Oakville MS/HS High School



Handbook 2025-2026

A spirations
C itizenship
O wnership
R isk-taking
N urturing
S uccessful

Title IX Coordinator
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Section 504/ADA Coordinator
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Civil Rights Compliance Coordinator
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Oakville School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

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HIGH SCHOOL PHONE: 360-273-5947

***Telephone messages will be taken in the office and transmitted to the students. Students will not be called from classes to accept calls except in the case of an emergency.*

Position	**Staff Name**	**Email**
Principal	Jessica Bayless	jbayless@oakvilleschools.org
Counselor	Terri Dalsted	tdalsted@oakvilleschools.org
MS/HS Secretary/ Registrar	Rikki Sisk	rsisk@oakvilleschools.org
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MS Math	Beth Miller	bmiller@oakvilleschools.org
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BELL SCHEDULE

HS Schedule A/B			HS Schedule C			HS Schedule 1:30 Release		
A M,TH	B T,F		A W-A	B W-B		A M,TH	B T,F	
Breakfast		7:45-8:00	Breakfast		9:45-10:00	Breakfast		7:45-8:00
WU Acorn		8:00-8:10	WU Acorn		10:00-10:10	WU Acorn		8:00-8:10
1st	2nd	8:13-9:53	1st	2nd	10:13-11:19	1st	2nd	8:13-9:28
ACE		9:57-10:47	ACE		11:23-11:55	ACE		9:32-10:22
5th	4th	10:51-12:31	Lunch		11:55-12:25	5th	4th	10:26-11:41
Lunch		12:31-1:01	5th	4th	12:29-1:35	Lunch		11:41-12:11
7th	6th	1:05-2:45	7th	6th	1:39-2:45	7th	6th	12:15-1:30

MS Schedule, M,T,TH,F		MS Schedule W		MS Schedule 1:30 Release	
Breakfast	7:45-8:00			Breakfast	7:45-8:00
WU Acorn	8:00-8:10	Breakfast	9:45-10:00	WU Acorn	8:00-8:10
1st	8:13-9:03	WU Acorn	10:00-10:10	1st	8:13-8:51
2nd	9:07- 9:57	ACE	10:13-11:19	2nd	8:54-9:32
3rd	10:01-10:51	Lunch	11:19-11:49	3rd	9:35-10:13
4th	10:55-11:45	W- Period 1	11:53-12:33	4th	10:16-10:54
Lunch	11:45-12:15	W- Period 2	12:37-1:17	Lunch	10:54-11:24
5th	12:19-1:09	W- Period 3	1:21 - 2:01	5th	11:29-12:07
6th	1:13-2:03	ACE	2:05-2:45	6th	12:10-12:48
ACE	2:07-2:45			ACE	12:51-1:30

GRADE REPORT DATES

October 10, 2025	End of 1st Quarter
January 23, 2026	End of 2nd Quarter/ 1st Semester
April 3, 2026	End of 3rd Quarter
June 18, 2026	End of 4th Quarter/ 2nd Semester

I. BUILDING HOURS

OHS Building Hours

The High School building will be open at 7:45 a.m - 2:45 pm Monday, Tuesday, Thursday, Friday. Students should arrive no earlier than 7:45 a.m. Wednesdays start at 10am. The high school building will be open at 9:45am -2:45 pm.

Open/Closed Campus

Grades 7 – 8: We operate a closed campus for junior high students. Once you arrive at school, you **may not** leave the school grounds until the end of school unless a parent checks you out in the office. For the purposes of this rule, the student parking lot is considered off limits to 7th and 8th grade students.

Grades 9 – 12: We operate a limited open campus for high school students. You may leave the school grounds during the lunch period. However, you must check out of the office if you are not planning to return at the end of lunch. Students who have 2 or more unexcused tardies returning from lunch will lose off campus lunch privileges for the remainder of the quarter. Students are **NOT** permitted to leave the school campus during or between class periods. Failure to check out at the office will result in disciplinary action.

ATHLETICS, EXTRACURRICULAR ACTIVITY PROGRAMS

Student activities at Oakville Middle/High School provide opportunities for students to engage in special interests in addition to the more formal class activities. Regular classroom work must come first. Students should be involved in as many activities as possible without hurting their grades. This is a good way to explore your interest in certain subjects and to become better acquainted with other students and instructors.

Absence due to School Activities:
Students who are absent from school due to their approved involvement in scheduled school activities (example: athletic games.) that are scheduled during the school day shall not be counted as being absent from class(es) nor will it be recorded as an absence in the teachers' grade books. However, students are responsible to collect and turn in all assignments or tests upon their return to class.

*If possible students should obtain the assignments from their teachers prior to their leaving school to participate in the activity**.**

Absenteeism/Effect on Participation in Extracurricular Events:

A student participating in an extra-curricular school sponsored activity must be in school all day in order to participate on that day. Any student arriving at school 20 minutes beyond the

start of the day, 8:00 AM will not be eligible to participate in practice or contests that day. If they arrive in less than 20 minutes, they will be considered tardy and will be allowed to practice and play in contests. Exceptions due to valid extenuating circumstances shall be granted only through the building administrator or designee. Students are to be in attendance at school the day following the activities.

Activity Accounting:

All money handled by the various organizations and classes shall be deposited daily with the ASB Bookkeeper of Oakville Middle/High School.

All expenditures from organizations or other accounts shall be authorized by the appropriate club/organization officers and ASB advisor and approved by the principal or designee. Established policies for the payment of all bills shall apply to all ASB and non-ASB invoices.

Associated Student Body Card:

Members of Oakville Middle/High School have the privilege of purchasing an ASB card. It admits the student to all home athletic events and other student activities. Students must show this card for admission to all activities; otherwise they will pay full price. Student body card purchasers become members of the Associated Student Body (ASB). Any student participating in interscholastic activities is required to have a student body card. ASB card fees are $35 and are due before the first practice. Arrangements will be made if this is a financial hardship for the family. Contact the office to make arrangements.

Calendar of Activities:

A calendar of activities is kept in the High School Office. To eliminate conflicts, sponsors and student officers are urged to schedule events as early in the year as possible. All dates need to be approved by the principal or designee before they are placed on the calendar.

Citizenship (Eligible to Participate):

Creditable school citizenship is required for participation in Oakville High School activities. Acceptable school citizenship includes regular and punctual attendance, and a quality of conduct, which promotes the best interest of the school. This includes following the rules and regulations of OHS.

Referrals of a student to the office of the principal for misbehavior may be considered sufficient reason to declare a student ineligible. A single serious breach of good conduct, either in or out of school, may also be sufficient cause for declaring a student ineligible to participate in school activities.

The same standard of acceptable school citizenship shall be applicable to all school activities

including athletics, clubs, organizations, and any other activity.

Dance Policy

Dances are sponsored by classes and organizations of Oakville Middle or High School and are for Oakville Middle or High School students. Parents and faculty are welcome to all dances.

Organizing a Dance

- Dances must be planned and approved by ASB and the principal at least two weeks before they occur.
- The Dance Procedure form and Fundraiser form must be turned into the office at least 2 weeks preceding the dance.
- Dances will not exceed three hours in duration and will not run past midnight.
- At least one advisor from the sponsoring organization must be a chaperone for the dance. The advisor may check out a key to the building on Friday afternoon and is responsible for checking out and returning the moneybox. The advisor should be sure that chaperones check the building frequently. Bathrooms and the dancing area should be checked frequently.
- The advisor will confirm that the local police have been notified of the dance at least three days in advance.
- All tickets must be purchased in advance from the office. No tickets will be sold at the door.
- The dance area must be cleaned and returned to original condition by noon Sunday. The janitors should be contacted about cleaning supplies prior to the dance.

All school rules will be enforced at dances. Any student who engages in fighting, harassment, or other disruptive behavior shall be immediately dealt with accordingly by the administrator on duty. Ticket price will not be refunded if a student is asked to leave the dance.

2. Dress Code for all OHS dance events:
    - Dress/skirts must be as long or longer than mid-thigh length
    - Slits no higher than mid-thigh length
    - Backless to waist is permitted – below the waist is not permitted
    - No excessively low cut dresses/tops or bare midriffs
    - Shirts must cover chest/back and stay on at all times
3. Appropriate physical contact only. Sexually suggestive dancing will not be tolerated. If the behavior looks questionable, it will be stopped. Students will be given one warning and the second infraction the student(s) will be asked to leave the dance.
4. Backpacks and bags will only be admitted with the approval of the administrator on duty. Purses will be allowed. No outside containers, food or drinks included, will be allowed. Students may be asked to submit to a breathalyzer.
5. No students will be allowed to leave the dance and return without prior approval of the administrator on duty.
6. Administrators, security and chaperones at the dance will have the authority to remove any student or guest from school dances for a violation of school or dance rules. An

attempt to notify parents will occur if the student is asked to leave.
8. Students age 21 and over will not be permitted to attend any school sponsored dances

Permits to Participate:

All students must complete a "Parent's Permission Statement" form before they can participate in any off campus school activity. This policy does not apply to students participating in the regularly scheduled athletic contests.

Purchases:

Nothing may be purchased in the name of Oakville Middle/High School without a purchase order submitted or the use of the ASB credit card pre-approved by the appropriate sponsor and the principal or his designee prior to the order being placed or an item bought. You will not be reimbursed for anything bought without going through the proper procedures.

School News- Submissions:

News concerning the Middle/High School, (any department, activity, club, or organization) must be approved by the appropriate sponsor and turned into the high school office before release for publication.

Requirements for Participation:

In Order to Participate in Athletics/ Extra-curricular Activities You Must:

1. Have a physical on file for the current school year. The physical may be done by your own family physician.
2. Have medical insurance.Forms are available on FinalForms.
3. Have a completed clearance/consent form on file for the current sport season.
4. Purchase an ASB card. The cost is $35.00. This card allows entry to all OHS home-sporting events free of charge.
5. Sign and adhere to the Athletic Code of Conduct.
6. Be in compliance with minimum grade and attendance requirements for athletics.
7. Have a completed Safety Guideline/Warning Agreement and Concussion Policy on file for each sport season.

Sportsmanship:

Oakville Middle/High School stresses sportsmanship and good conduct in all school events. Students shall:

1. Avoid actions that will offend or embarrass any individual athlete.
2. Regard game officials as fair, accept their decisions as final, and treat them as guests.
3. Respect the property of any school and individuals.
4. Refrain from actions, which display poor sportsmanship such as: throwing items,

"booing", shouting at opposing players, etc.

5. Treat the opponents, coaches, players, and fans as honored guests.
6. Show appreciation of good play by both teams.

III. ATTENDANCE REQUIREMENTS/PROCEDURES

Attendance Policy:

Daily attendance and active participation are a critical part of the learning process and instructional goals of each and every course at Oakville Middle/High School. Students and parents must accept full responsibility for regular school attendance. The following procedures are designed to help students learn responsibility and increase their potential for success at Oakville Middle/High School and beyond. Failure to do so may result in loss of credit or grades, removal from class or removal from school. Attendance and participation will be identified by the teacher of each course as a basis for grading in the class.

1. Students are expected to attend all classes and arrive on time.
2. An absence is defined as ANY time you miss a class or are more than 10 minutes late.
3. Parents are to provide a valid excuse for student absences by calling the High School Office within 48 hours of the absence. The OHS auto phone dialer/text will automatically phone parents at home each evening the student is absent from school. *Parents may leave a return message at the end of that call/text.
4. Absences that are a result of being more than 10 minutes late, will require teacher excuse instead of parent excuse.
5. Students are expected to make up all work missed due to absence from classes. Failure to complete missed assignments will result in loss of credit for those assignments.
6. School related activities (which require a student to miss class) are excused absences.
7. Pre-arranged absence forms are an agreement between the school and a student's family in regards to a student's planned absence and should be completed and handed in to the office 2 weeks prior to the absence. Forms are available in the high school office

Attendance Procedures:

1. When a student is absent for any amount of the school day, the student's parent/guardian must call the OHS Office or send a note stating the reason for the absence. (If a student returns to school without a note, or a phone call from a parent or legal guardian, or an appointment note the absence will be considered unexcused.)
2. When a student needs to leave campus during the day: PRIOR TO LEAVING he/she shall check out of school with the OHS Office and must provide a note or phone call from the parent or guardian. This includes students leaving at lunchtime and not returning for the day.
    a. Students (18+) eighteen years or older shall not be allowed to check themselves out of school unless they are emancipated and have provided the required documentation/proof to the high school authorities.

3. Students in athletics or school activities, such as drama productions, shall be in attendance at school for the entire school day to be eligible to turn out for practice or participate on that day. Medical or dental appointments need a note from the doctor's office. Family emergencies can be excused through administration.

Checking Out of School Procedures

If a student has reason to leave school during the school day, he/she must have parental permission. This permission can be obtained with a note from the parent brought into the office prior to or on the day of the dismissal. If a student does not have a note, he/she must come to the office and call his/her parent/guardian for permission to leave campus. All students must check into the office immediately upon return to school. The attendance secretary will determine if the dismissal is to be excused or unexcused. Students leaving campus without checking out will be considered skipping school and be required to serve one day of in-school-suspension.

Illness

If a student becomes ill in school, he/she is to report to the office. Office personnel will decide what should be done. An attempt will be made to contact the parent in the event the student should leave school early. Students must not leave the building because of illness without authorization: to do so will be an unexcused absence. Occasionally it may be necessary for students to leave school during school hours. Any student wishing to leave must receive permission from the office and must check out through the office before leaving the grounds.

Teacher Attendance Procedures

- Teachers will record absences each period in the Skyward attendance system.
- Teachers will begin taking attendance immediately after the tardy bell rings.
- Parents of the student with an unplanned absence will receive a phone call or letter regarding the absence and the student will be subject to school disciplinary procedures.
- Teachers will allow one day in addition to the number of days absent for make-up work. Students may appeal to teachers for extensions.

Attendance Policy for Asynchronous Instruction:

Evidence of participation will be done through Google Forms. Teachers will create an attendance button at the top of every home page. Students click on the button to be directed to the teacher's Google Form and submit. The next day, the teacher uses the form to enter the attendance.

BECCA Law

Oakville Middle/High School abides by the Washington State BECCA Bill for attendance as follows:

Washington State passed the "Becca Bill" (Senate Bill 5439 codified at RCW 28A.225), which requires children ages 6 to 17 enrolled in public schools to attend school Monday through Friday, unless there is a good reason for being absent, i.e., the parent or guardian must excuse the absence by notifying the school. When students miss school and the absence has not been

excused, the student can be considered truant.

School districts have different rules and regulations about student attendance and how to excuse absences. Be sure to read the Oakville attendance policy.

The Becca Bill requires schools and school districts take the following actions:

A. One (1) unexcused absence. The school must inform the parent/guardian when there is one unexcused absence. This is often done by a "AutoDialer" phone call home.
B. Two (2) unexcused absences. After two unexcused absences within a month, the school is required to request a conference with the parent/legal guardian and student to discuss the causes of the unexcused absences and solutions to prevent further absences.
C. Seven (7) unexcused absences in one month. A referral to the Community Truancy Board to enter into a written truancy agreement with the family, where the parent/guardian, student and school agree on steps to resolve the attendance problem. In accordance with the Becca Law a truancy petition may also be filed with the juvenile court.
D. Fifteen (15) unexcused absence in a school year. The school district is compelled to file a petition of truancy with the juvenile court and make a referral to the Community Truancy Board. If a Truancy Order is entered and then violated by the Student, the court will call for a Contempt Hearing and the student could be ordered to do community service or spend time in juvenile detention. The parent/guardian may be fined up to $25 for each day of unexcused absence. Schools must send the student a notice of the truancy court petition by certified mail with return receipt or by in-person delivery. The student and/or parent/legal guardian can be represented by a lawyer.

Excused Absences:

As defined by the Washington State Office of the Superintendent of Public Instruction. (WAC 392-400-325)

1. Participation in a district or school approved activity or instructional program;
2. Illness, health condition or medical appointment (including but not limited to medical, counseling, dental or optometry);
3. Family emergency, including but not limited to a death or illness in the family;
4. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
5. Court, judicial proceeding or serving on a jury;
6. Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
7. State-recognized search and rescue activities consistent with RCW28A.225.055;
8. Absence directly related to the student's homeless status
9. Absence resulting from a disciplinary/corrective action. (e.g., short-term or long-term suspension, emergency expulsion); and
10. Principal (or designee) and parent, guardian, or emancipated youth mutually agreed upon approved activity. The school principal (or designee) has the authority to determine if an

absence meets the above criteria for an excused absence.

If an absence is excused, the student will be permitted to make up all missed assignments outside of class under reasonable conditions and time limits established by the teacher. Students are expected to make up all work missed due to absence from classes. Failure to complete missed assignments will result in loss of credit for those assignments.

An excused absence will be verified by a parent/guardian or an adult, emancipated or appropriately aged student, or school authority responsible for the absence. If attendance is taken electronically, either for a course conducted online or for students physically within the district, an absence will default to unexcused until such time as an excused absence may be verified by a parent or other responsible adult. If a student is to be released for health care related to family planning or abortion, the student may require that the district keep the information confidential. Students thirteen and older have the right to keep information about drug, alcohol or mental health treatment confidential. Students fourteen and older have the same confidentiality rights regarding HIV and sexually transmitted diseases.

Oakville administration has the authority to determine if an absence meets the above criteria for an excused absence.

Unexcused Absences:

As defined by Washington State Office of the Superintendent of Public Instruction, (12/2011).

1. Any absence from school with 50% or more of the day is considered a whole day absence.
2. An absence is unexcused unless it meets one of the criteria above for an excused absence.
3. As a means of instilling values of responsibility and personal accountability, a student whose absence is not excused will experience the consequences of his/her absence. A student's grade may be affected if a graded activity or assignment occurs during the period of time when the student is absent.
4. The school will notify a student's parent or guardian by "AutoDialer" (automatic dialing software) whenever the student has failed to attend school at any time.
5. A conference with the student and/or parent or guardian will be held after two unexcused absences within any month during the current school year. A conference will be scheduled to determine what corrective measures should be taken to ameliorate the cause for the student's absences from school. If the parent does not attend the conference, the parent will be notified of the steps the district has decided to take to reduce the student's absences.
6. Not later than the student's fifth unexcused absence in a month the district will enter into an agreement with the student and parents that establishes school attendance requirements, refer the student to a community truancy board and/or file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010.

7. If such action is not successful, the district will file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010 by the parent and student no later than the seventh unexcused absence in one month or tenth during the current school year.

Passing Time between Classes:

The schedule allows 4 minutes to change classes. Students have little time to waste. Proper planning and utilization of time will ordinarily eliminate tardy problems. If you have an injury or any other problem, which will cause you to be tardy, you should talk with a counselor about a solution to the problem.

Pre-Arranged Absences:

The building administrators may, upon a request by a student or a student's parents/guardians, grant permission in advance for a student's absence providing that such absence does not adversely affect the student's educational progress. These requests require prior administrator approval, meeting with the teachers, securing all assignments before the absence and adhering to all guidelines. Approval for pre-arranged absences will mostly likely not be given for students with 10 or more absences.

1. Complete and submit the Pre-arranged Absence Request to the OHS Office at least 48 hours prior to the absence.
2. Obtain all the assignments from the teachers prior to the requested absence. The assignments are due the day the student returns to school. Upon returning to school, the student will be provided one calendar day for each school day absent to complete those assignments not provided to the student by the teacher prior to the absence.
3. In some participation type classes/activities (i.e physical education classes, etc.) a student's grade may be affected because of the inability to make up the activities conducted during a class period.

Examples of Absence that could be approved for Pre-Arranged Absences

- Observance of recognized religious holidays or cultural event
- College and technical school visitations.
- Military enlistment requirements.
- Family emergencies or trips.
- Job shadow arrangements.

Examples of Absences that will not be approved as Pre-Arranged

- Haircuts or hair appointments.
- Gown or tux appointments.
- Picture appointments.

Tardies

Students who are not in class when the tardy bell finishes ringing are tardy. Teachers will mark the student tardy on the computer system. When a student is tardy, they will receive a

consequence assigned by the teacher. Continuous tardies will result in further discipline.

Perfect Attendance Award

So that recognition for perfect attendance is maintained as an honor and distinction, the following will apply:

- A student must be in school every day all day (no skips or tardies)
- One day for the funeral of an immediate family member will not affect perfect attendance recognition.

IV. ACADEMICS

Credit Retrieval:

This program is designed to provide assistance to those students who are experiencing academic difficulty which endangers their chances of graduation. Placement is voluntary, and the student must meet specific eligibility criteria.

College and Career Readiness:

CTE (Career and Technology Education) offers a unique opportunity to engage students in an enormous variety of subjects, incorporating academic, creative and technical skills, with the specific goal, nowhere else represented in education, of preparing students for all of life that comes after high school.

NEWMARKET Skills Center is a venture between local school districts and is a public school offering technical training for high school students. The vision is to prepare students for the workforce by offering the opportunity to be trained in technical careers. Students are transported to New Market from Oakville Middle/High School where they spend half their day.

RUNNING START is a program that allows 11th and 12th grade students to take college courses at Washington's 34 community and technical colleges. Students earn both high school and college credits for these courses.

Running Start students and their families do not pay tuition. They are responsible for mandatory fees, books and transportation. Students receive both high school and college credit for these classes, which accelerates their progress through the education system.

ASU- Oakville School District is partnered with Arizona State University to offer students the opportunity to earn transferable college credits without leaving campus. Students receive both high school and college credit for these classes, which accelerates their progress through the education system.

Dropping Courses:

Students must fill out a course change form. Before the student can drop the course, the

Counselor and the Principal must approve it after consulting with the teacher. Permission will rarely be granted after the first ten (10) days of the semester.

Grade Point Averages:

The grade point averages for grades 6-12 shall be calculated in the following manner:

1. Each student's "grade point average" shall be the sum of the point values, of all the marks/grades received for all courses attempted divided by the sum of the credits for all courses attempted. The grade point value shall be calculated by multiplying the numerical value of the mark/grade earned by the number of credits assigned to the course.
2. The numerical value of grades are:
   A=4.0/95-100% A- = 3.7/90-94% B+ = 3.3/ 87-89% B = 3.0/84-86% B- = 2.7/80-83% C+ = 2.3/77-79% C = 2.0/74-76% C- = 1.7/70-73% D+ = 1.3/65- 69% D = 1.0/60-64% F= 0.0/ 0-59%
3. The minimal passing mark/grade is D=1.0/ 60%. Pass/Fail, Credit/No Credit and Satisfactory/Unsatisfactory marks may also be used as authorized by the authorizing agent in the High School Office. These non-numbered marks/grades shall be clearly identified and excluded from the calculation of grade point average.

Otherwise, marks/grades for all courses taken shall be included in the calculation of grade point averages. Grade point averages shall be calculated to two decimal places and reported for each semester or other term and for the cumulative credits earned for all courses attempted in high school.

Grading Scale:

Check your teachers' syllabus for their grading scale.

Grade Reports to Parents:

Quarter reports of student progress shall be issued to the parents of each student on a regular report form. Students shall be issued a grade on their report card to indicate their proficiency in the subjects at the end of each quarter.

Progress Reports

Progress reports shall be sent home to parents every three weeks upon request of the parent. Progress reports will be sent home for students who have a D or an F in the class.Grades will be updated weekly in Skyward through Family Access.

Valedictorian and Salutatorian:

Oakville High School recognizes the top two students of each class as the Valedictorian and the Salutatorian. In the event that there are multiple Valedictorians, no salutatorian will be recognized. Transfer students must be enrolled at the beginning of their senior year or prior to be

eligible for this honor. Only students who take and receive grades in Core classes will be eligible.

In calculating the Valedictorian for the graduating class, the student with the highest weighted GPA after seven semesters will be the Valedictorian. Calculation for this honor will take place at the end of February. In the event that a three-year graduate has the same or higher GPA as a four-year graduate, the students will be classified as co-valedictorians.

Honor Graduate Requirements:

Oakville High School recognizes all seniors graduating with a 3.5 GPA or higher and takes the necessary requirements as Honor Grads. The selection for this honor will take place at the end of February after the 7th semester. Only students who take and receive grades in Core classes will be eligible. Students who transfer in their senior year will be considered eligible for this honor. Students starting an online class at the beginning of a grading period must complete the class by the end of that grading period to be eligible for this honor. The online class must be designated as a Common Core class or higher in the core subject areas for eligibility. The calculation for Honor Grad, Valedictorian, and Salutatorian will start when students take high school level classes or higher. (Ex. 8th grade students taking Algebra will be calculated into the overall GPA.)

Honor Roll:

Although achievement in many areas of endeavor is important and should be rewarded, one of the loftiest goals should be the attainment of academic excellence. Oakville Middle/High School's Honor Roll exists to recognize those who achieve that goal. Honor Roll is defined as a minimum of 3.5 GPA each semester.

Online, Running Start, and Correspondence Course Eligibility:

Students starting a required online class at the beginning of a grading period must complete the class by the end of that grading period to be eligible for this honor (enrichment and schedule conflicts are exempt). Online classes must be designated as a Common Core class or higher in the core subject areas for eligibility. Running start students and students that take Correspondence classes will be eligible to be an Honor grad, Salutatorian or a Valedictorian as long as they meet the overall Core Requirements for graduation. Students taking Summer School online classes must complete these classes by the start of the school year to be eligible for Honor Grad, Salutatorian or Valedictorian.

Required Community Service Learning:

The rationale behind this curriculum comes from the national movement to help students apply what they've learned in the classroom, develop leadership and communication skills, become more caring and responsible citizens, and help meet the community needs. Service learning is active learning during which students have shown much higher retention through hands-on activities.

Grade 12	25 hours
Grade 11	15 hours
Grade 10	10 hours
Grade 9	5 hours

Teacher's Assistants:

Students shall perform the expectations, duties and responsibilities in a consistent, "superior" manner. Any student assistant who abuses the privilege of being an assistant by skipping class, or being habitually tardy to class or other misconduct may be dismissed from the program. Excellent attendance shall be maintained and waivers will normally not be approved. Each student assistant may receive one-half credit per semester. To clarify the role of expectations of the Teacher's Assistant program:

- The T.A. will be involved in meaningful activities that support the staff member in his/her regular duties.
- T.A.'s will carry hall passes when it is necessary to leave the classroom.
- Daily attendance will be taken.
- Students can only T.A. for one teacher per semester.
- No T.A.'s will be assigned during a teacher's preparation period**.**

Graduation Requirements - Credits

Washington requires public high school students to complete a minimum number of credits to graduate. Many local school districts, however, require students to earn credits beyond the state minimum. Students must fulfill all requirements of their local district to be eligible to graduate.

Credit Requirements

Subject	Washington State	Oakville School District*	Public 4-Year Universities**	Career and College Ready Graduation Requirements
English	4 credits	4 credits	4 years	4 years
Math	3 credits	3 credits	3 years***	3 years***
Science (one must be a lab)	3 credits	3 credits (2 must be with a lab)	3 years	3 years (2 must be with a lab)
Social Studies (including U.S, and Washington State History)	3 credits	3 credits	3 years	3 years
World Language (same language)	2 credits/PPW	2 credits/ PPW	2 years	2 years
The Arts: Visual orPerforming Arts	1 credit	1 credit	1 year	2* years
Health and Fitness	2 credits	2 credits	* This Oakville School District information was added to the adapted from the OSPI website with updates as defined by the Washington StateBoard of Education in the fall of 2011. **Students must have a minimum 2.0 grade point average. *** Must contain one class of Algebra II or higher.	
Occupational Education	1 credit	1 credit		
Electives	7 credits	7 credits		
Total	**24 credits**	**24 Credits**		

Waiver of Graduation Requirements:
The following procedure shall be followed in graduation waiver requests:

A. The principal or his designee is responsible for evaluating educational experiences of individual students and recommending graduation to the superintendent when requirements have been met.

   An individual student may be granted an exemption from any requirement in this policy if such requirement impedes the progress toward graduation provided there is a direct relationship between the failure to meet the requirement and the student's ability. When a 12th grade student transfers from another high school, the student may be permitted to graduate with a lesser number of credits provided that minimum state course and credit requirements are satisfied and the student successfully passes a full schedule of classes during his/her 12th year of school.

B. Any waiver of graduation requirements is determined by the principal or his designee. The procedure for processing requests for waiver shall be as follows:

   1. Request shall be initiated by the parent or the eligible student;
   2. The principal shall investigate the request for waiver of graduation requirements;
   3. The principal shall make a determination in writing based upon appropriate data and upon conclusions of the investigation;
   4. The principal shall develop appropriate record keeping procedures for storage of all pertinent data relating to each waiver request;
   5. The parent or eligible student shall be notified that an appeal to the decision on waiver requests may be made in writing to the superintendent no later than 30 days prior to the anticipated graduation date;
   6. All state statutory requirements must be satisfied except that Washington State History and government, pursuant to WAC 180-51-075, and physical education, pursuant to RCW 28A.230.050, may be waived. In the latter instance, an individual student may be excused from physical education upon written request of a parent or guardian on account of physical disability, employment or religious belief or because of participation in directed athletics or military science and tactics. This shall not alter the credit requirements established by the board.

Personalized Pathway Graduation Requirement
Personalized Pathway Requirements are related courses that lead to a specific post high school career or educational outcome chosen by the student based on the student's interest and High School and Beyond Plan.

High School & Beyond Plan Graduation Requirement
The High School & Beyond Plan is a state graduation requirement. Each student must have a (HSBP) to guide the student's high school experience and prepare them for postsecondary education or training and career. Students start their plan in jr. high and then continue to revise them throughout high school to accommodate changing interests or educational and career goals.

Students participating in Homelink, Running Start, and New Market are required to complete a High School and Beyond Plan through Oakville High School.

Graduation Credit for Seventh and Eighth Grade Students

A student who completed a high school course while in the 7th or 8th grade shall be given high school credit that shall be applied to fulfilling high school graduation requirements if:

- The course was taken with high school students and the student successfully passed the same course requirements and examinations as the high school students enrolled in the class; or
- The course would qualify for high school credit because the course is similar or equivalent to a course offered at the high school.

Junior High Promotion

When considering the retention of 7th and 8th grade students, special attention will be given to how the student has performed in their core academic classes and their ability level as reflected in district and state assessments. Students will not be retained a second time in the same grade. Parents, teachers and administration will confer regarding the student's best interest and what option has the greatest chance for success.

V. STUDENT EXPECTATIONS/DISCIPLINE

An important goal of the Oakville School District is the development of our students' ability to be responsible for their own success and become productive members of society. Two behavior expectations are paramount at Oakville MS/HS High School: no student will have the right to interfere with another student's right to learn or the teachers' right to teach, and disrespecting and/or abuse of others will not be tolerated.

Student Dress

Students are asked to wear clothes that are neat, clean and suitable for school. Clothing which interferes with and/or distracts from the education process will be subject to approval by the administration.

- Clothing that references alcohol, tobacco, illegal drugs, profane or lewd language, would cause a disruption, or interference with the school operation are not permitted.
- Clothing or insignia that identify students as members of gangs or reflect gang affiliations are not permitted including bandanas.
- Shoes must be worn at all times.
- P.E. attire will be confined to the gym area.
- Sunglasses are to be only worn outside the building unless prescribed by a doctor.
- Tops must cover the chest, sides, and midriff and cannot expose the bare chest, belly or back. There will be no spaghetti straps, and shirts worn off the shoulder must cover cleavage and midriff. Undergarments should be covered.
- Shorts and skirts must be at least a minimum of mid-thigh length. Pants must be worn at the waistline. Sagging pants or extremely oversized clothing are not allowed. Pants that have holes above mid-thigh must have an underlining that does not expose pockets

underneath.
- Chains, dog collars, and spikes may not be worn on any part of clothing.
- Blankets are not permitted to be used or worn.

There may be exceptions to the school dress code during homecoming weeks.

Dress Code Violations: Students are expected to be cooperative whenever their attire is determined inappropriate. Argumentative, hostile or defiant behavior will be subject to other disciplinary violations and progressive consequences including, but not limited to, suspension.

- If a garment or wearing style is deemed inappropriate, the student will be referred to an administrator and the student may be denied entrance to class until the dress code violation is resolved.
- If a student is found in violation of the dress code policy, an effort will be made to notify a parent/guardian/contact to bring a change of attire.
- The student may be given an option to borrow a t-shirt and/or sweatpants, if or when supplies are available, from the office.
- Students with their own transportation may be authorized by a parent/guardian and an administrator to return home in order to change into school appropriate attire. This will be an excused absence (less than ½ hour), unless this practice becomes excessive.

Electronic Equipment & Cell Phones

1. Students will not send, share, view or possess pictures, text messages, emails or other material depicting sexually explicit conduct, as defined in RCW 9.68A.011, in electronic or any other form on a cell phone or other electronic device, while the student is on school grounds, at school sponsored events or on school buses or vehicles provided by the district.
2. Students are responsible for devices they bring to school. The District shall not be responsible for loss, theft or destruction of devices brought onto school property or school vehicles.
3. By bringing a cell phone or other electronic device to school or school sponsored events, the student and their parent/guardian consent to the search of the device when school officials have a reasonable suspicion, based on objective and articulable facts, that such a search will reveal a violation of the law or school rules. The scope of the search will be limited to the violation of which the student is accused. Content or images that violate state or federal laws may be referred to law enforcement.
4. Students shall comply with any additional rules developed by the school concerning the appropriate use of telecommunication or other electronic devices.

Oakville Middle/High School Electronics and Cell Phone Policy

Oakville Middle/High School allows the use of electronic devices under the following conditions: Electronic Devices include but are not limited to, cell phones, iPods, tablets, gaming units, etc. **Oakville Middle/High School is not responsible for the loss or theft of electronic devices.** Students may not use or have their cell phone/electronics out while in a classroom without

express permission from the instructor.

- Students may use cell phones prior to school, during passing times in the hallways, during lunch, and after school.
- Students may not use cell phones during instructional time. Cell phones should be placed in the designated area in the classroom.
- Teachers will establish classroom routines/expectations regarding the use of cell phones and/or other electronic devices.
- Students are subject to disciplinary actions if a teacher removes a cell phone or other electronic device from a student.

The following disciplinary actions occur:

- Students are asked to keep their phone or electronic devices off and out of sight while in the classroom in accordance with school and district policy. The teacher may grant or deny use of cell phones in their classroom at any time.
- Teacher removes the phone or electronic device from student and turns it into the main office
    - Cell phone will be confiscated and kept in the office until the end of school day.
    - **Insubordinate behavior/attitude** demonstrated by the student may result in additional consequences including but not limited to turning in phone at the office at the beginning of each day.

Discipline Actions:

The following discipline action code will be used by administrators in enforcing discipline at Oakville Middle/High School and as a means of providing consistency in the application of disciplinary measures. The administrator will review the discipline referral, talk with the student, gather evidence if necessary, and determine the proper consequence. In all cases, the decision of the consequence and penalty will rest with the administrator. Parents and students should note that these guidelines are neither exhaustive nor restrictive. The administrator may take other enhanced disciplinary action not specifically outlined when deemed necessary**.**

Administrative Progression of Discipline

The following disciplinary actions are listed in order of relative severity.

Teacher Detention: Detention may be assigned as a consequence of violating classroom and school rules. The time must be made up during lunch or prior to the start of school or after school. Detention will not be made up during any part of the school day while classes are in session. Detention will not occur until the next school day, unless contact has already been made with a parent by the teacher concerning the incident.

After School Detention (ASD): Students may be assigned after-school detention (or other options) by an administrator or staff member as a disciplinary action. Detention will be supervised by an assigned employee. After School Detentions will be Mondays and Wednesdays from 2:50 - 3:15pm. The expectations of students in detention are as follows:

- Arrive on time

- Sign in & Sign out to ensure credit of time served
- Bring school work or a book to read silently
- NO talking to or interrupting other students
- Cell Phone use is not allowed.
- Stay for the duration of time assigned

The only reason(s) that students will be excused from ASD are in accordance with our Excused Absence Policies: Appointments: Doctor, Court, Counseling. All appointments will require documentation to qualify for Detention Deferral. Parent/Guardian must call and speak with the administration 24 hours in advance to arrange for another Detention date. Student's failure to report on time to the assigned ASD will result further disciplinary action

Restorative Discipline Actions- Students may be assigned community service. Community service will be supervised and completed after school. Students will be assigned to work on various projects and/or simple cleaning activities on campus. Students will be given a time frame in which community service must be completed. Community service not completed within the allotted time frame will result in further disciplinary action.

Suspension: Suspension means a denial of attendance (other than for the balance of the immediate class, subject, or activity period for discipline purposes) in any single subject or class, or full schedule of subjects or classes for a stated period of time. A suspension includes the denial of access by the student upon any real and personal property that is owned, leased, rented, or controlled by the school district without the written prior approval of the building principal or designee. Students will not be allowed to practice or participate in any extra-curricular activity until the suspension has ended, and the student has satisfactorily completed all disciplinary phases, and has returned to his/her regular classes. By state law, suspension is considered to be an excused absence, so students may make up work missed due to the suspension.

Short-term Suspension- A suspension for any portion of a calendar day up to but not exceeding ten consecutive days

Long Term Suspension- a suspension that exceeds a short-term suspension as defined above.

Expulsion- A denial of attendance at any single subject or class or at any full schedule of subjects or classes for an indefinite period of time. Expulsion includes denial of admission to or entry upon real and personal property that is owned, leased, rented, or controlled by the district.

Emergency Expulsion- An immediate expulsion (see above) for an indefinite period of time due to 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.

Students who have been suspended or have been expelled are excluded from school property and all school functions. If a suspended/expelled student needs to talk to a member of the staff, he/she is to do so by telephone.

Disciplinary Reports : Parents shall be contacted by mail, telephone and/or forms hand carried

by students if the student is involved in any disciplinary situations in which disciplinary action is imposed. When students are suspended from school, parents will be notified by letter and/or telephone.

Police Interviews of Students: Should a law enforcement officer desire to interview or interrogate a student at school, the officer must attempt to obtain prior parent permission. Once this effort has been made, the principal shall permit a law enforcement officer to conduct any necessary questioning in the presence of a professional staff member. The principal shall cooperate with the officer while he/she is conducting necessary investigations. The officer shall advise and afford a student the same legal rights as an adult and the right to have a parent present during questioning if the student is twelve years or age or younger. Said permission would not be required if an emergency exists or in the case of an investigation of child abuse. An officer is not required to have a warrant in order for the school to release the student into law enforcement custody. In the event a law enforcement officer takes a student into custody, the officer will immediately notify the parent or guardian prior to the student's release from the school campus unless: 1) prohibited by law enforcement because a case of child abuse or neglect is involved, or 2) some other similar, specified reason exists for prohibiting notification.

Off Campus/ After School Events : Any student attending an off-campus or after-school event shall obey the rules and expectations set by the sponsoring organization. Failure to comply may result in the student being directed to leave the event, notifying law enforcement, and/or other disciplinary actions.

Agitating Incidents: Students shall not be involved in situations that cause, contribute to, stir up, or accelerate a disruption/misconduct incident or one that results in harm to another individual.

Articles Prohibited: Students shall not bring to school articles that are either disruptive to the educational process and/or of such value that the items are in danger of being stolen. This includes firecrackers, toys, electronic devices, water guns, water balloons, skateboards, peashooters, pagers, lasers, tasers, etc. Glass containers are also prohibited. Such items will be confiscated. Appropriate disciplinary action may be imposed.

Assembly Conduct: Assembly shall be related to the educational process and applicable to school policies and educational objectives. It shall be conducted in an orderly manner and not interfere with the educational process. The assembly cannot impede the free movement of traffic in any way. When students participate as members of approved student body organizations, they shall participate as authorized by the principal or his designee. All students shall attend these school-sponsored assemblies.

Authority of Staff: Staff and the administrators stand in the place of the parent during such time as students are under their supervision. Staff shall have the responsibility and authority to maintain proper discipline in the classroom and the school at large as well as in specific areas of duty assigned by the principal. We have been entrusted with the welfare of our student body. It

is our responsibility, obligation, and duty to provide a "duty of care/supervision" at a high level.

Time of supervision shall be continuous from the beginning of the staff's arrival at school in the morning until their departure from school (not to exclude supervision of students that they are responsible for at extracurricular activities).

A teacher who sees any act(s) of sub-standard or improper conduct on the part of any student(s) is expected to correct the student(s) involved. The student is expected to accept the correction from the teacher and make whatever amends or corrections that the teacher deems reasonably necessary.

Any high school student who strikes, slaps, kicks, flips off, or curses a teacher may be suspended from school and may be subject to charges filed with the proper authorities. RCW 28A.635.010 "Any person who shall insult or abuse a teacher anywhere on the school premises while such teacher is carrying out his or her official duties, shall be guilty of a misdemeanor, the penalty for which shall be a fine. Also, parents may be requested to appear for a conference before the student is allowed to reenter school. (WAC 148-120)

Any high school student who, singly or in concert with others, to intimidate by threat of force or violence or to interfere by force or violence any administrator, teacher, classified employee, or student of any common school who is in the peaceful discharge or conduct of his or her duties or studies is in violation of the law and school policies. Violating this section can result in suspension and charges with authorities resulting in a gross misdemeanor. (RCW 28A.635.100 and RCW 28A.635.090)

Staff does not have the authority to send students from the school grounds for the purpose of running errands, driving their vehicles, going to town, or returning to their homes. Students wishing to leave school must proceed to the OHS Office, secure permission from the school authority, and sign the check-out sheet.

Disruptive Conduct: Disruptive Conduct is conduct which materially and substantially interferes with the educational process and is prohibited. Disciplinary measures will be implemented by the faculty and administrators to further respect safety and enhance the educational learning environment.

Falsifying Documents: Because forging names and otherwise falsifying documents is a serious breach of trust, students who forge notes or falsify documents are subject to penalty as specified by the discipline code.

Fighting: No student shall engage in fighting (or provoke a fight) during the school day, on school property (including buses), or at extracurricular activities. Students promoting a fight may be liable for their actions (present or not present). For this purpose promoting a fight means to help arrange, introduce, or to encourage the development of a fight.

Firearms/ Weapons: Any elementary or secondary school student who is determined to have carried a firearm into, or to have possessed a firearm on, public elementary or secondary school premises, public school-provided transportation, or areas of facilities while being used exclusively by public schools, shall be expelled from school for not less than one year under RCW 28A.600.010. The superintendent of the school district may modify the expulsion of a student on a case-by-case basis. Parents and law enforcement will be notified. As defined in RCW 9.41.250 and RCW 9.41.280 include: "[Any instrument or weapon of the kind usually known as slingshot, sand club, or metal knuckles, or spring blade knife, or any knife the blade of which is automatically released by a spring mechanism or other mechanical device, or any knife having a blade which opens, or falls, or is ejected into position by the force of gravity, or by an outward, downward, or centrifugal thrust or movement; who shall furtively carry with intent to conceal any dagger, dirt, pistol, or other dangerous weapon; or who shall use any contrivance or device for suppressing the noise of any firearm" (RCW 9.41.250). "Any firearm; any device commonly known as 'nunchucks' consisting of two or more lengths of wood, metal, plastic, or similar substance connected with a wire, rope, or other means; Any portable device manufactured to function as a weapon and which is commonly known as a stun gun, including a projectile stun gun which projects wired probes that are attached to the device that emit an electrical charge designed to administer to a person or an animal an electric shock, charge or impulse or any device, object, or instrument which is used or intended to be used as a weapon with the intent to injure a person by an electric shock, charge or impulse or any device commonly known as 'throwing stars,' which are multi-pointed, metal objects designed to embed upon impact from any aspect; or any air gun, including any air pistol or air rifle to propel a BB, pellet, or other projectile by the discharge of compressed air, carbon dioxide, or other gas" (RCW 9.41.280).

Food and Drink - Consuming: While the school might be willing to grant certain limited privileges pertaining to eating food and drinking soft drinks during the school days, it cannot deal with the related problems. Food and drink will not be permitted in the classrooms, with the exception of water. Students are also prohibited from having glass or breakable containers for safety precautions.

In the event that these problems do occur, the individual(s) shall be subject to discipline (and/or the loss of privilege to sell, buy and/or have and consume.) Edible items shall be temporarily or permanently removed/prohibited by the building administrator.

Food and Drink - Selling of: School organizations and clubs shall obtain the approval of the principal or designee before they will be allowed to sell food and drinks to the student body. Approval shall be conditional upon the organization satisfactorily meeting its goal and objectives, conducting business in a reasonable and responsible manner and adhering to all high school policies and regulations and any other responsible policies as set forth by the building administrator.

NONDISCRIMINATION POLICY

The district will provide equal educational opportunity and treatment for all students in all aspects of the academic and activities program without discrimination based on race, religion, creed, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation, gender expression or identity, marital status, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability. The district will provide equal access to school facilities to the Boy Scouts of America and all other designated youth groups listed in Title 36 of the United States Code as a patriotic society. District programs will be free from sexual harassment. Auxiliary aids and services will be provided upon request to individuals with disabilities.

Conduct against any student that is based on one of the categories listed above that is sufficiently severe, persistent or pervasive as to limit or deny the student's ability to participate in or benefit from the district's course offerings; educational programming or any activity will not be tolerated. When a district employee knows, or reasonably should know, that such discriminatory harassment is occurring or has occurred, the district will take prompt and effective steps reasonably calculated to end the harassment, prevent its recurrence and remedy its effects.

The district's nondiscrimination statement will be included in all written announcements, notices, recruitment materials, employment applications, and other publications made available to all students, parents, or employees. The statement will include: 1) notice that the district will not discriminate in any programs or activities on the basis of any of the above-listed categories; 2) the name and contact information of the district's compliance officer designated to ensure compliance with this policy; and 3) the names and contact information of the district's Section 504 and Title IX compliance officers.

The district will annually publish notice reasonably calculated to inform students, students' parents/guardians (in a language that they can understand, which may require language assistance), and employees of the district's discrimination complaint procedure.

The superintendent will designate a staff member to serve as the compliance officer for this policy. The compliance officer will be responsible for investigating any discrimination complaints communicated to the district.

The district will provide training to administrators and certificated and classroom personnel regarding their responsibilities under this policy and to raise awareness of and eliminate bias and discrimination based on the protected classes identified in this policy.

Civil Rights Coordinator:
Rich Staley, rstaley@oakvilleschools.org
PO Box H., 360-273-5947

Title IX Officer and Section 504 Coordinator:
Melody Bedford, mbedford@oakvilleschools.org
PO Box H., 360-273-5947

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view it online.

SEXUAL HARASSMENT

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

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

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

Examples of Sexual Harassment:

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

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

COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT

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

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

Complaint to the School District

Step 1. *Write Your Complaint*

In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual

harassment has taken place, and describe what actions you believe the district should take to resolve the problem. Send your written complaint—by mail, fax, email, or hand delivery—to the district superintendent or civil rights compliance coordinator.

Step 2: *School District Investigates Your Complaint*
Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the district will notify you in writing to explain why staff need a time extension and the new date for their written response.

Step 3: *School District Responds to Your Complaint*
In its written response, the district will include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

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

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

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

Email: Equity@k12.wa.us | ***Fax:*** 360-664-2967
Mail or hand deliver: PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

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

Other Discrimination Complaint Options

Office for Civil Rights, U.S. Department of Education
206-607-1600 | TDD: 1-800-877-8339 | OCR.Seattle@ed.gov | www.ed.gov/ocr

Washington State Human Rights Commission
1-800-233-3247 | TTY: 1-800-300-7525 | www.hum.wa.gov

Harassment, Intimidation, and Bullying/Cyber Bullying: The board is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers, and community members that is free from harassment, intimidation, or bullying. As defined in legislation, "Harassment, intimidation or bullying" means any intentionally written message or image — including those that are electronically transmitted — verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 28A.640.010 and 28A 642.010, or other distinguishing characteristics, when an act:

1. Physically harms a student or damages the student's property;
2. Has the effect of substantially interfering with a student's education;
3. Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment; or
4. Has the effect of substantially disrupting the orderly operation of the school.

This policy recognizes that 'harassment,' 'imitation,' and 'bullying' are separate but related behaviors. Each must be addressed appropriately." Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation or bullying.

"Other distinguishing characteristics" can include but are not limited to physical appearance, clothing or other apparel, socioeconomic status and weight.

"Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

Behaviors/Expressions

Harassment refers to any malicious act, which causes harm to any person's physical or mental well-being. It can be discriminatory harassment, malicious harassment, or sexual harassment.

Intimidation refers to implied or overt threats of physical violence.

Bullying refers to unwanted aggressive behavior(s) by another youth or group of youths that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. Bullying may inflict harm or distress on the targeted youth including physical, psychological, social, or educational harm. Bullying can also occur through technology and is called electronic bullying or cyberbullying

Harassment, intimidation, or bullying can take many forms including, but not limited to, slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, gestures, physical

attacks, threats or other written, oral, physical or electronically transmitted messages or images.

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by other district policies or building, classroom or program rules.

Training: This policy is a component of the district's responsibility to create and maintain a safe, civil, respectful and inclusive learning community and will be implemented in conjunction with comprehensive training of staff and volunteers. Specific training requirements are included in the accompanying procedure.

Prevention: The district will provide students with strategies aimed at preventing harassment, intimidation, and bullying. In its efforts to train students, the district will seek partnerships with families, law enforcement, and other community agencies.

Interventions: Interventions are designed to remediate the impact on the targeted student(s) and others impacted by the violation, to change the behavior of the aggressor, and to restore a positive school climate.

The district will consider the frequency of incidents, developmental age of the student, and severity of the conduct in determining intervention strategies. Interventions will range from counseling, correcting behavior and discipline, to law enforcement referrals.

Students with Individual Education Plans or Section 504 Plans: If allegations are proven that a student with an Individual Education Plan (IEP) or Section 504 Plan has been the aggressor or target of harassment, intimidation or bullying, the school will convene the student's IEP or Section 504 team to determine whether the incident had an impact on the student's ability to receive a free, appropriate public education (FAPE). The meeting should occur regardless of whether the harassment, intimidation, or bullying incident was based on the student's disability. During the meeting, the team will evaluate issues such as the student's academic performance, behavioral issues, attendance, and participation in extracurricular activities. If a determination is made that the student is not receiving a FAPE as a result of the harassment, intimidation, or bullying incident, the district will provide additional services and supports as deemed necessary, such as counseling, monitoring and/or reevaluation or revision of the student's IEP or Section 504 plan, to ensure the student receives a FAPE.

Retaliation/False Allegations: Retaliation is prohibited and will result in appropriate discipline. It is a violation of this policy to threaten or harm someone for reporting harassment, intimidation, or bullying, or participating in an investigation.

It is also a violation of district policy to knowingly report false allegations of harassment, intimidation, and bullying. Students or employees will not be disciplined for making a report in good faith. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

Compliance Officer: The superintendent will appoint a compliance officer as the primary district

contact to receive copies of all formal and informal complaints and ensure policy implementation. The name and contact information for the compliance officer will be communicated throughout the district. The district compliance officer will participate in at least one mandatory training opportunity offered by OSPI

The superintendent is authorized to direct the implementation of procedures addressing the elements of this policy.

Harassment, Intimidation, and Bullying Prevention (District Procedure RCW 28A.300.285)

It is Oakville School District's responsibility to.

1. Disseminate information on harassment, intimidation, and bullying, the name and contact information for making a report to a school administrator, and the name and contact information for the district compliance officer in each school and on the district website. The district policy and procedure will be available in each school in a language that families can understand. Annually the superintendent will ensure that a statement summarizing the policy and procedure is provided to student, staff, volunteer, and parents.
2. Educate students annually with age-appropriate information on the recognition and prevention of harassment, intimidation, or bullying on appropriate occasions. The information will include a copy of the Incident Reporting Form or a link to the form via the school website.
3. Staff will receive annual training on the school district's policy and procedure, including staff roles and responsibilities, how to monitor common area, and the use of the Incident Reporting Form.
4. The district will implement a range of prevention strategies including individual, classroom, school, and district-level approaches.
5. The district compliance officer will serve as the district's primary contact for harassment, intimidation, and bullying, provide support for building administrators, receive the Incident Reporting Forms, ensure implementation of policies and procedures, assess training needs of staff and students, update district policies, and create a student safety plan when appropriate.
6. All staff members are required to intervene when witnessing or receiving reports of harassment, intimidation, or bullying.
7. Any student who believes he or she has been the target of unresolved, severe, or persistent harassment, intimidation, or bullying, or any other person is the school who witnesses this behavior may report incidents verbally or in writing to any staff member.

Filing an Incident Report Form

1. Students may fill out a report anonymously, confidentially, or non-confidentially. Anonymous or confidential reports may result in no discipline action taken based solely on the report, but school officials will be more aware of situations surrounding the report.

2. All staff are responsible for receiving oral and written reports. Whenever possible staff who initially receive an oral or written report of harassment, intimidation or bullying shall attempt to resolve the incident immediately. If the incident is resolved to the satisfaction of the parties involved, or if the incident does not meet the definition of harassment, intimidation, or bullying, no further action may be necessary. Unresolved, severe, or persistent harassment, intimidation, or bullying will be recorded on a district Incident Reporting Form and submitted to the principal or designee, unless the designee is the subject of the complaint.
3. All unresolved, severe, or persistent harassment, intimidation, or bullying will be investigated with reasonable promptness. A student may have a trusted adult with them throughout the report and investigation process.
4. During the investigation the district will ensure that no further incidents occur. This may include seating changes in class, at lunch or on the bus. It may also identify a staff member who will act as a safe person for the person filing the complaint. It may also include altering the alleged aggressor's schedule and access to the complainant.
5. Within two days after receiving the Incident Reporting Form, the school designee will notify the families of the students involved that the complaint was received and direct the families to the district's policy and procedure for harassment, intimidation, and bullying.
6. In rare cases, where after consultation with the student and appropriate staff the district has evidence that it would threaten the health and safety of the complainant or the alleged aggressor to involve his or her parent/guardian, the district may initially refrain from contacting the parent/guardian in its investigation of harassment, intimidation, and bullying. If professional school personnel suspect that a student is subject to abuse and neglect, they must follow policy for reporting suspected cases to Child Protective Services.
7. The investigation shall include a minimum:
    a. An interview with the complainant
    b. An interview with the alleged aggressor
    c. A review of any previous complaints involving either the complainant or the alleged aggressor.
    d. Interviews with other students or staff members who may have knowledge of the alleged incident.
    e. The principal or designee may determine that other steps must be taken before the investigation is complete.
    f. The investigation will be completed as soon as practicable but generally no later than five (5) school days from the initial complaint or report. If more time is needed to complete an investigation, the district will provide the parent/guardian and/or the student with weekly updates.
8. No later than two (2) school days after the investigation has been completed and submitted to the compliance officer, the principal or designee shall respond in writing or in person to the parent/guardian of the complainant and the alleged aggressor stating: The results of the investigation, whether the allegations were found to be factual, whether there was a violation of policy, the process for the complainant to file an appeal if the complainant disagrees with the results.

9. After the completion of the investigation the school or district designee will institute any corrective measures necessary. (This applies to false accusations as well. They may result in a punishment.)
10. If the incident is unable to be resolved or there is a need for an appeal at the school level, the principal or designee shall request assistance from the district.
11. Persons found to be subjected to harassment, intimidation, or bullying will have district support services available to them for support.
12. No school employee, student, or volunteer may engage in reprisal or retaliation against a targeted student, witness, or other person who brings forward information about an alleged act of harassment, intimidation, or bullying. Retaliation is prohibited and will result in appropriate discipline.

School contacts include: Mr. Staley or Mrs. Bayless, Phone: 360-273-5947
District compliance officer contact: Melody Bedford, Phone: 360-273-0171

Harassment-Sexual: The high school is committed to providing an environment free from intimidating, hostile or offensive behavior; unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication constituting sexual harassment. Sexual harassment by an employee, student or other person in the district against any person is prohibited.

Any allegation of sexual harassment shall be investigated and, if substantiated, corrective or disciplinary action will be taken, up to and including suspension and/or expulsion of the student or suspension and/or termination of the employee.

Language: Students must not use vulgar or obscene language, writing, pictures, signs, or acts. Violation may result in disciplinary action.

Leaving Class without Permission: A student is not to leave a classroom, athletic field, shop, or any assigned area without permission. If a student should leave such an area without permission, he/she will be referred to the office for appropriate action.

Loitering: Students are prohibited from loitering in any of the parking areas without authorization from school authorities.

Matches & Lighters: Using or possessing matches, lighters, or other fire-producing devices is prohibited and will result in disciplinary action.

Motor Vehicles & Parking Lots : Oakville High School is attempting to keep its parking policy as simple and democratic as possible. Please remember, however, that parking on campus is a privilege rather than a right.

1. Standard rules for auto safety will be enforced. In order to protect the safety of all students reckless or unsafe driving, speeding and other safety hazards will be strictly enforced.

Violations will result in revocation of parking privileges, citation by police or both.

2. In order to protect student vehicles and to promote student safety and avoid disruptions to the educational process, students are not allowed to loiter in the parking areas at any time during, before or after the school day.
3. Students may not go to their cars during the school day without the permission of a staff member.
4. Students cannot possess or stow drugs, alcohol, weapons, tobacco products or other contraband in vehicles at any time while on campus. Students are responsible for any contraband found in their vehicles.
5. Students who are involved in a school activity may not drive to and from the activity without the express written approval of a school administrator. Acorn athletes and co-curricular participants will ride to and from events in an Oakville School district bus or van.

Washington State law requires all vehicles to stop when the bus has red lights flashing on the back and the stop paddle is out. This is to ensure the safety of students who are loading or unloading the bus.

Posting Items: Materials are not to be posted on the walls or bulletin boards unless approval has been given by the building principal or designee. The item(s) shall be posted only in the areas designated by the building administration. The student(s) shall take down the materials on or before the specified date.

Public Display of Affection: One of the responsibilities of the public school is to help teach behavior generally acceptable to society. Public displays of affection are not usually considered appropriate. Consequently, students are to refrain from them. Physical contact that exceeds the holding of hands is considered excessive and will not be accepted.

Listed below are a few brief, not comprehensive, examples of acceptable and unacceptable Public Display of Affection (PDA) student behaviors. This should help you to understand and clarify the PDA guidelines and expectations.

Examples of **acceptable** PDA in this Public School Environment:

- Holding hands.
- Arm around waist above the hips and below the rib cage.
- Arm on shoulder in an appropriate and acceptable manner.
- Light kiss.

Examples of **unacceptable** PDA in this Public School Environment:

- Heavy Kissing.
- Inappropriate physical body contact.
- Crossing of legs with him/her on benches, walls, etc.
- Hand in pockets, etc.
- Sitting on another person's lap.
- Hands on another person's legs.

School Sponsored Activities: Students who are engaged in school-sponsored activities (athletics, cheerleading, etc.) and violate district-adopted rules of conduct may be suspended or excluded from all or any specific activities. The administration may suspend a student from an extracurricular activity for general school misbehavior (i.e., drinking, swearing, etc.), even though unrelated to the activity.

School Property: Since school property belongs to all citizens, it is the responsibility of all of us to see that it receives proper care. Students are held responsible for the care of all books, supplies, apparatus, or equipment furnished by the Board of Education. Students should do their part in keeping the buildings and grounds neat and clean. When property is damaged or lost, whether intentionally or inadvertently, it will be charged to the student responsible.

Lockers - Although school lockers are temporarily assigned to individual students, they remain the property of the school district at all times and, as such, are under the supervision of the building administrators. The use of a school locker is a privilege, not a right, and it may be searched without prior notification being provided to the student. The school district has a reasonable and valid interest in ensuring that the lockers are properly maintained. For this reason, periodic inspections of lockers are permissible to check for cleanliness and vandalism. School authorities may conduct general maintenance inspections at any time without notice, without the student's consent, and without a search warrant.

1. Only the school issued lock sold to the student can be used on the locker. The student shall maintain a school issued lock on the locker at all times. Otherwise students cannot be assured that their possessions are secured.
2. Damages to a locker may result in the student being denied the use of a locker and or fined.
3. If absolutely no damage occurs to the locker and the locker is completely clean (no paper, marks, tape residue, etc.) at the end of each use cycle, the student will not be fined.
4. The student to whom the locker was issued must be utilizing the locker in a consistent manner to retain use of the locker.

Textbooks: Textbooks are furnished by the school district. Students are expected to use care at all times in handling them. Students are responsible for the condition of and/or loss of their books at the end of the year. Students will be charged for lost or damaged books.

Cost to replace includes fines and/or shipping and handling fee. The age of the book is determined from the year the book was put into use by the department (not the copyright date).

1st & 2nd year book – Full price 3rd year book – Less 10% 4th year book – Less 20%

5th-7th year book – Less 30% 8th year book – Less 40%

The following schedule of fines may also be used by the Teacher/Administrator:

Slight marking (works, small blots, etc.)	$1.00
Much marking (words, scribbling, blots, phrases, etc.)	$4.00
One torn page	$1.00
Several torn pages	$4.00
Broken binding or covers torn loose	$6.00
Cuts on cover	$5.00
Replacement ELA/Math Student Text	$20.00

Search and Seizure: School authorities may seize any contraband substance or object the possession of which is illegal or any material or object that violates a school rule or poses a hazard to the safety and good order of the school. Students are not allowed to bring these items to school or to any school-sponsored function. The school may employ the use of K-9 units to ensure the safety of students and staff.

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 the law or school rules.

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 lockers or desks, such as clothing, bags, or purses, unless reasonable 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. If, as a result of such a general search, a building administrator or designee develops reasonable suspicion that a container in a student locker or desk may contain evidence of student misconduct or violation of a school policy, the administrator or designee may search the container.

Security: Surveillance cameras are located in common areas both inside and outside school for the safety and security of staff and students. However, vigilance by staff and students in reporting unsafe behavior or conditions remains the single best way to insure a safe and secure campus. Report all unsafe behavior or conditions to the OHS Office immediately.

Student Expression: Freedom of student expression is part of the district's instructional program. Free speech may not be used to disrupt the educational process.

- No material is to be distributed by non-students on school property without express permission of the principal or designee.
- Students are entitled to distribute printed or written materials at reasonable times and

places (set forth by the school administrator), provided that the author or person responsible for the materials is noted thereupon. No student may publish, or distribute on school property, written materials, which have libelous or obscene conduct.

- No unauthorized commercial solicitation will be allowed on school property at any time unless approved by the administration.
- All meetings on school property may function only as a part of, and under the sponsorship of, approved Student Body organizations and/or authorization by the principal or designee.
- Violators will be referred to the principal or designee, who may take appropriate disciplinary action up to, and including, recommendation for suspension from school.

DEFINITIONS OF DISCIPLINARY TERMS

Arson: Any student who starts a fire on school premises is subject to a charge of arson. Arson is a felony and legal authorities may be notified.

Explosives: Possession or use of anything tending or serving to explode with force or violence, such as firecrackers, bullets, or pipe bombs.

Fighting: Using violent physical means such as blows with fists, open hand, legs, head, elbows, knees, feet, teeth, or a weapon to try to overpower somebody. This includes boxing. Fighting is also arguing or quarreling with somebody.

Intimidation of a School Employee: WAC 148-120 Any time a student or staff member uses a means of violence to frighten a staff member into persuasion, or dissuasion. This can include blackmail, verbal threats, physical threats or extortion.

Principal Hearing: When a student is repeatedly referred to the administration for disciplinary action other than "exceptional misconduct," the student will be referred for a hearing with the administration. The administrator will render a decision to a) place the student on probation and continue the student in school, b) suspend the student long-term, or c) expel the student. Violation of the administrator's probation contract will result in additional disciplinary action.

Progressive Discipline/Cumulative Records: Discipline files will be kept for each student throughout their high school career. These files may be used as a reference in providing a background for determining patterns of behavior for which corrective action is necessary. Progressive corrective action or punishment for inappropriate behavior patterns or similar cumulative violations may be assigned based upon the student records.

Sale of Drugs, Alcohol, Controlled or Mind-Altering Substances: The selling and/or distribution of any alcoholic beverages, marijuana, hallucinogens, amphetamines, inhalants, barbiturates, narcotics (opiates or synthetic narcotics), cocaine, legend drugs, any dangerous or controlled substance or any "look-alike" substances purported to be such, is a major violation. In addition, non-prescription/over the-counter medications such as, but not limited to, diet pills, caffeine pills, painkillers, and cold medicines are prohibited unless under the direction of a

school nurse or physician.

Sexual Harassment: Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus, such as a school-sponsored field trip. Examples of Sexual Harassment: · Pressuring a person for sexual favors · Unwelcome touching of a sexual nature · Writing graffiti of a sexual nature ·Distributing sexually explicit texts, e-mails, or pictures · Making sexual jokes, rumors, or suggestive remarks · Physical violence, including rape and sexual assault.

Weapons: It is unlawful for a person to carry a weapon onto school premises, school provided transportation, or areas of facilities while being used exclusively by public or private schools. Weapons as defined in RCW 9.41.250 and RCW 9.41.280 include: "[Any instrument or weapon of the kind usually known as slingshot, sand club, or metal knuckles, or spring blade knife, or any knife the blade of which is automatically released by a spring mechanism or other mechanical device, or any knife having a blade which opens, or falls, or is ejected into position by the force of gravity, or by an outward, downward, or centrifugal thrust or movement; who shall furtively carry with intent to conceal any dagger, dirt, pistol, or other dangerous weapon; or who shall use any contrivance or device for suppressing the noise of any firearm" (RCW 9.41.250). "Any firearm; any device commonly known as 'nun-chukka sticks' consisting of two or more lengths of wood, metal, plastic, or similar substance connected with a wire, rope, or other means; or any device commonly known as 'throwing stars,' which are multi-pointed, metal objects designed to embed upon impact from any aspect; or any air gun, including any air pistol or air rifle to propel a BB, pellet, or other projectile by the discharge of compressed air, carbon dioxide, or other gas" (RCW 9.41.280).

Zero Tolerance Policy: The Oakville School District has determined that certain types of misconduct, by their very nature, provide good and sufficient reason to believe that the student's presence poses an immediate and continuing danger to the student, other students or school personnel, or an immediate and continuing threat of substantial disruption of the educational process. The following types of misconduct are in this category and will result in emergency expulsion: -Arson –Assault –Explosives –Weapons –Fighting with injury –Selling Drugs –Sexual Misconduct

Due Process Procedures:

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.
3. In cases of the application of short-term suspensions that exceed one school day, the parent/guardian shall be notified of the suspension. If the student and parent/guardian desire, they may request an informal conference concerning the discipline with the building principal/designee. Should grievance beyond the building level be desired, the following procedure will be followed:

a. The student or parent/guardian, upon giving two school business days' prior notice, shall have the right to present a written and/or oral grievance to the superintendent or designee.
b. Should the grievance not be resolved at that level, the student or parent/guardian, upon giving two school business days' prior notice to the superintendent's office, shall have the right to present a written and/or grievance to the Board of Directors at the board's next regular meeting.

5. If the student and parent/guardian desire a formal hearing, they shall reply in writing to the notice within five school business days of receipt. If such a reply is not made within the five-day period, the student and parent/guardian shall be deemed to have waived this right to a hearing.
6. In cases where emergency expulsion is applied, the student and parent/guardian will be notified as soon as possible by telephone or in person. A letter will be hand delivered, mailed, and/or emailed within 24 hours of the expulsion. The letter will explain the reasons for expulsion and explain what steps may be taken. The parent/guardian/student has the right to request a hearing on or before the tenth school day after receipt of the letter.
7. In cases where long-term suspension or expulsion is recommended, a written notice shall be delivered to the student and his/her parent/guardian. The notice shall specify the charges made, recommended sanctions to be imposed, and set forth the student's right to a hearing.

VI. SAFETY

Rules For Riding The School Bus

These rules and regulations were prepared by the State Superintendent of Instruction by and with the advice of the Washington State Patrol and the Director of Highways for the State of Washington and apply to all school buses operating in the State of Washington.

- The driver is in charge of the bus and pupils must obey the driver promptly and willingly.
- Pupils shall ride their regularly assigned bus at all times, unless the school authorities have granted permission. School authorities should verify with the drivers the availability of extra seating space and should not issue standees on the bus.
- Unless by written permission of the parent, no pupil shall be permitted to leave the bus except at his or her regular stop.
- Each pupil may be assigned a seat in which he will be seated at all times, unless permission to change is given by the school principal and/or driver.
- Outside of ordinary conversation, classroom conduct must be observed.
- Pupils are to assist in keeping the bus clean by keeping their waste paper off the floor. Pupils must also refrain from throwing refuse out of the windows. To keep the bus clean, eating is not allowed.
- No pupil will smoke or light matches on a school bus.
- No pupil shall at any time extend his or her head, hands, or arms out of the windows, whether the school bus is in motion or standing still.
- No pupil shall open a window on the school bus without first getting permission

from the school bus driver.

- Pupils must see that they have nothing in their possession that may cause injury to another, such as sticks, breakable containers, and any type of firearms, straps, or pins extending from their clothing. Also, no animals are permitted on the bus, except for 'seeing eye' dogs.
- Each pupil must see that his/her books and personal belongings are kept out of the aisle. Special permission must be granted by school authorities to transport any large items.
- No pupil will be allowed to talk to the driver more than is necessary.
- No pupil shall sit in the driver's seat, nor shall any pupil be to the immediate left or right of the driver.
- Pupils are to remain seated while the bus is in motion and are not to get on or off the bus until it has come to a full stop.
- Pupils must leave the bus in an orderly manner and must obey the orders of the school safety patrolman on bus duty. They must not cross the highway until given consent by the school bus driver. When boarding or leaving the bus, pupils should be in view of the driver at all times. Pupils must cross the highway only in front of the school bus. • Pupils must not stand or play in the roadway while waiting for the bus.
- Pupils at the bus loading area should exercise self-discipline. Students should refrain from pushing and shoving other students.
- Pupils, who have to walk some distance along the highway to the bus-loading zone, where practical, must walk on the left-hand side facing the oncoming traffic. This will also apply to pupils leaving the bus-loading zone in the evening.
- Students' misconduct on a bus will be sufficient cause to discontinue providing bus transportation to those students involved.
- Parents of students damaging school buses will be responsible for proper reimbursement to the school districts
- No animals are permitted to be transported on the bus.

Drills and Emergencies

- Fire Drills: Fire drills are conducted regularly. To acquaint the students with the routine of evacuation, each teacher is to work out a primary and a secondary route in the event that the primary route is blocked. The evacuation of the building should be done in an orderly quiet manner and the students are instructed not to run but to exit quickly. Teachers should take their grade books so roll can be taken if necessary to account for each student. Students and Teachers are to close all windows and doors and turn off all lights as they move toward the exits. Students should move to at least 50 feet from the building. Teachers are to be sure that the car lanes around the school are open so fire trucks have access to all areas. Under no circumstances shall students gather around the fire equipment. Students should return to the building when directed to do so. The "ALL CLEAR" signal will be announced.
- Earthquakes: In case of an earthquake, students are to remain where they are. If indoors, students should try to get against an inside wall, in a doorway or under a table, desk or bench, and remember to stay away from outside doors and windows. Students are not to run outside because of falling debris. Students outside should stay away from buildings

and overhead wires and should not enter a building. Students should stay where they are until directed as to what to do next. Teachers will notify their students as to when to exit using the same procedures as a fire drill.

- Electrical Outages: If there is a power failure, everyone is to remain where he/she is located. In many cases, power is restored quickly. Teachers should open doors, curtains and do anything else they can do to help light their areas of responsibility. If the problem cannot be corrected quickly, further instructions will be given as soon as possible.
- Lockdowns: As a precaution for the safety of students, Oakville School District has established "Lockdown" procedures which include staying in the classroom until the danger has passed.
- Lockouts: During a lockout, the exterior doors to the building are locked, but school continues as normal within the building.

School Closing

In the event of severe inclement weather or mechanical breakdown school may be closed or the starting time delayed. These same conditions may also necessitate an early dismissal. You will receive an informational phone call and these events will be announced on local radio and television stations. Notification will also be made on social media such as Facebook and posted on the Oakville School District website. If no report is heard, it can be assumed that school will be in session. **PLEASE DO NOT CALL THE SCHOOL**. Telephone lines must be kept open for emergencies.

VII: CAMPUS OPERATIONS/MISCELLANEOUS

Academic Advisor/Guidance Counselor

Counseling services are available for every student in our school and are based on the idea of helping students better themselves. These services include assistance with educational planning, interpretation of test scores, career information, study helps, help with home, school and/or social concerns, or any question the student may feel they would like to discuss with the counselor.

ASB And ID Cards

All students participating in sports, cheerleading, student council or any student activity funded by the ASB must have an ASB card. ASB cards are good for admission to home athletic events. The ASB card may also be used for identification and reduced admission fees for out of town athletic contests. ID cards provide students with identification for the Oakville Lunch Program and use of the school library. If your ASB or ID card needs to be replaced, you will be charged $4 for the ASB and $2 for the ID card. No charge will be applied for the original card.

ASB Requisitions/Financial Accounting

- The accounts of all classes and clubs will be maintained in the ASB Ledger.
- Individual class and club treasurers may keep duplicate records.
- A monthly ASB financial statement will be printed and distributed to anyone who wishes one.

- Advisors must submit in writing all requisitions used in purchasing items for clubs or classes, to the Principal for approval and the assigning of a purchase order number. Requisitions must have attached a copy of the class/club minutes showing approval of purchase by organization. Nothing is to be purchased without an authorized requisition and purchase order.
- Advisors are responsible for making sure their group has sufficient funds with which to make purchases. Classes and clubs wishing to purchase various items must have the money on hand in their current account prior to the purchase or have permission from the Student Council to make the purchase.
- Any advisor or student charging merchandise to a class or club without first having an approved purchase order will be personally liable for payment of the bill. Advisors are responsible for making sure that all students understand this and for supervising the financial activities of the group they advise.
- When activities involve sale or the collecting of funds, the advisor is responsible to see that accurate records of all cash and/or merchandise are kept. Cash boxes may be checked out from the ASB Treasurer (with two days advance notice). The box will contain a balance sheet showing the beginning amount of cash. This balance sheet must be completed by the advisor when the cash box is returned to the ASB Treasurer. No funds will be stored in the vault without appropriate balance sheets completed and attached

Assemblies

Pep assemblies, class assemblies, or special program assemblies are held at various times during the school year. Students are required to attend all assembly programs that occur during their regular class schedule and are to be seated in their designated areas. Failure to attend shall be considered truancy and disciplinary action will follow. Behavior expectations at assemblies are the same as any other classroom on campus.

In addition all students should:

- Take care of restroom duties before entering the assembly
- Remain seated properly in their chairs throughout the entire assembly
- Stand for Pledge of Allegiance
- Respectfully pay attention to the speaker
- Remain for the entire assembly unless given special permission to leave early
- Give appropriate applause to assembly delegates
- Do not make distasteful remarks while people are talking or performing
- Wait to be excused by the Principal, ASB President or the assembly leader.

Cafeteria

The cafeteria is maintained as an important part of our school.

Conduct in the Commons:

- Cleanliness: Return all trays and utensils to the dishwashing area when you have finished your lunch. Deposit all lunch litter in the proper garbage cans. Leave the table and floor around your place in a clean condition for others.
- Cuts: There will be no cutting into the lunch line. Violators will clean off the tables in

the cafeteria at the end of lunch. There will be no saving of places in the lunch line–once you step out of line you go to the end of the line.

- Throwing: There will be no throwing of anything in the cafeteria. When discarding garbage, walk up to the garbage can and drop the garbage into the can. Anyone caught throwing anything in the cafeteria will have to clean ***tables*** or lose the privilege of being in the cafeteria or both.
- School meals must be eaten in the cafeteria and no food or beverage may be removed from the cafeteria. **There will not be any pop or food in any classroom *or hallways.*** All opened containers of food or beverage must be consumed prior to leaving the cafeteria area. Any opened containers outside the commons area will be confiscated.

Daily Bulletins : Daily Bulletins are distributed to the students and teachers each day. Announcements for the daily bulletin must be submitted to the secretary in the office by 4pm for publication the following day. The Principal must approve any announcements prior to the announcement being made over the public address system.

Directory Information: Directory information, name, photograph, address, phone number, date and place of birth, dates of attendance, participation in activities, height, weight, diplomas, awards, and previous school, may be publicly released without consent. Parents or students desiring to exclude any such information from public release should file an official request with the building principal.

Field Trips: A student must have his or her teachers, who are affected by the student's absence, sign the field trip permission form. Teachers can approve or disapprove a student's field trip request based on classroom participation, current grade and attendance. If any one of the student's teachers disapproves of the student request, then the student will not be eligible for that field trip. The principal has final say in field trips that have an educational value. A student who has seven (7) or more absences in a semester does not qualify to go on a school related trip. If a student receives ISS more than two (2) times during a semester, he or she may not be eligible for the school trip. A class or club advisor may set further guidelines for field trip eligibility. The principal has final oversight on all issues.

Fines: Any student who has a financial responsibility to the school or ASB for damaged textbooks or other items will receive no grades or credits from the Oakville School District until that responsibility is met. The high school will release other information as deemed necessary for transferring students, but no transcript will be released until the fines are paid.

Student Pictures: From time to time, there may also be student pictures published in the newspaper. If students or parents do not want such information or photos to be available, they should notify the school office and the request will be honored.

Gymnasium Use: Students using the gymnasium must have permission and must be supervised by a teacher. Students are reminded also that they should not get on the floor with street shoes,

which will damage the playing surface. The weight lifting area is completely off limits to all students unless a teacher or approved adult is present.

Lost & Found: Articles found in and around the school should be turned in at the main office where the owners may claim their property by identifying it. Items will be kept until the end of the semester and then donated to local charities.

Student Petition for Change: Students have the right to petition to change an existing school rule or policy. All petition must follow the guidelines below:

1. Pick up a petition signature form from the office. Students must gather signatures from 1/3rd of the current student body. Signatures can only include current students at Oakville MS/HS.
2. Turn in Petition to the Principal.
3. Schedule a time to present a Petition to the ASB. The ASB will vote. If approved by the ASB, the Petition will be taken to the Teachers for a vote, and the school board if necessary)

Student Records: In compliance with the Family Educational Rights and Privacy Act of 1984 (a federal law), parents who wish to review their child's records may do so by making a request to the principal of the student's school. Adult students may also make such requests. If you feel that something in the record is inaccurate or misleading, you may ask to have it corrected, or you may have your comments added to the record. Student records shall be released to another school where the student has enrolled.

Substitute Teachers: Our school is fortunate in having capable people to help us whenever our regular teachers are ill, or are attending conferences. A substitute teacher is an important visitor whose impressions of our school will be carried into the community. Let us be certain that these are good impressions by being polite, helpful and considerate as you would be to your regular teacher.

Telephones: There is a telephone available for use by students: one is inside the main gym door and the second is on the counter in the high school office. Students are not to get out of class to make phone calls or use the classroom phones. When students are in class we will ask the caller to leave a message and we will then inform the student to call back during a class break. Messages and deliveries should be left in the office. Students will be called out of class only in an emergency. Cell phones are not to be used in any fashion in the classroom. Having a phone out in a classroom for texting, music, photos and/or communication purposes will result in the device being confiscated by the teacher and turned into the office. It will be held there until after school.

Visitors: To have a visitor, the student must request a Visitor's Permission Slip at least one day in advance of the visit. Each affected teacher and the principal must grant permission for the visitor before the office will grant a visitor's pass. A student may have only one guest at a time and guests may only visit for one day. According to Oakville School District policy, parents who wish to visit their student's classroom must make arrangements with the teacher(s) 24

hours in advance. This visit is to be coordinated through the principal.

Withdrawal : If it becomes necessary for a student to withdraw from school during the school term, either the parent/guardian must be present to request withdrawal or a letter from the parent/guardian stating the reason for withdrawal and the destination for student records must be presented to the high school secretary. The secretary will prepare the appropriate forms for the student. The student is responsible for taking the form to each of his/her teachers for signature and for turning in all textbooks, library books, PE locks and for paying all fines. The completed form is to be returned to the secretary for final approval by the Principal and the student should pick up a copy of his/her immunization records for your next school. Please note that Oakville High School will not release any student records if the student has an unpaid fine.

ASB Requisitions/Financial Accounting

- The accounts of all classes and clubs will be maintained in the ASB Ledger.
- Individual class and club treasurers may keep duplicate records.
- A monthly ASB financial statement will be printed and distributed to anyone who wishes one.
- Advisors must submit in writing all requisitions used in purchasing items for clubs or classes, to the Principal for approval and the assigning of a purchase order number. Requisitions must have attached a copy of the class/club minutes showing approval of purchase by organization. Nothing is to be purchased without an authorized requisition and purchase order.
- Advisors are responsible for making sure their group has sufficient funds with which to make purchases. Classes and clubs wishing to purchase various items must have the money on hand in their current account prior to the purchase or have permission from the Student Council to make the purchase.
- Any advisor or student charging merchandise to a class or club without first having an approved purchase order will be personally liable for payment of the bill. Advisors are responsible for making sure that all students understand this and for supervising the financial activities of the group they advise.
- When activities involve sale or the collecting of funds, the advisor is responsible to see that accurate records of all cash and/or merchandise are kept. Cash boxes may be checked out from the ASB Treasurer (with two days advance notice). The box will contain a balance sheet showing the beginning amount of cash. This balance sheet must be completed by the advisor when the cash box is returned to the ASB Treasurer. No funds will be stored in the vault without appropriate balance sheets completed and attached.

Electronic and Media Devices:

E-mail Usage: Students may not use email during the school day, unless approved by the teacher,

and only for authorized educational purposes. Upon implementation of the student e-mail server, students will then and only be allowed to use their designated school email accounts on school computers.
Video Games: Students are not allowed to play games on school computers, unless authorized by school personnel.
Audio/Video Clips:The unauthorized downloading, installation, use, storage, or distribution of copyrighted software or materials, including audio/video clips, on district computers is prohibited.
Vandalism:System components including hardware, software, equipment, or materials shall not be destroyed, modified or abused in any way.
Chat Rooms and Instant Messaging:Students are not allowed to be in any chat rooms or use any instant messaging software.
Inappropriate Sites: Use of computers or servers to access, store or distribute non-educational materials, including obscene or pornographic items, is prohibited.
Unauthorized Access: User accounts are to be used only by the authorized owner of the account for the authorized purpose. Users may not share their account number or password with another person or leave an open file or session unattended or unsupervised. Account owners are ultimately responsible for all activity under their account.
Misrepresentation: Users shall not seek information on obtaining copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the system, or attempt to gain unauthorized access to the system.
Hacking: The OSD computer system shall not be used to disrupt the operation of the system by others. System components including hardware or software shall not be destroyed, modified or abused in any way. Malicious use of the system to develop programs that harass other users or gain unauthorized access to any computer or computing system and/or damage the components of the computer or computing system is prohibited.
Printing: Students are to use the school printers only to print specified copies of authorized educational materials. Students can be charged for excessive amounts of unauthorized copies at the rate of .05 cents per copy.
**Exceptions for valid educational purposes that enhance the approved curriculum may be considered for approval by the instructor for restricted use on an individual basis.

VIII: STUDENT & PARENT RIGHTS/INFORMATION

Assembly: Students have the right of peaceful assembly in school facilities generally available to the public at convenient hours that do not conflict with school functions or require staff on duty beyond the regular hours.

Annual Notification Regarding Parents' Rights of Access to Student Records: Each year parents and students need to be reminded of the student records policy of the Oakville School District. Parents and students, or 18-year-old students, who wish to review any or all of the school records pertaining to the student, should contact the counselor for an appointment. The records will be reviewed with school personnel, and parents may have copies of the records. If parents or 18-year-old students believe something in the records is inaccurate or misleading, they

may request that it be corrected or they may have comments added to the record. If the principal/designee and the parent or adult student cannot agree, the latter may contact the school district superintendent for a hearing after a hearing with the building principal/designee. Record information will not be released to most persons or agencies (unless required by law) without the written consent of parents. Nonetheless, it is the policy of this district to forward school records without parent consent to schools in another district to which a student transfers. This is to facilitate the prompt placement of the student in the new school. However, parents may request a copy of the record. Similarly, without parent consent, the district forwards transcripts, or other information requested by high school students, to colleges and other educational institutions to which the students are applying.

Camera Surveillance: Surveillance cameras are placed in common areas both inside and outside the school to ensure the safety and well being of students and staff. Anyone on school property may be videotaped. Should videotape recordings capture any misconduct, school administrators may use them to determine disciplinary action. If so, parents and students involved are entitled to view the recording.

Closed Campus: Oakville Middle/High School has a modified closed campus requiring all students to remain on the school grounds from time of arrival until school is dismissed, except during their 30 minute lunch period (grades 9-12 only).

- **Visitors** must have an educational purpose for their visit, and must see the principal or principal designee for prior approval. The OHS Office personnel shall issue all visitors a pass.
- Parents are welcome at all times to visit school, teachers, or call the offices to discuss any school concerns. Please check in through the High School Office before entering any high school facility.
- No preschoolers, non-OHS students, recent graduates, etc. shall be allowed to visit the school classrooms due to the distractions and disruptions to the educational environment and process.

Directory Information: Oakville Middle/High School wants parents to know what types of information OHS will disseminate about their students to outside agencies without receiving prior approval from a parent of the student involved. As a parent, you have the right to refuse to permit the designation of any or all of the categories of personally identifiable information concerning your son or daughter.

"Directory Information" includes the student's name, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards and honors earned, and the most recent previous educational agency or institution attended by the student. If you have any questions concerning the procedures followed by the Middle/High School in safeguarding the privacy rights of parents and students, please feel free to contact the administration.

Distribution of Materials: Neither an individual nor an organization shall offer or distribute

publications or materials to any or all of the student body either inside the educational facility or on school grounds without prior approval from the principal or designee.

Eighteen-Year-Old Students: The State of Washington recognizes that a student who has reached his or her eighteenth birthday is responsible for his or her own actions. This fact does not alleviate responsibility to adhere to all of the rules and policies of the school in order to maintain enrollment.

Information may be released to parents of an adult student (over 18) when parents provide more than half of the student's support. We will, therefore, use the student's residence as one of the determining factors. If a student over 18 is living with his/her parents, Oakville High School will release information to the parents.

Fines/Fees Policy Notice: The final semester grade cards will not be mailed home to any students with outstanding bills. This is an excellent opportunity to bring your account up to date. Please pay any fines at your earliest opportunity.

Handbook Changes: Changes in the student handbook may be made during the school year by school administration. Such changes may be available in writing to students.

Minors Living Away From Parents: In most cases students are responsible to their parents. Emancipation of a minor over sixteen years of age is the result of a judicial proceeding and finding that the minor has the ability to manage his/her financial, personal, social, and educational affairs and that the denial of the petition would be detrimental to the interests of the student. It is rarely granted. Moving out and living without parental support does not establish a minor as emancipated.

Nondiscrimination: Oakville Schools believes in the right of every student to receive equal opportunities in all educational programs and activities conducted by the school district. It is the policy of the administration to accord equal consideration and impartial treatment regardless of sex, race, creed, religion, national origin, ancestry, social economic status, marital status, age, organizational membership, orientation, gender expression or identity, disability or the use of a trained dog guide or service animal. This policy will prevail in all matters concerning the students, the educational programs and services of the district.

In keeping with the requirements of federal and state law, this school district strives to remove any vestige of discrimination in educational programs, offerings, services and vocational opportunities offered to students; in the assignment of students to schools and classes; in student discipline; and, in the location and use of facilities and educational materials. The administration shall continue all necessary actions to ensure that discrimination does not occur in the educational program or activities of the school.

Parent-Teacher or Guardian Conferences: The Middle/High School has two scheduled

Parent-Teacher Conference sessions. They are scheduled for three days in October and three days in March. Parents are encouraged to contact the Middle/High School Secretary at 360-273-5947 to gain information to set up conferences with teachers any time during the school year.

Permanent Records: A permanent record will be kept on all students who attend school. The goal of record keeping is to place in the file of each student, data and information which is as objective as possible. This record will consist of identifying information, attendance records, and documents pertinent to the school situation. All information maintained in student files is reviewed periodically to assure relevancy and appropriateness. All dissemination, inspection, and review of the student records will be in accordance with the requirements of the Family Educational Rights and Privacy Act of 1974.

Pesticide Notification: At least 48 hours before the application of a pesticide to school facilities or school grounds, the District shall notify parents and staff of the planned application in writing, including the heading, "Notice: Pesticide Application." This notice shall be posted in a prominent place in the building office in addition to being provided to parents and staff. This pre-notification is not required if the school grounds or facilities will not be occupied by students for two days following the application of the pesticide. If the application is not made within 48 hours of the notification, another notification shall be made prior to the application. This pre-notification is not required in the case of any emergency application of pesticides to a school facility, such as an application to control stinging pests, but full notification shall be made as soon as possible after the application.

Following the application of a pesticide to school facilities (structures and vehicles) a sign shall be posted at the location of the application. The notice shall be at least 8.5 x 11 inches in size, shall include the heading "Notice: Pesticide Application," and shall state the product name; date, time and specific location of the application; the pest for which the application was made; and a contact name and telephone number. The notice shall remain posted for 24 hours, or longer if required by the label of the pesticide. These notices are not required for the application of ant microbial pesticides (substances used to sanitize or disinfect for microbial pests: viruses, bacteria, algae and protozoa). These notices are not required for the placement of insect or rodent bait that are not accessible to children.

Residence: Students who move or change addresses are required to notify the Oakville High School Office 360-273-5947 of this change. This is essential to ensure that all records are accurate. Students attending OHS that reside outside the district boundaries are to the Oakville School District “Choice Agreement” available through the district office. This includes students that move during the school year.

School Closures: In the event of emergency situations such as severe winter road conditions or PUD failure, and schools are to be closed or delayed in opening, the announcement will be broadcast over local television and radio stations as well as on our phone line 360-273-5947.

(TV-KOMO 4, King 5, KIRO 7, FOX 13 Radio –1320 AM). The announcement will also be made through the Auto-dialer (phone notification system) to the primary home phone number.

Solicitation: Nothing shall be sold by or to the students at school or under the direction of the school except those approved by the building administrator.

Telephones & Messages for Students: Students are allowed to use the classroom/office telephone only for emergencies after receiving permission from their classroom teacher and office staff. Phones are for emergency business purposes but not for social conversations or distinctly personal calls. Students may come to the OHS Office to use their cell phones only with written permission from their current class period teacher.

Only in cases of emergency will students be called from class to accept phone calls. Parents/Guardians may leave non-emergency messages with the main office, which may be delivered, to a student at the convenience of the office staff.

Supplies: Students are responsible to provide all supplies necessary for use in their required and selected courses: notebooks, paper, pens, pencils and any other supplies deemed necessary by the individual classroom teacher. Assistance may be available through student services, see your guidance counselor for more information.

HIB (HARASSMENT INTIMIDATION & BULLYING) PROCEDURES

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 (https://www.oakvilleschools.org/form/tip.cfm) 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 (Rich Staley, rstaley@oakvilleschools.org PO Box H., 360-273-5947) 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 [3207P].

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 *https://www.oakvilleschools.org/District/Department/1-School-Board/18-Section-3000-Students.html*.

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 [3025P], visit https://www.oakvilleschools.org/District/Department/1-School-Board/18-Section-3000-Students.html.

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: Rich Staley, rstaley@oakvilleschools.org PO Box H., 360-273-5947

- Concerns about sex discrimination, including sexual harassment: Title IX Coordinator: Melody Bedford, mbedford@oakvilleschools.org PO Box H., 360-273-5947

- Concerns about disability discrimination: Section 504 Coordinator: Rich Staley, rstaley@oakvilleschools.org PO Box H., 360-273-5947

- Concerns about discrimination based on gender identity: Gender-Inclusive Schools Coordinator: Rich Staley, rstaley@oakvilleschools.org PO Box H., 360-273-5947

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 [identify the decision maker on appeal identified in board policy (e.g., the School Board)] 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 https://www.oakvilleschools.org/District/Department/1-School-Board/18-Section-3000-Students.html.

If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator: Rich Staley, Superintendent, rstaley@oakvilleschools.org PO Box H., 360-273-5947

Your Right to Know

Professional Qualifications of Teachers and Paraeducators

Parents of children attending Title I, Part A schools have the right to request and receive information about the qualifications of the teacher and paraprofessionals who provide instruction to students.

Teacher Qualifications

For teachers, at a minimum, the information given to you must explain these three essential components of an educator's qualifications. Whether the student's teacher–

- ✓ Has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- ✓ Is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- ✓ Is teaching in the field of discipline of the certification of the teacher.

Paraeducators Qualifications

In the Title I, Part A program, paraprofessionals must work under the supervision of a certified teacher. In schools that operate a Schoolwide program, all paraeducators must meet professional qualifications. In a Targeted Assistance program, any paraeducator who is the direct supervision of a certificated teacher must meet professional qualifications.

To meet Title I, Part A program requirements, paraeducators must have a high school diploma or GED and must have:

- ✓ Completed at least two years of study at an institution of higher education; orObtained an associate's or higher degree; or
- ✓ Obtained an associate's or higher degree; or
- ✓ Passed the ETS ParaPro Assessment. The assessment measures skills and content knowledge related to reading, writing and math;
- ✓ Previously completed the apprenticeship requirements, and must present a journey card or certificate. The portfolio and apprenticeships are no longer offered for enrollment; however, the Office of Superintendent of Public Instruction (OSPI) will continue to honor this pathway.

Notification If the Child's Teacher Has Limited WA State Certification/Licensure Requirements

Parents must receive a timely notice that their child has been assigned, or has been taught for more than four consecutive weeks by a teacher who has limited state certification/licensure. Learn more about teacher and instructional paraprofessional requirements online at:

Professional Educational Standards Board (PESB) www.pesb.wa.gov or
Title II, Part A–Teacher and Principal Quality: www.k12.wa.us/TitleIIA

Information on State and Local Assessments

Parents must receive information on each assessment required by the state and district. This information must include:

1. Subject matter assessed.
2. Purpose of the assessment.
3. Source of the requirement.

If information is available, LEAs and schools must provide (including posting on their websites):

- ✓ Length of time expected and schedule for the assessments.
- ✓ Time and format for disseminating results.

Information on State or LEA Policy–Student Participation on Assessments

At the beginning of each school year, the LEA must notify parents that they may request (and the LEA will provide) information regarding any state or LEA policy regarding student participation in any assessments mandated by Section 1111(b)(2), and by the state or LEA. The information must include a policy, procedure, or parental right to opt the child out of such assessment, where applicable. [ESSA Section 1112 (e)(2)(A)]

Why is State Testing Required? School districts and communities are different across the state. Families have the right to know how their child is progressing toward college and career readiness. Districts need to know if the curriculum they have chosen to teach their students to meet the state learning standards is working, or if they should make adjustments.

State testing is required by state law (RCW 28A.230.095) and federal law (Elementary and Secondary Education Act). Learn more about why testing is required at Assessment's Frequently Asked Question Website: www.k12.wa.us/assessment/StateTesting/FAQ.aspx

OAKVILLE MS/HS SCHOOL STUDENT HANDBOOK ACKNOWLEDGMENT

I, the undersigned individual, due hereby declare that I have received a copy of the Oakville Middle/High School student handbook. I acknowledge that it is my responsibility to have read and understand the contents of the student handbook and abide by the information it contains regarding:

Attendance Policies	**Discipline Policies**	**Athletics/Activities Policies**
Bus Policies	**Student Conduct**	**Fees (activity/food service/books)**
Student Services	**Student Responsibility**	**Student/Parent Information**

Student Signature:_____ Date:_____

Parent Signature:_____ Date:_____