report will be filed with the administrators and immediate action will be taken to protect anyone involved. If a student is not sure of an incident, they should report it anyway.

Field Trips: Field trips are educationally based and can be PBIS reward excursions. School rules apply to field trips, and students participating in such off campus activities are required to take school transportation to and from school. Students may be signed out by a parent or guardian on a field trip if requested for the remainder of the day. Students must be in attendance the day before a field trip, unless excused with a medical note, to be eligible to attend. Chaperones attending must provide their own transportation and additional participants(siblings, friends, family members) are not permitted. A current volunteer form needs to be completed and on file.

Hallways: Hallways are busy during passing times. Everyone is expected to:

- Walk on the right side of the hallways at a safe pace.
- Respect the space and property of others.
- Speak quietly with no profanity.
- Keep hands, feet, and other body parts to self.
- Follow all directions from adults.
- Not block the path or distract others from passing easily.

Lockers: Lockers are for student use, but lockers are the property of Onalaska Middle School and should be kept clean. Because lockers are the property of the school, possible search and inspection can happen at any time. Combinations should never be shared. Students should not change lockers without getting permission from the office. Report any problems with lockers to the office. Kicking or jamming lockers or giving your personal combination out to other students may result in a loss of locker privileges. OMS is not responsible for lost or stolen items.

Electronic Devices: Personal electronic devices, including cell phones and earbuds, are not to be used during school unless otherwise stated by administration. The school is not responsible for lost or stolen electronic devices. Students who use these devices during the school day will have them confiscated by staff and receive a referral. Refusal to give up the item will result in appropriate discipline for defiance. If a student texts or calls their parent/guardian from 8:00-3:15, it will result in an electronic device use violation. Students may not use their phones, earbuds, or electronics in the hallways before or after school until he/she has exited the hallway. Calls and music cannot be made/played within the building without permission.

Consequences for violating the use of electronic devices:

- First Offense: Electronic device is kept in office; student receives a warning and may pick up electronic device at the end of the school day.
- Second Offense: Electronic device is kept in office; parent/guardian must come pick up electronic device and discipline per the discipline matrix.
- Third Offense: Electronic device is kept in office; parent/guardian must come pick up electronic device, and discipline per the discipline matrix for defiance.

School Board policy allows the principal to restrict a student from bringing any electronic device to campus if the student repeatedly violates these restrictions that are in place.

Contraband: Inappropriate items such as magazines, trading cards, toys, perfumes/colognes, body sprays, and other items that can be a distraction should not come to school. Any item that causes disruption to the education process may be confiscated. Items will be returned to a parent/guardian when he/she comes in for a conference or to the student at the discretion of the school administrator. The school is not responsible for confiscated items that are lost, stolen or damaged. If it does not belong at school, do not bring it to school.

Food: Food in the classroom is not permitted. Students should not share food due to food allergies and other undisclosed health issues. Hazardous food challenges will result in a referral. Energy drinks and gum are not allowed.

Assemblies

Participation: Students are expected to behave in a respectful manner during student performances or assemblies. Walk with your teacher into the gym and sit in the designated area for your advisory class. Listen and follow all directions given during the assemblies. Wait for exit directions at the end of the assembly. Assemblies are closed to the public unless prior purpose and permission has been made through administration.

Requests: Any organization outside of the school that wishes to recognize students must make a written request to the principal. If it is accepted, it will be read in the morning announcements. If there are any accompanying certificates, letters, or trophies, they will be temporarily added to the school's display case.

Dress Code

Attire: School dress standards set a tone that impacts the learning environment. Students should be dressed appropriately each day for a variety of activities in which they may participate, including PE and recess. Dress standards for school differ from what students might wear at home. Clothing that directly or indirectly advertises gangs or suggests the use of drugs, alcohol, tobacco products may not be worn. Additionally, clothing slogans, phrases, or images that reference or imply vulgar or inappropriate language, race, sex, negative political ideologies, weapons or other topics which attract undue attention are considered disruptive to the educational process and setting may not be worn. We also ask that, while at school, **all visitors comply with our dress code expectations.**

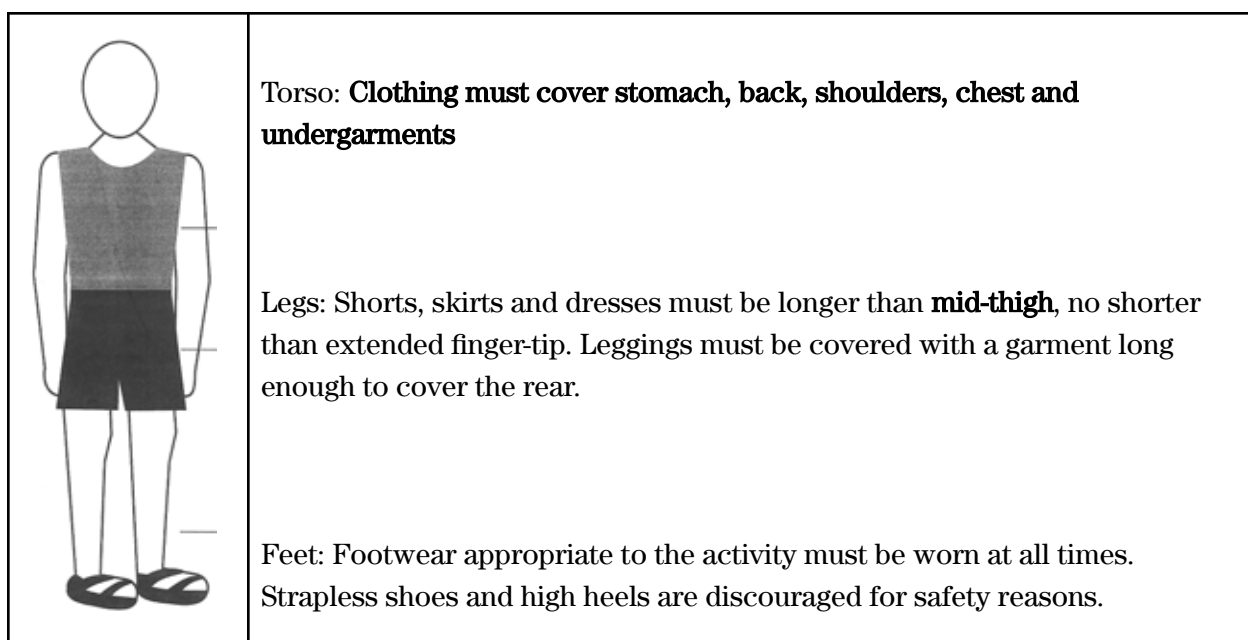
These guidelines must be followed:

- Pants with holes, where skin shows through, must be below fingertip length. Pajamas pants are not permitted.
- Shirts and tops must be worn at all times and appropriate for the school setting. Cuts and holes in shirts may not expose the trunk of the body- no bare midriffs, racerbacks, or muscle tanks. Underwear/under garments must be completely covered.
- Shorts and skirts must be at least fingertip length.
- Shoes must be worn at all times. Sharing shoes is not allowed.
- Hats are not permitted to be worn.
- Flags may not be worn *as* clothing.
- Mesh tops and bottoms or see-through clothing must meet the fingertip length/covering rule.
- No tank tops with straps less than 2" wide at any point, or allow the bra to show are allowed. Spaghetti straps are not allowed at any time.
- Tights or other types of hosiery must be accompanied by a fingertip length shirt, dress, or shorts.
- Leggings may be worn with the rear covered by an appropriate tank top, shirt or sweatshirt.
- Appropriate costume items are only permitted during spirit week as they pertain to the spirit day. No ears, tails, costume masks, wigs, etc. will be allowed.

Administration reserves the right to add more dress code stipulations as fashions change during the year.

If a student's attire is deemed inappropriate, and the situation cannot be remedied by covering up, by turning a shirt inside-out, or by adding a belt, the parent/guardian will be responsible for bringing a change of clothing to the school office where the student will be waiting.

The shaded portion of the following figure represents front and back views. These portions (sitting, standing, bending, and reaching) must be covered while attending school.



Volunteers

Campus Visits: Parents or guardians are always welcome to visit school. Volunteers are welcome in the classroom to assist with the academic, social, and emotional growth of the students. Volunteers are under the discretion of the principal and the supervision of the teachers and must follow through with the expectation the teachers outline for each volunteer. Volunteers should arrive and depart on schedule since timing is critical for effective classroom operations. If a visitor would like to visit the classroom for observation purposes, the time shall be arranged after the principal has conferred with the teacher.

Background Checks: If someone wishes to volunteer in the school or chaperone a field trip, a background check is required. Volunteer forms are renewed every school year.

School Safety: Security and safety demand all visitors report to the office before going anywhere else in the building and again when leaving the school. All visitors must obtain a visitor pass.

The principal reserves the right to limit parent/legal guardian visitation at her discretion if the educational process and/or safety of the campus is disrupted. Due to safety concerns, our campus will not allow student visitors. Please do not send a visitor to school with your child.

Student Volunteers: Students volunteering in a classroom or for an activity during the school day must have permission from the teacher and administrator. Students wanting to volunteer in a different building (Pre-K, Elementary, High School, or Life Skills), must have permission from both building administrators.

Transportation

School Bus: School bus transportation is a privilege. Students can be removed from the bus for not following the rules set by the bus driver and the school. Students may not switch buses without a parent/guardian note or phone call and their bus change is on the bus notes each day from the school. Bus changes need to be communicated to the office by 2:30pm on the day of the requested change. Students calling and texting parents/guardians after school to change transportation plans, will not have their plans honored. School rules apply on the bus *and* at the bus stops.

Bus Rules:

- The bus is an extension of the classroom and should be treated as such.
- Treat each other with respect.
- In order to avoid choking hazards, no eating on the bus. This includes gum and candy.
- No beverages on the bus.
- Noise needs to be kept to a minimum. Communication between students is necessary and welcome, but screaming and arguing will not be tolerated. No speakers will be allowed, and headphones must be used. Students need to be able to hear the driver and the driver needs to be able to hear students and emergency sirens.
- If you are assigned a seat you must remain in it until your stop. No seat hopping. Once you have entered the bus please go to your seat and prepare for departure. You must sit facing forward and keep the aisle clear at all times.
- If there is trash in your immediate area, please pick it up and dispose of it in the trash can.
- No touching, hitting or kicking of any kind. Respect others by keeping your hands and feet to yourself.
- Do not throw anything for any reason.
- No cursing or offensive language. This also includes gestures.

- DO NOT touch any emergency equipment unless asked to do so.
- DO NOT open emergency doors unless asked to do so.
- DO NOT open the overhead emergency hatches unless asked to do so.

There will be periodic emergency drills. During the drill students will be taught the proper way to evacuate, proper use of emergency equipment including fire extinguisher and triangles. A brief description of the body fluid and first aid kit will be explained and the procedure for opening the overhead hatches will be demonstrated.

Cafeteria

Meal Prices: We encourage every family to read the information about free and reduced meals that are sent home at the beginning of the school year. Please take time to complete and return the Family Income Survey. A milk substitute is available upon request. If students have further dietary requirements, a "Diet Prescription for School Meals" may be filled out.

PK-12 Breakfast is Free.	Adult Breakfast: \$2.75
K-12 Reduced Breakfast is Free.	Adult Lunch: \$4.00
P-5 Lunch Prices: Free	Milk (without meal purchase): Free
6-8 Lunch Prices: Free	Water Bottle: \$0.50
HS Lunch Prices: Free	
K-3 Reduced Lunch: Free	
PS, 4-12 Reduced Lunch: Free	

Online Payments: You can make Online Payments, in SkyWard Family Access, under the Food Service Tab. If you need directions you can find them at: <http://foodservice.onysd.wednet.edu/> under the Online Payments Tab.

Menus, Meal Applications and More Food Service Information can be found at: <http://foodservice.onysd.wednet.edu/>.

Personal Property

Backpacks, book bags, purses: These should be kept in the lockers. The school is not held responsible for personal items that may get lost or stolen. Students may not carry any backpack during the day. Students are provided a locker to keep their personal items safe. Please do not bring large amounts of money or other valuable personal property to school.

Bicycles/Skateboards: Bikes can be locked at the bike rack in front of the school. Skateboards, wheelies, and rollerblades should not be used on school grounds. The bike rack is off limits during the school day.

Lost and Found: Every year we accumulate lost jackets, sweaters, and other items. Please mark all such clothing so we may return the items to the proper students. Lost articles may be claimed in the bin in the OMS commons. Those items not claimed by the end of each quarter will be donated to a local charity.

Health Issues

Medicines: The parent and physician must complete medication forms if a child is to take medication of any type, including over the counter during school hours. All medication (including over the counter) and the completed forms must be turned into the office. Office staff will supervise the administration of the medication. Copies of the required form may be picked up in the office. Please do not send your child to school with any medication. Parents must personally drop off any medication in the office in the original container. Permission to dispense medication must be renewed annually by parent/doctor. Please pick up unused medications at the end of the school year.

By law, a student may carry only an epi-pen or their inhaler, provided a doctor has given the order, the parent has given written permission and the student has demonstrated the correct use of the inhaler and/or epi-pen to the school nurse. A second inhaler and/or epi-pen must be kept at the nurse's station.

If a student is ill, they need to come to the office to seek medical attention. Students texting to go home without coming to the office for a check is not allowed and may receive a referral for violating the technology policy.

Insurance: Our school district offers an optional student insurance plan. We will send home information on this plan soon after school starts.

Technology: Technology is a privilege. Accessing websites and information beyond the Appropriate Use guidelines, including the use of social media, internet surfing, and inappropriate websites during class times, can result in consequences. Email and the OSD Google platform is the property of the school district, and misuse will result in consequences. Students must abide by the District's Guidelines for Appropriate Use of Technology, and if he or she fails to do so, this may result in discipline and/or revocation of network use privileges. The Onalaska School District has the right to review, edit or remove any materials installed, used, stored or distributed on or through the network or District's system.

Chromebooks: Students misusing or abusing the chromebook that results in damage, will be fined for the damage. A replacement chromebook may not be issued until the fine is paid.

Onalaska District Policies

REGULATION OF DANGEROUS WEAPONS ON SCHOOL PREMISES

It is a violation of district policy and state law for any person to carry a firearm or dangerous weapon on school premises, school-provided transportation or areas of other facilities being used exclusively for school activities.

The superintendent is directed to see that all school facilities post “Gun-Free Zone” signs, and that all violations of this policy and RCW 9.41.280 are reported annually to the superintendent of Public Instruction.

The following persons may carry firearms into school buildings, as necessary, although students engaged in these activities are restricted to the possession of rifles on school premises:

- A. Persons engaged in military, law enforcement, or school district security activities;
- B. Persons involved in a school authorized convention, showing, demonstration, lecture or firearm safety course;
- C. Persons competing in school authorized firearm or air gun competitions; and
- D. Any federal, state or local law enforcement officer.

The following persons over eighteen years of age and not enrolled as students may have firearms in their possession on school property outside of school buildings:

- A. Persons with concealed weapons permits issued pursuant to RCW 9.41.070 who are picking up or dropping off students; and
- B. Persons conducting legitimate business at the school and in lawful possession of a firearm or dangerous weapon if the weapon is secured within an attended vehicle, is unloaded and secured in a vehicle, or is concealed from view in a locked, unattended vehicle.

Persons may bring dangerous weapons, other than firearms, onto school premises if the weapons are lawfully within the person's possession and are to be used in a school-authorized martial arts class.

Persons over eighteen years of age and persons between fourteen and eighteen years of age with written parental or guardian permission may possess personal protection spray devices on school property. No one under eighteen years of age may deliver such devices, nor may anyone eighteen years or older deliver a spray device to anyone under fourteen or to anyone between fourteen and eighteen who does not have parental permission.

Personal protection spray devices may not be used other than in self-defense as defined by state law. Possession, transmission or use of personal protection spray devices under any other circumstances is a violation of district policy.

School officials shall notify the student's parents or guardians and the appropriate law enforcement agency of known or suspected violations of this policy. Students who violate this

policy shall be subject to discipline, including a one-year expulsion for a violation involving a firearm. However, the superintendent may modify the one-year expulsion on a case-by-case basis.

PROHIBITION OF HARASSMENT, INTIMIDATION, AND BULLYING

Our Schools Protect Students from Harassment, Intimidation, and Bullying (HIB)

Schools are meant to be safe and inclusive environments where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities. This section defines HIB, explains what to do when you see or experience it, and our school's process for responding to it.

What is HIB?

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

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

HIB generally involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. HIB is not allowed, by law, in our schools.

How can I make a report or complaint about HIB?

Talk to any school staff member (consider starting with whoever you are most comfortable with!). You may use our district's reporting form to share concerns about HIB ([PDF Form Link](#)) but reports about HIB can be made in writing or verbally. Your report can be made anonymously, if you are uncomfortable revealing your identity, or confidentially if you prefer it not be shared with other students involved with the report. No disciplinary action will be taken against another student based **solely** on an anonymous or confidential report.

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our district also has a HIB Compliance Officer: Brenda Padgett bpadgett@onysd.wednet.edu that supports prevention and response to HIB.

What happens after I make a report about HIB?

If you report HIB, school staff must attempt to resolve the concerns. If the concerns are resolved, then no further action may be necessary. However, if you feel that you or someone you know is the victim of unresolved, severe, or persistent HIB that requires further investigation and action, then you should request an official HIB investigation.

Also, the school must take actions to ensure that those who report HIB don't experience retaliation.

What is the investigation process?

When you report a complaint, the HIB Compliance Officer or staff member leading the investigation must notify the families of the students involved with the complaint and must make sure a prompt and thorough investigation takes place. The investigation must be completed within 5 school days, unless you agree on a different timeline. If your complaint involves circumstances that require a longer investigation, the district will notify you with the anticipated date for their response.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must provide you with the outcomes of the investigation within 2 school days. This response should include:

- A summary of the results of the investigation
- A determination of whether the HIB is substantiated
- Any corrective measures or remedies needed
- Clear information about how you can appeal the decision

What are the next steps if I disagree with the outcome?

For the student designated as the “targeted student” in a complaint:

If you do not agree with the school district’s decision, you may appeal the decision and include any additional information regarding the complaint to the superintendent, or the person assigned to lead the appeal, and then to the school board.

For the student designated as the “aggressor” in a complaint:

A student found to be an “aggressor” in a HIB complaint may not appeal the decision of a HIB investigation. They can, however, appeal corrective actions that result from the findings of the HIB investigation.

For more information about the HIB complaint process, including important timelines, please see the district’s [HIB webpage](#) or the district’s *HIB Policy 3207 and Procedure 3207-P*.

Our School Stands Against Discrimination

Discrimination can happen when someone is treated differently or unfairly because they are part of a **protected class**, including their race, color, national origin, sex, gender identity, gender expression, sexual orientation, religion, creed, disability, use of a service animal, or veteran or military status.

What is discriminatory harassment?

Discriminatory harassment can include teasing and name-calling; graphic and written statements; or other conduct that may be physically threatening, harmful, or humiliating. Discriminatory harassment happens when the conduct is based on a student’s protected class and is serious enough to create a hostile environment. A **hostile environment** is created when conduct is so severe, pervasive, or persistent that it limits a student’s ability to participate in, or benefit from, the school’s services, activities, or opportunities.

To review the district’s Nondiscrimination Policy 3210 and Procedure 3210P, visit the District [Nondiscrimination Statement](#).

What is sexual harassment?

Sexual harassment is any unwelcome conduct or communication that is sexual in nature and substantially interferes with a student's educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they must submit to unwelcome sexual conduct or communication to gain something in return, such as a grade or a place on a sports team.

Examples of sexual harassment can include pressuring a person for sexual actions or favors; unwelcome touching of a sexual nature; graphic or written statements of a sexual nature; distributing sexually explicit texts, e-mails, or pictures; making sexual jokes, rumors, or suggestive remarks; and physical violence, including rape and sexual assault.

Our schools do not discriminate based on sex and prohibit sex discrimination in all of our education programs and employment, as required by Title IX and state law.

To review the district's Sexual Harassment Policy 3205 and Procedure 3205P, visit BoardDocs.

What should my school do about discriminatory and sexual harassment?

When a school becomes aware of possible discriminatory or sexual harassment, it must investigate and stop the harassment. The school must address any effects the harassment had on the student at school, including eliminating the hostile environment, and make sure that the harassment does not happen again.

What can I do if I'm concerned about discrimination or harassment?

Talk to a Coordinator or submit a written complaint. You may contact the following school district staff members to report your concerns, ask questions, or learn more about how to resolve your concerns.

Concerns about discrimination:

Civil Rights Coordinator: Brenda Padgett, Superintendent, District Office 540 Carlisle Ave, Onalaska, WA 98570, bpadgett@onysd.wednet.edu, 360-978-4111, ext. 6699

Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator: Brenda Padgett, Superintendent, District Office 540 Carlisle Ave, Onalaska, WA 98570, bpadgett@onysd.wednet.edu, 360-978-4111, ext. 6699

Concerns about disability discrimination:

Section 504 Coordinator: Ryan Ranger, Principal, 280 W. Fifth Street Onalaska, WA, 98570 rranger@onysd.wednet.edul, 360-978-4111, ext. 1199

Concerns about discrimination based on gender identity:

Gender-Inclusive Schools Coordinator: Brenda Padgett, Superintendent, District Office
540 Carlisle Ave, Onalaska, WA 98570, bpadgett@onysd.wednet.edu, 360-978-4111, ext.
6699

To **submit a written complaint**, describe the conduct or incident that may be discriminatory and send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights coordinator. Submit the complaint as soon as possible for a prompt investigation, and within one year of the conduct or incident.

What happens after I file a discrimination complaint?

The Civil Rights Coordinator will give you a copy of the school district's discrimination complaint procedure. The Civil Rights Coordinator must make sure a prompt and thorough investigation takes place. The investigation must be completed within 30 calendar days unless you agree to a different timeline. If your complaint involves exceptional circumstances that require a longer investigation, the Civil Rights Coordinator will notify you in writing with the anticipated date for their response.

When the investigation is complete, the school district superintendent or the staff member leading the investigation will send you a written response. This response will include:

- A summary of the results of the investigation
- A determination of whether the school district failed to comply with civil rights laws
- Any corrective measures or remedies needed
- Notice about how you can appeal the decision

What are the next steps if I disagree with the outcome?

If you do not agree with the outcome of your complaint, you may appeal the decision to the Board of Directors and then to the Office of Superintendent of Public Instruction (OSPI). More information about this process, including important timelines, is included in the district's Nondiscrimination Procedure (3210P) and Sexual Harassment Procedure (3205P).

I already submitted an HIB complaint – what will my school do?

Harassment, intimidation, or bullying (HIB) can also be discrimination if it's related to a protected class. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will notify the Civil Rights Coordinator. The school district will investigate the complaint using both the Nondiscrimination Procedure (3210P) and the HIB Procedure (3207P) to **fully resolve your complaint**.

Who else can help with HIB or Discrimination Concerns?

Office of Superintendent of Public Instruction (OSPI)

All reports must start locally at the school or district level. However, OSPI can assist students, families, communities, and school staff with questions about state law, the HIB complaint process, and the discrimination and sexual harassment complaint processes.

OSPI School Safety Center (For questions about harassment, intimidation, and bullying)

- Website: ospi.k12.wa.us/student-success/health-safety/school-safety-center
- Email: schoolsafety@k12.wa.us
- Phone: 360-725-6068

OSPI Equity and Civil Rights Office (For questions about discrimination and sexual harassment)

- Website: ospi.k12.wa.us/policy-funding/equity-and-civil-rights
- Email: equity@k12.wa.us
- Phone: 360-725-6162

Washington State Governor's Office of the Education Ombuds (OEO)

The Washington State Governor's Office of the Education Ombuds works with families, communities, and schools to address problems together so every student can fully participate and thrive in Washington's K-12 public schools. OEO provides informal conflict resolution tools, coaching, facilitation, and training about family, community engagement, and systems advocacy.

- Website: www.oeo.wa.gov
- Email: oeoinfo@gov.wa.gov
- Phone: 1-866-297-2597

U.S. Department of Education, Office for Civil Rights (OCR)

The U.S. Department of Education, Office for Civil Rights (OCR) enforces federal nondiscrimination laws in public schools, including those that prohibit discrimination based on sex, race, color, national origin, disability, and age. OCR also has a discrimination complaint process.

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

Our School is Gender-Inclusive

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

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

To review the district's Gender-Inclusive Schools Policy [3211] and Procedure [3211P], visit [\[Gender Inclusive Schools\]](#). If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator:
Brenda Padgett, Superintendent, bpadgett@onysd.wednet.edu

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information above on page 30.

HATE CRIME

A person is guilty of a hate crime offense if he or she maliciously and intentionally commits one of the following acts because of his or her perception of the victim's race, color, religion, ancestry, national origin, gender, sexual orientation, gender expression or identity, or mental, physical, or sensory disability;

- Causes physical injury to the victim or another person;
- Causes physical damage to or destruction of the property of the victim or another person;
- Threatens a specific person or group of persons based on the above groups of people;
- Bully, harass, or intimidate a specific person or group of people based on the above groups of people;
- Or any other description of a hate crime listed in RCw 9A.36.080

FAMILY EDUCATIONAL RIGHTS and PRIVACY ACT (FERPA)

Notification of Rights

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

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records that they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;

- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school. For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

ONALASKA SCHOOL DISTRICT ATHLETIC PAPERWORK

I understand that my child **cannot participate** in interscholastic athletics unless he/she is covered by accident insurance that covers him/her while participating in the athletic program. "Each student participating in interscholastic athletic activities is required to have or obtain medical insurance for expenses incurred because of injuries sustained while participating in the extracurricular activity. Students shall provide evidence of coverage with a minimum limit of \$25,000 in medical expenses or shall obtain such coverage through the insurance plan offered to all students participating in activities in the district" (Board Policy #2151 – Item H adopted Feb. 14, 1994). I have personal insurance, which will cover my son or daughter in the event of an injury and therefore do not wish to enroll my child in the accident insurance program offered by the school district. I accept full responsibility for the cost of treatment for any injury my child may suffer while participating in the interscholastic athletic/activity program. I have read and understand the above and request you waive my child enrollment in the school's insurance program and permit him/her to participate in or all sports.

NOTE: Student-athletes must have insurance and proof of insurance before they can practice!

Company providing coverage for my child is: _____ Policy Number: _____ Group Number _____

I will purchase school insurance ____ (check here).

Note: You must have purchased school insurance in the office before your child can practice.

PARENT OR LEGAL GUARDIAN (Signature Required)

DATE

STUDENT ELIGIBILITY INFORMATION

Please answer the following information:

1. Student lives in: Onalaska School District YES NO
2. Parents live in: Onalaska School District YES NO
3. With whom do you live (circle one)?
Both Parents Mother Father Self Guardian Other
4. Did you attend school in the Onalaska School District last year? YES NO
If **NO**, where did you attend school? (Circle one)
Another public-school district Private school Home Study Running Start
What was your withdrawal date? _____
5. What year did you begin the 9th grade? _____

Other eligibility requirements pertaining to scholastic achievement, number of semesters in school, etc. will be checked by the school's clerical staff. Your responsibility is to give accurate information, when called upon to do so. In cases of doubt concerning your eligibility consult your Athletic Director. Inaccurate information can cost you and/or the school eligibility standing.

STUDENT ATHLETIC CODE: ONALASKA SCHOOL DISTRICT

The following rules, regulations and procedures governing extra-curricular participation have been adopted by the Onalaska Schools. It is believed these rules and regulations are necessary for a school activity and/or individual students to function successfully. Rules and regulations are necessary for a school activity and/or individual students to function successfully. Rules and regulations are designed to protect the individual as well as the organization. Rules eliminate inconsistencies and double standards.

1. **BASIC RULE:** The highest principles and standards of each activity, along with SPORTSMANSHIP, are to be actively pursued by the students, coaches and/or advisory.

2. **CONTROLLED SUBSTANCES/ALCOHOL/TOBACCO:** A participant shall not use, be in possession of, under the influence or attend a gathering where controlled substances/alcohol are present. Tobacco: A student shall not be in possession of and shall not use tobacco in any form, during the school year.

FIRST OFFENSE: Participants shall be suspended for the remainder of that sports season (zero tolerance policy).

SECOND OFFENSE: The student will be declared ineligible for one calendar year from that date.

3. **MISDEMEANORS/FELONIES:** A participant who is guilty of and convicted of a misdemeanor or felony shall be ineligible for the remainder of that sport season in which the incident occurred. He/she will petition the principal/athletic director and coaches involved for admission to the next sports season.

4. **PAROLEE'S:** Any student on parole shall petition the principal/athletic director and coaches involved for declaration of eligibility to participate.

5. **UNSPORTSMANLIKE CONDUCT:** An athlete will exhibit appropriate conduct in practices and/or contests. The first offense will result in a verbal warning. Repeated offenses will result in removal from the activity for five (5) school days.

6. **ABUSIVE LANGUAGE:** Student participants in school activities will not use abusive language towards their fellow participants, coaches, officials, advisors or opponents. Violation is subject to team rules and regulations, and the coach's discretion. It should be noted that violations could also fall under school handbook policies.

7. VIOLATION OF SCHOOL LAW

When a student is found guilty of an offense committed while on school grounds or at a school activity, the corrective action will depend upon the nature of the violation.

8. REPEATED OFFENSES

If a student repeatedly violates one of the above rules, he/she may be removed from the team for the remainder of the sports season.

9. EXTRA-CURRICULAR PARTICIPANTS – ATTENDANCE:

1. A student who is absent from school one or more periods will be ineligible for practice or competition UNLESS A PRIOR EXCUSE has been arranged through the school office. Students must be in class within the first 10 minutes of 1st period to practice or compete in an event or game that day unless the prior excuse has been arranged with the school office. Doctor and Dentist pre-approved absences will need a doctor's note.

2. If a student leaves school because of illness, he/she will be ineligible for practice or competition that day.

3. A student must participate in PE to be eligible to participate in practice and/or games.

4. Absence from Practice: An athlete is expected to be in attendance at all team practices unless excused for illness or by prior approval. If an athlete is absent from practice and not excused, the athlete will be ineligible to participate in the next contest.

10. **SEASON LIMITATIONS:** Students may participate in one sport activity ONLY, excluding cheerleading, per sport season. After entering or being eligible to enter the 7th grade, students shall have 6 consecutive interscholastic eligibility

11. **PHYSICAL/INSURANCE/WARNING LETTER:** All students participating in extracurricular activities, including cheerleading, shall have on file, a current physical as defined by the WIAA, proof of medical insurance, or purchase insurance through the school as well as a warning letter signed by both the athlete and parents. The responsibility of adequate medical coverage lies with the parents/guardians.

12. **SUSPENSION FROM SCHOOL/IN-HOUSE SUSPENSION:** A student who is suspended from school or doing in-house suspension will be ineligible for practice or competition during those days the suspension is in effect.

13. **ASB CARDS:** All students participating in extra-curricular activities must have purchased an ASB card before the first competition of the current year.

14. **CONFLICT OF ACTIVITIES:**

- a. Advisor/coach must discuss conflicts in schedules with groups several times a year and emphasize that students must look ahead for possible conflicts, rather than waiting until the last minute.
 - b. If a student has a conflict, every effort will be made by involved advisors/coaches to resolve or compromise the conflict.
 - c. If the conflict cannot be resolved, the student will have to make a choice.
15. **ENDING/BEGINNING SPORTS SEASONS:** A student must have fulfilled all obligations to the previous sport before becoming eligible for the new season, i.e. fines, turning in uniform/equipment, etc.
16. **TRANSPORTATION:** Students will ride to and from contests on school-provided transportation, **UNLESS** the parent/guardian signs an approved form to transport the students themselves. Students will be released to parents/guardians **ONLY**.
17. **INJURIES/ACCIDENTS:**
- a. All injuries and accidents are to be reported immediately.
 - b. The coaches will have an emergency plan to deal with injuries/accidents
 - c. An accident report must be filed with the school office.
 - d. If an injury requires a visit to the hospital/doctor, the coach must receive notification of release from the doctor before the students can return to practice or competition.
 - e. When an injured athlete has a physician's approval to return to practice/competition, the coaching staff will monitor him/her closely to evaluate physical capabilities.
 - f. If the athlete shows signs that the injury is impairing performance, the athlete will be held out of participation and referred to the attending physician.
18. **GIFTS AND AWARDS:** Understand that, unless previously approved by the member school of this district, you may not, without forfeiting eligibility, accept an award having intrinsic value from any person, persons, or organization other than official representatives of your school, if such award or gift is offered in consideration for team membership or athletic achievement.

RIGHTS OF APPEAL:

- a. The Principal and Athletic Director will act as the first level of appeal. If the Principal and Athletic Director were involved in the initial decision to remove the student from athletic/activity participation, skip to the next step of this policy.
- b. The aggrieved party may appeal to the superintendent of schools within three (3) school days of the suspension from athletics/activities by the Principal and Athletic Director. The superintendent of schools will schedule a hearing within five (5) school days of the request to appeal from the aggrieved party.
- c. After hearing the appeal, the superintendent will have ten (10) school days to render a decision.
- d. The aggrieved party may appeal the superintendent's decision to the Board of Directors within three (3) school days after receipt of the superintendent's decision. The Board of Directors, after hearing the case in detail, will render a decision on the case within then (10) school days of the hearing. The decision will be final.

ELIGIBILITY POLICY FOR MIDDLE SCHOOL EXTRA CURRICULAR ACTIVITIES:

- a. Onalaska Middle School extra-curricular activities will include all student clubs and sports that govern student participation outside the regular classroom.
- b. Onalaska Middle School student extracurricular eligibility will be based on a student's academic achievement. Students will be required to be passing all classes with a 60% or better grade average during grading periods (progress reports and quarter grades). A student's academic eligibility will be determined at the four (4) progress and four (4) quarter grading periods. An athlete on academic probation will be ineligible in competition but may practice. The athlete on academic probation will be eligible once they are passing all classes.
- c. Academic probation will be defined as failing (less than 60%) in a class. Once the athlete has improved their grades to pass they are eligible. However, grading and reporting late assignments and makeups are at the discretion of the respective teacher(s). The athlete will have an academic progress report check every Friday after the school's formal grade period (progress and quarter reports). Participation in the following week's (Sunday to Sunday) contests will be determined by weekly academic progress report check.

ELIGIBILITY POLICY FOR H.S. EXTRA CURRICULAR ACTIVITIES:

- a. Every student has the right to turn out for a sport or activity unless the student is ineligible under the WIAA.
- b. Students will be determined to be eligible each based on scheduled grade checks every 4 weeks. If a student is failing (1) one class, they will be ineligible to participate in a contest starting on the Monday following the grade check. Students will be allowed to practice during this time. Once the grade is up the student can play in games. However, grading and reporting late assignments and makeups are at the discretion of the respective teacher(s). The athlete will have an academic progress report check every Friday after the school's formal grade period (progress and quarter reports). Participation in the following week's (Sunday to Sunday) contests will be determined by weekly academic progress report check.

- c. All academic eligibility will be governed by the participant's previous progress report, quarter grade or semester grade. Fall sports academic eligibility will be governed by the second semester grade and subject to passing all classes.
- d. If a student is declared ineligible at the end of the grading period and he/she feels that there were extenuating circumstances – they may appeal to the Principal and Athletic Director for special considerations.