

Onalaska High School

Student Handbook



2024-2025

**Onalaska High School
540 Carlisle Ave.
Onalaska, Wa. 98570
(360) 978-4111
www.onysd.wednet.edu**

Teachers

Doug Abrahamson	History/Spanish
Jason Cole	English/Language Arts
Sydney Ferari-Zimmerman	Home & Family Life
Tyler Frazier	Special Education
Alma Granman	ELL
Katie Harris	Ag. Sci/Horticulture/Science
Jenna Haselwood	Business
Kevin Hoffman	Wood/Metal Shop/Aquaculture
Anna Johnson	English/Language Arts
Kalle Jorgensen	Mathematics
Wayne Nelson	Physical Education
Samantha Preston	Art
Mazen Saade	History
Rachel Shepherd	Science
David Stingley	Band/Choir
Christopher VanClifford	Mathematics/English

Para educators

Steven Hunter	Para Educator
Ron Nichols	Para Educator
Amanda Wallace	Para Educator

Office Staff

Wade Pilloud	Principal
Kaylene Kenny	Academic Counselor
Heather Jacoby	Mental Health Specialist
Mazen Saade	Athletic Director
Holly Orbino	Secretary
Sara Spanski	Secretary
Jodi Baker	Media and Career Center

**Onalaska High School
Bell Schedule
2024-25 School Year**

Regular Schedule

1st Period	8:15-9:10
2nd Period	9:14-10:06
3rd Period	10:10-11:02
4th Period	11:06-11:58
Lunch	11:58-12:28
5th Period	12:31-1:23
6th Period	1:27-2:19
7th Period	2:23-3:15

Early Release Schedule

1st Period	8:15-8:48
2nd Period	8:52-9:25
3rd Period	9:29-10:02
4th Period	10:06--10:39
5th Period	10:43-11:16
6th Period	11:20-11:53
Lunch	11:53-12:23
7th Period	12:27-1:00

Assembly Schedule

1st Period	8:15-9:10
2nd Period	9:14-10:06
3rd Period	10:10-11:02
4th Period	11:06-11:58
Lunch	11:58-12:28
5th Period	12:31-1:14
6th Period	1:18-2:00
7th Period	2:04-2:47
Assembly	2:51-3:15

Two Hour Late Start Schedule

1st Period	10:15-10:50
2nd Period	10:54-11:29
3rd Period	11:33-12:08
Lunch	12:08-12:38
4th Period	12:42-1:17
5th Period	1:21-1:56
6th Period	2:00-2:35
7th Period	2:39-3:15

Advisory Schedule (Tuesdays)

1st Period	8:15-9:00
2nd Period	9:04-9:49
3rd Period	9:53-10:38
4th Period	10:42-11:27
Advisory	11:31-11:58
Lunch	11:58-12:28
5th Period	12:32-1:23
6th Period	1:27-2:19
7th Period	2:23-3:15

ACADEMICS

HIGH SCHOOL GRADUATION REQUIREMENTS

CLASSES	REQUIRED CREDITS
English	4
Mathematics	3
Science	3
Social Studies*	3
Arts	2
Health and Fitness^	2
Career and Technical Education	1
Electives	**4 (6)
World Language or Personalized Pathway Requirement	2
Total Required Credits	24 (26) <i>** (Effective with the graduating class of 2026, students will need 26 credits to graduate.)</i>

*.5 of Social Studies must be Civics

^.5 must be Health and 1.5 PE or related

GRADUATION ELIGIBILITY

Students are required to meet OHS graduation requirements in order to earn a diploma.

To earn a high school diploma at Onalaska High School, a student must:

- Earn required high school credits.
- Pass the state test or approved pathways.
- Complete a High School and Beyond Plan with presentation.

1. A student will receive a certificate of academic achievement only if they pass the state testing or approved pathway.
2. Students qualifying for special education services may earn a certificate of individual achievement as determined by their individual education plan.
3. Only students that are enrolled fulltime and have fulfilled all of the graduation requirements prior to the graduation ceremony practice may participate in graduation ceremonies. Each student will be awarded a diploma after satisfactorily completing local and state requirements. Upon request, each graduating student will receive a final transcript. Each student will be notified of this opportunity at least one month prior to the close of the school term. If a student is enrolled in the Running Start College Program, verification from the college must be presented to the principal or designee that the student is passing the class(es) prior to the graduation ceremony practice in order to participate in the ceremony.
4. If a student is deficient by the start of the term of their senior year he/she and parents will be notified that unless a course is being taken during the last term to make up for credit deficiency, the student will not be eligible to participate in the ceremonies. If a last minute circumstance occurs that makes it impossible for the student to complete requirements for graduation before the ceremony, the students may appeal in writing to the school board or designee for participation in the graduation ceremony, but in no case will an appeal be heard later than five days prior to the graduation ceremony. Each student shall be awarded a diploma after satisfactorily completing local and state requirements. Upon request, each graduating student shall receive a final transcript. Each student shall be notified of this opportunity at least one month prior to the close of the school term.

GRADUATION CEREMONY REQUIREMENTS

1. Each participating student must participate in the graduation ceremony rehearsal.
2. Each student who participates will purchase or rent the proper cap and gown as designated by the school administration, the class advisor and officers.
3. Caps and gowns will be worn in the proper manner as designated by the school administration and class advisor.
4. Students who participate will be expected to use good taste in their choice of accessories for their attire.
5. Each student who participates will be expected to cooperate with the class advisor and to participate in all parts of the graduation ceremonies.
6. Failure to comply with the above requirements will automatically forfeit a student's privilege of participation in graduation ceremonies.
7. Students must have paid in full all fees, fines, dues, etc. prior to the ceremony or otherwise have made arrangements with the administration to fulfill that obligation. Accumulated unpaid fines and fees present an undue financial hardship on the district. Fines and fees will be monitored throughout the year. Students found to have fines and fees in excess will be presented with opportunities to repay their debt.

SENIOR FINALS

After each course final, teachers must sign students out of class using assigned Senior Check-out documents. After signing out, students must leave campus.

REQUIREMENTS FOR HONORS AT GRADUATION:

Honors:

In order to graduate with HONORS and wear silver cords, students must complete all graduation requirements and have a cumulative grade point average of 3.0-3.49.

High Honors:

In order to graduate with HIGH HONORS and wear gold cords, students must complete all graduation requirements and have a cumulative grade point average of 3.5-4.0.

Highest Academic Honors:

In order to graduate with HIGHEST ACADEMIC HONORS and wear purple and gold cords, students must complete all graduation requirements and fulfill the following:

1. Have a cumulative grade point average of 3.5-4.0
2. Successfully complete two credits of a foreign language
3. Successfully complete at least one college level science class or equivalent.
4. Successfully complete at least one college level ELA class or equivalent.
5. Successfully complete at least one college level math class or equivalent.

VALEDICTORIAN AND SALUTATORIAN CRITERIA AND DETERMINATION

To be selected for valedictorian or salutarian the students are required to meet the following criteria:

1. Must meet all criteria of policy.
2. Is enrolled and receives at least 12 credits at Onalaska High School for both their Junior and Senior school years combined (this excludes foreign exchange programs).
3. For valedictorian, must be the student with the highest grade point average for their graduating class.
4. For salutarian, must be the student with the second highest grade point average for their graduating class.
5. Students that are enrolled in Running Start during the school year are not eligible for Valedictorian or Salutarian.

Class status will be determined by the counselor and principal on an individual basis.

FINAL GRADE REPORT

Final grade reports will be completed at the end of each semester and these grades will be recorded on the student's transcript.

GRADING

Teachers will post grades within one week of the assignment due date in Skyward. This will help students and families be aware of their child's progress in class.

INCOMPLETES

Students who receive a grade of “Incomplete” will be given not more than **ten school days** to complete their work. Students who have not completed class requirements should go at once to the teacher involved and make arrangements to complete the work. Work not completed will be classified as failing and the final grade will indicate this deficiency. The principal must approve any exception.

FAILING CLASSES/MAKE-UP CREDIT

Parents of those students failing a class at the end of a grading period are encouraged to request a conference with the teacher(s) and the counselor. Students who fail a class required for graduation will need to make arrangements to either repeat the course or take an equivalent course at another accredited school such as a community college or through an alternative school program.

Many classes are designated to be taken at a particular grade level. Students who fail classes designated to be taken at a particular grade level may run into conflict when trying to repeat the class at a later time. If a conflict should result due to class size issues, students from the grade level designated to take the class will be given first priority.

Students who repeat a class and fail the class for a second time will not be allowed to take the class a third time. The student will be required to obtain credit through an approved accredited alternative program, or credit recovery.

RUNNING START

Students must be aware that college credits are different from high school credits. At the college or university level, five-quarter or three semester hour credits equal one high school credit. College or university coursework means course work that is designated 100 level or above by the higher education institution. College courses coded below the 100 level will be converted to high school credit using the following ratio: five college hours = .5 (1/2) high school credits. Students taking college courses in order to make up credits need to receive permission from the counselor's office prior to enrolling in these classes. Failure to receive permission may result in the credits not being recognized by the school district.

RETAKE A COURSE FOR AN IMPROVED GRADE

Students are allowed to retake a class/course to improve their grade. The lowest mark/grade earned for a class/course taken more than once to improve a mark/grade shall be excluded from the calculation of grade point averages. This exception shall not apply to recurring courses. Recurring courses are not considered repeated courses taken for the purpose of improving a mark/grade. Recurring courses are those taken by a student to further develop their understanding and skills in the subject (e.g., Video Production taken three times to meet an elective requirement, an art requirement, and the occupational education requirement).

1. If a course is taken for an improved grade, the lowest grade will stay on the student's transcript but will be dropped from GPA calculation. The student will not receive additional credit. If a student retakes Spanish 1 and improves from “C” to a “B” he/she will only have “1” credit towards graduation requirements.

2. Students must see the counselor and request to retake the class for a higher grade before they are allowed to register to retake a course. Parental approval may be required.
3. If two or more students are tied in class ranking both having the same grade on a course, but one having retaken the course to improve his/her grade, the student who did not retake the course will be higher in the class ranking. This will also be true for determining Valedictorian or Salutatorian.
4. All other policies apply to retaking a course if space is limited in a class or if the student has failed the class more than once.

RETENTION

All students are required to meet credit completion standards. If students fail to meet the below stated credits, they will be retained the following school year:

- 9th Grade: 6.0 credits or less
- 10th Grade: 6.5-12.5 credits
- 11th Grade: 13.0-19.5 credits
- 12th Grade: 20 credits or more

A student's status may change when the credits are retrieved. A student's academic status will determine their locker area, class meeting area, and assembly seating. This is to encourage students to focus on academics and reinforce the importance of academic standards.

SUMMER SCHOOL

A credit recovery option is available for students. The option uses an online program for students to retake a class and recovery credit. Enrollment is completed through the counselor's office.

STUDENT COURSE LOAD

All students are required to register for seven (7) subjects per term. Exceptions under unusual circumstances may be considered with proper written permission of the principal. Withdrawals or changes in a program must be done in the first 5 days of classes. Students (grades 9-12) must pass all required classes before graduation.

HONOR ROLL

Students who maintain a 3.00 - 3.49 grade point average will be placed on the Honor Roll at mid-term and at the end of a term. Students who maintain a 3.5 - 3.99 grade point average will be placed on the Principal's List. Those students earning 4.0 will be listed separately, as Highest Honors.

Grade point averages will be determined by the following basis:

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

CREDIT FOR MIDDLE SCHOOL COURSES

Middle School students may receive high school credit for Washington State History; the grade, credit and GPA value will be posted to the student's high school transcript. The district will obtain a signed

consent form from the parent or guardian permitting the information to be posted to their student's transcript.

ATTENDANCE

Attendance Objective:

1. To develop habits consistent with the expectations of the working world. Thus it is the policy of the Onalaska School District to recognize the fact that regular school attendance is essential to the completion of the instructional goals and objectives of the district's curriculum. The district defines excessive excused absences as exceeding 10% in a quarter. Options for credit completion will be available to students whose attendance drops below the required minimum. An appeal process of any decision hereunder is available.

State Law requires our school to aggressively enforce the state's mandatory attendance law. The law requires the following communication to custodial parents:

1. A day's absence is defined as missing 4 or more periods in one day.
2. After three unexcused absences, the school must schedule a conference with the custodial parent and student to analyze the causes for the student's absences.
3. Upon the seventh unexcused absence within any month during the current school year or upon the fifteenth unexcused absence during the current school year, the district shall file a petition with the juvenile court. The petition consists of written notification to the court alleging that:
 - A. The student has seven or more unexcused absences within any month during the current year or fifteen or more unexcused absences in the current school year;
 - B. Actions taken by the school district have not been successful in substantially reducing the student's absences from school; and
 - C. Court intervention and supervision are necessary to assist the school district to reduce the student's absences from school.

Attendance Policy Administrative Procedures

- Students are expected to attend all assigned classes each school day.
- Teachers are expected to emphasize daily attendance as essential to the completion of the instructional goals and objectives of each class.
- Teachers shall keep accurate records of school attendance, absences, and tardies.
- Excused Absences:
 - (a) Short term illness, injury or health conditions:

The parent or guardian is expected to notify the school office on the morning of the absence via phone, email or written note and provide the reason for the absence.
 - (b) Extended illness, injury or health conditions:

If a student is confined to home or hospital for an extended period, the parent will notify the school and arrange for the completion of all assignments at the place of confinement whenever practical. If the student is unable to complete the work, he/she may be required to take an incomplete or withdraw from the class without penalty.

- (c) Family emergency.
- (d) Prearranged medical and dental appointments.
- (e) Other absences deemed appropriate by the administration.

- Students may make-up work for excused absences. Upon returning to school, it is the responsibility of the student to obtain all work missed during the absence from his/her teachers. Students will be given one day per day of absence to make up missed work as arranged with the instructor.
- In cases of excessive absences the school may require a doctor's note in order to excuse absence.

SUSPENDED STUDENTS MAKE UP WORK

Assignments with due dates will be assigned by teachers in accordance with district policy. The student has the number of days suspended to make-up work.

SCHOOL RELATED ABSENCES

These absences are defined as students attending school sponsored events where they are representing Onalaska High School as an active participant in school approved activities. Proper documentation and permission slips must be completed and turned in the school day prior to the event.

STUDENT RELEASE FORM

Students planning to be absent for more than one (1) day must pick up a "Student Release Form/Parent Request Release Form" at the high school office and take it to his/her teachers for their signature. The "Student Release Form/Parent Request Form" is then returned to the office with the parent's signature prior to the absence.

EXTRA-CURRICULAR PARTICIPATION- PRIOR EXCUSE

Students absent from school for one or more periods may not participate in school activities that day or night unless excused by the school office prior to the absence.

ATTENDANCE ROLL CALL

Attendance will be sent to the office/recorded via the student information system at the beginning of each period.

EXCUSED ABSENCES

1. The student's parent or guardian must excuse an absence. Upon returning to school following an absence or when making arrangements for a prearranged absence, the student must bring a written note signed by a parent or guardian. The written note should state the student's name, the reason, and date(s) of absence. The office will determine if an absence is excused.
2. Conditions have been established relative to 18-year-old students having authority to write excuses for attendance. When a student reaches the age of 18, the rights accorded the parents and/or guardians of a student shall thereafter be accorded to the student only if the following conditions are met:

- a. An eighteen-year-old student to have authority to write his/her excuses for attendance must be an emancipated adult. An emancipated adult is one who: (1) has not been claimed as a dependent for income tax purposes by parents or guardians or (2) has been legally emancipated from parents/guardians through the court.
 - b. Proof of emancipation rests with the parent/guardian and student. Parents/guardians and students are required to notify the principal in writing if their student is to be considered an eighteen-year-old emancipated adult.
3. The administration will make the final determination whether an absence is excused or unexcused.
 4. All work assigned for pre-arranged absences will be due the day of the student's return.

UNEXCUSED ABSENCES

An absence will be considered unexcused if a student:

1. Fails to bring a written note.
2. Leaves school without signing out of school at the office.
3. Is absent from class without permission - including walking out of class.
4. Is absent from school without parent permission.
5. Obtains a pass to go to a certain place, but does not report there.
6. Is absent for reasons not acceptable to the administration.
7. Students may not have the option to make up work following an unexcused absence.

ON CAMPUS SKIPPING

Failure to report to class when on campus will result in an unexcused absence and disciplinary action.

LATE ARRIVAL POLICY

A student who arrives at school within the **first 10 minutes** of the school day will be considered a late arrival and will be marked tardy. Students arriving later than 10 minutes will be marked absent. Special circumstances may be appealed to the principal.

TARDINESS

Tardies are not tolerated at Onalaska High School. Students have four (4) minutes between classes. All students are expected to be in class at the bell.

Times Tardy (Per semester)

- | | |
|-----------------|--|
| 1 st | The instructor will warn the student about the tardy policy. |
| 3 rd | The student and parent will receive a warning letter. |
| 4 th | The student will serve one lunch detention. |
| 5 th | The student will serve two lunch detentions. |
| 6 th | The student will serve after school detention. |

These consequences are to ensure that students are learning 21st Century Work Skills, such as promptness and punctuality.

10/10 POLICY

Students are not allowed to leave the classroom the first ten minutes or the last ten minutes of class. It is Onalaska High School's policy to engage in bell to bell learning. Students should utilize passing time to use the restroom and complete other daily business.

REQUESTS TO THE COUNSELORS

Students must fill out an online request form or a sign up sheet in the office during passing times, lunch, or before/after school. The counselor will call the student to the office when available.

REQUEST TO CHANGE CLASSES

Students must request a schedule change within the first 5 school days of the start of each semester. Schedule changes will not occur after the deadline.

OFFICE BUSINESS

Students are to remain in class unless called upon by the office. Students must complete office business before/after school, during passing times and/or during lunch. Academic time should not be utilized to complete this business.

EARLY DISMISSAL

If a student leaves campus during the school day, he/she must sign out through the office. Failure to do so will result in an unexcused absence. If a student must leave campus, he/she must have permission. This can be granted through a parent request by a note or a phone call prior to the student's dismissal.

PERMISSION TO LEAVE SCHOOL GROUNDS

Students may not leave the school grounds unless the school office has granted permission. The principal will excuse students to leave the campus only by a note from their parents/guardians or in special situations. Students are **not allowed** to leave the campus during lunch.

Students MUST Sign Out at the office when leaving campus and **SIGN IN** when returning to school.

FAILURE TO SIGN OUT OF THE MAIN SCHOOL OFFICE OR FAILURE TO GET PROPER AUTHORIZATION WHEN LEAVING THE SCHOOL CAMPUS DURING SCHOOL HOURS -

Students leaving campus during school hours must check out of the school office or they will be considered skipping and subject to disciplinary actions.

NOTE: THE PARK IS NOT A PART OF THE CAMPUS AND IS OFF LIMITS TO ALL STUDENTS.

STUDENT CONDUCT

The administration at Onalaska High School takes a positive approach to student conduct. The school is here for the students, and it is assumed that the students will conduct themselves in a manner that will not disrupt the normal operations of the school, cause damage to the facilities, nor infringe on the rights of other students.

It is understood that students may be disciplined for violation of the school board adopted rules pursuant to State Law, subject to the limitations and conditions and the grievance procedure set forth in the Washington Administrative Code.

The building principal or his/her designee shall enforce all school rules, written or verbal, as deemed necessary to the safe and orderly operation of the high school.

The Onalaska High School discipline sequence will be followed when the Onalaska School Board discipline policy is violated. (OSD Policy 3241, 3241P)

DISCIPLINE PROCEDURES

The principal (or designee) is responsible for the final interpretation of the rules and regulations of the Onalaska High School Student Handbook. The decision will be made following their interpretation.

Students at Onalaska High School are expected to behave in a manner that is conducive to achieving maximum academic success. A student's behavior should reflect concern for others and respect for all individuals. Students must also take responsibility for their actions and accept the consequences of their choices. The following are behaviors, policies, procedures, and consequences that are important for the success of all students at OHS. These policies can be enforced anytime on school premises, or at school activities at home/away, or while in transit. All consequences will be based upon the severity of the offense and may be advanced to another level if deemed necessary.

Teachers will make every effort to ensure that students are productive in class. Teacher action (discipline) may include, but not limited to, changing seating arrangements, verbal warning, referral to the counselor, referral to the principal, and parent/guardian contact.

DEFINITIONS OF DISCIPLINARY ACTIONS

- **Student Conference:** Formal conference between student(s) and one or more school officials.
- **Parent/Guardian Contact:** Telephone call, conference, or letter to legal guardian.
- **Restitution:** The act of making good or compensating for loss or damage through fines or assigned community service opportunities.
- **Lunch Detention:** Assignment of student to work detail or in-school lunch detention. Students must report to lunch detention at the bell.
 - **Procedures for Lunch Detention:**
 1. Students will serve lunch detention as assigned.
 2. Students will take their lunch to the high school office.
 3. No electronics are allowed during Lunch Detention.
- **After School Detention:** The principal may decide to issue an after school detention time of one or two hours. Notice will be given at least a day in advance. Extra curricular activities will not be an excuse for failure to attend detention. The school is not responsible for transportation for students assigned to detention. After school detention will be used for repeat offenders and more serious consequences should noon detention fail to change behaviors. Cell phones are not allowed in after school detention.
- **In-School Suspension Policy:** Administration may require students to be assigned to in-school suspension. Students are required to complete academic work during the designated time. Failure to arrive at the designated time or failure to arrive with proper materials ready to

work will result in additional disciplinary action. Cell phones are not allowed in in-school suspension.

- **Short-Term Suspension:** Removal of a student from school for a period of 1-10 days.
- **Long-Term Suspension:** Removal of the student from attending school and school activities. Long-term suspension can last a maximum of one (1) term or 90 school days.
- **Emergency Expulsion:** Denial of the student to attend school and school activities for an indefinite period of time.

If a student is suspended or expelled out of school, they are not allowed on school property, or school related events/activities at any time without administrative permission until they are allowed to return to class.

HALLWAYS

Students are not to be in the halls during classes without authorization from their teacher or the main office. Students need to be considerate of others, should not use any profane or vulgar language, should never run and should not yell, scream, hit lockers, or make excessive noise while in the halls.

FOOD AND DRINK

Students are permitted to have small snacks and drinks in the classroom. If the food/drink disrupts the learning environment, students must follow the teacher's request and put the food/drink away. Food delivered to the school by parents, friends, family members, staff, etc. will not be delivered to students during class times. Students can pick-up their items in the office during passing times.

No food or drink is allowed in our computer labs.

SAFE LEARNING ENVIRONMENT AND SOCIAL MEDIA

Students need to recognize that malicious behaviors seriously impact the school. Therefore, the purposeful intent to create a threat or disruption to individuals or the school environment, whether real or perceived, will not be tolerated and students will receive disciplinary consequences. Such behavior includes inappropriate comments posted on any social networking site which impact the learning environment. All social media platforms are included. Students are required to participate in Digital Citizenship lessons throughout the school year and have a signed technology agreement on file in the office.

DISCIPLINE AND INFRACTIONS

The principal or designee will assign discipline to the offenses based on severity of the offense and the number of offenses in the area. Progressive discipline processes will be utilized to create the expectation that the degree of discipline will be in proportion to the severity of the behavior leading to the discipline, previous discipline history, and other relevant factors.

CATEGORY I OFFENSES

USE OF MOTOR VEHICLES

Driving Procedures

Operating a vehicle on campus in a manner which may endanger the health and safety of pedestrians, passengers, property, or other vehicles is prohibited.

Students with a legal driver's license may drive vehicles to and from school. Vehicles may not be moved during the school day without office permission. Students may not drive, ride or sit in vehicles during the school day. A student participating in Running Start, off-campus work experience may only drive his/her vehicle when leaving for these activities or home. Vehicles must be parked in the back of the gym in the designated student parking area. Vehicles are to enter and leave via the south exit. Students abusing their driving privileges, driving or parking in an unsafe or unorthodox manner, may lose the right to park at the school.

ALL DRIVERS/VEHICLES WILL ADHERE TO STATE OF WASHINGTON LAWS INCLUDING PROOF OF INSURANCE, VEHICLE LICENSE, AND PROOF OF VALID DRIVER LICENSE.

Once students arrive on campus, they must exit their vehicles and must not leave campus.

PARKING

Students will park in designated student parking areas. Students parked along the chain link fence must park nose-first in the parking spots. If students participate in an after school activity, their car must be parked in a parking spot. Students are not to double/triple park in parking spaces.

1ST OFFENSE: Warning

2ND OFFENSE: Parking/driving privileges revoked for five (5) days

3RD OFFENSE: Parking/driving privileges revoked for ten (10) days.

After the 3rd offense parking/driving privileges will be revoked for the remainder of the school year.

ELECTRONICS/CELL PHONES

There will be no cellphone use between the hours of 8:15am and 3:15pm and on early release days between the hours of 8:15am and 1:00pm. This includes passing time and lunch time. Cell phones need to be silenced and put away. They are not to be used under any circumstances.

This includes use of earbuds, smart watches, and other electronic devices that take away and interfere with your learning opportunities.

First offense will result in school staff asking for your phone to be turned over to them. You may pick it up at the end of the day in the office. A second offense will result in school staff asking for your phone and your parents will be asked to come and pick it up in the office. If this occurs repeatedly, you may be assigned to after school detention or you may be required to check your phone into the office every day. When a teacher or adult asks for your phone during the school day and you choose not to give it to them, you will be considered defiant and the appropriate consequences will be applied.

INAPPROPRIATE, (PDA) OVERT DISPLAY OF AFFECTION - Sexually oriented actions at school or school related activities are prohibited. This includes physical contact including, but not limited to, intimate touching, fondling, cuddling, and kissing.

HAZARDOUS MATERIALS

No lighters or matches allowed on campus.

LITTERING

Please respect our school and keep it clean. The disregarding of materials should be completed in the proper receptacles.

LOITERING IN OFF-LIMIT AREAS

Loitering in parking lots and designated off-limit areas is prohibited.

THROWING OBJECTS

Willfully throwing objects on school premises including snowballs is prohibited.

DRESS CODE

We at Onalaska High School strive to prepare students for their future beyond high school. High standards will be expected. The district's dress code is established to teach hygiene, instill pride and modesty, prevent disruption, and avoid safety hazards. The administration has worked with the ASB Leadership Team to develop the dress code.

1. Students are expected to wear clothing that is professionally modest, clean, and in good condition. Modes of dress must not constitute a hazard to health or safety and should not present or cause disruption or embarrassment.
2. Students should not wear clothing that exhibits pictures, symbols, emblems, or writings that are lewd, offensive, vulgar or obscene or that advertise or depict racial or sexual innuendo, tobacco products, alcoholic beverages, drugs or any other substance that in the principal and/or staff member judgment may reasonably be expected to cause disruption of or interference with normal school operations.
3. Students may wear tank tops, however no undergarments should be seen.
4. T-shirts or tops may not expose bare midriffs, backs and/or sides of the upper body. Short dresses, skirts or shorts must be no shorter than the first knuckle closest to the palm when standing and remain that length when sitting or walking.
5. Shoes must be worn at all times and not pose a safety hazard.
6. Hats, hoods, and sunglasses are discouraged from being worn in the classroom and faculty exercise the right to have students refrain from wearing these items in their classrooms. Sunglasses may be worn for medical reasons with a doctor's note.
7. Jewelry must not pose a safety hazard. Chains that are attached to clothing or wallets are not allowed.
8. No wearing of pants below the waist.
9. No wearing of ripped jeans wherein the rip is no higher than the first knuckle closest to the palm, no undergarments are showing, and the inside pocket is not visible.
10. Blankets should not be brought to school.

Students that are not within the dress code will be asked to change into appropriate wear that may include clothes available from the office. Students refusing to change will be sent to the office until a clothing change occurs or the school day ends.

CATEGORY II OFFENSES

CHEATING

Copying homework, class assignments or test questions/answers, or willfully supplying answers will be considered cheating.

FORGERY

Fraudulently writing the name of another person, or falsifying times, dates, grades, addresses or other data on school forms or parent signed documents.

DISCLOSURE OF EXAM QUESTIONS

Disclosure of exam questions prior to the scheduled use.

PLAGIARISM

To take and use as one's own writings, works or ideas of another.

1st offense – Failure on given assignment, parent contact.

2nd offense – Failure on given assignment, parent contact, after school detention.

3rd or further offenses - Parent contact, recommended day of in-school suspension, loss of credit.

ILLEGAL USE OF COMPUTERS (INTERNET) AND OTHER TECHNOLOGY -

Every student must have a contract signed and on file before computer use will be allowed.

No vulgar, obscene, or profane materials or language will be permitted while using technology.

The illegal use of computers and other technology is subject to the loss of computer/internet access.

INTIMIDATION OF STUDENTS

To threaten or deny the rights of any student in the course of the school day or school related activities, including verbal, written and/or physical threats.

PROFANITY/VULGARITY/OBSCENE LANGUAGE

Vulgar, obscene, or profane language whether spoken, written, or gestured is forbidden.

NEED TO IDENTIFY SELF

All persons must, upon request, identify themselves to school personnel in school buildings, grounds, buses, bus stops or school sponsored events.

FAILURE TO COMPLY

Failing to comply with the reasonable and lawful request made by school personnel.

TREATMENT OF SCHOOL PERSONNEL

Disrespect, insult or abuse of school personnel will not be tolerated.

TRESPASS

Being present in an unauthorized place or refusing to leave when asked to do so.

The principal or designee will assign discipline to the above offenses based on severity of the offense and the number of offenses in the area.

DANGEROUS BEHAVIOR/FIGHTING

Any act, including fighting or encouraging others to fight, that could cause injury to another individual is prohibited.

- 1ST OFFENSE: Recommended one to five days out-of-school suspension.
- 2ND OFFENSE: Recommended one to ten days out-of-school suspension.
- 3RD OFFENSE: Recommended long term suspension.
- 4TH OFFENSE: Recommended possible expulsion.

USE OF TOBACCO

Possession/use of tobacco products, e-cigarettes or other “look alike” on campus or at school functions is prohibited. Per state and federal law and school board policy, tobacco products are not allowed on campus or within 500 feet of campus, on any district property, including district vehicles and athletic fields. Use or possession of tobacco products will result in cumulative disciplinary action. The use of tobacco products is defined as possession of, use of, being in close proximity of, sale of, sharing, or distribution of any kind of pipe, cigar, cigarette, vape, or the use of smokeless tobacco.

- 1ST OFFENSE: Recommended Minimum Five (5) Day Suspension/Possible referral to law enforcement.
- 2ND OFFENSE Recommended Minimum Ten (10) day Suspension/Possible referral to law enforcement.

PROHIBITION OF HARASSMENT, INTIMIDATION, AND BULLYING

The district is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers, and patrons that is free from harassment, intimidation, or bullying. 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 race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability or other distinguishing characteristics. 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, intimidation, or bullying can take many forms including, but not limited to slurs, rumors, jokes, innuendos, 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 shall be implemented in conjunction with comprehensive training of students, staff and volunteers.

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 perpetrator, 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.

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.

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.

CATEGORY III OFFENSES

ASSAULT

Unlawful attempt or threat to injure another person physically, or a violent attack, either physically or verbally threatening behavior will result in disciplinary action.

ARSON

The intentional setting of fire.

BURGLARY

School break in with intent to steal.

DESTRUCTION OF PROPERTY

Damaging or destroying properties belonging to the school, students or school personnel is prohibited. Monetary restitution will be required in addition to school discipline and/or legal procedures.

DISRUPTIVE CONDUCT

Use of violence, force, noise, coercion, threats, intimidation, fear, passive resistance, or any other conduct to cause substantial and material disruption or obstruction of any lawful mission, process, or function of the school.

EXPLOSIVES

Explosives are prohibited on school property or at school sponsored events.

EXTORTION, BLACKMAIL, COERCION

Obtaining money or property by violence or threat of violence or forcing someone to do something by force or threat of force.

SALE, USE, OR POSSESSION OF ALCOHOLIC BEVERAGES OR ILLEGAL DRUGS

On school district property, and/or at school activities at home/away, or while in transit. Students under the influence of, possession of, use of, sale of, being in close proximity of, sharing, or distribution of drugs, alcohol, or any other controlled substance is strictly prohibited on school grounds and at all school sponsored activities. This also includes drug paraphernalia and/or vaping tools/liquids. Any item purported to be alcohol/tobacco/drugs may result in discipline.

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

REASONABLE SEARCHES

Refusing to allow a reasonable search of a backpack, vehicle, or other non-intimate clothing.

1ST OFFENSE: Recommended 10 day suspension.

STEALING

Theft or possession of stolen property.

TAMPERING WITH FIRE APPARATUS OR FALSE ALARMS

Setting of false alarms, discharging or stealing fire extinguishers or damaging alarm systems.

TRESPASS

Being present in an unauthorized place or refusing to leave when ordered to do so.

UNLAWFUL INTERFERENCE WITH SCHOOL PERSONNEL

Interfering with school personnel by force or violence.

UNLAWFUL INTIMIDATION OF SCHOOL PERSONNEL

Interfering with school personnel by intimidation with the threat of force or violence.

SEXUAL MISCONDUCT

Any act, sexual in nature, including indecent exposure is prohibited.

1ST OFFENSE: Recommended long term suspension

2ND OFFENSE: Recommended expulsion

CATEGORY IV

HATE CRIME

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

1. Causes physical injury to the victim or another person.
2. Causes physical damage to or destruction of property of the victim or another person.
3. Threatens a specific person or group of persons based on the above groups of people.
4. Bully, harass, or intimidate a specific person or group of persons based on the above groups of people.
5. Or any other description of a hate crime listed in Washington State Statutes.

FIREARMS ON SCHOOL PREMISES, TRANSPORTATION, OR FACILITIES

DANGEROUS WEAPONS

See OSD Policy 4210. A dangerous weapons includes but is not limited to firearms, air guns, stun guns, knives, explosives, or any implement or instrument that has the capacity to inflict death and from the manner in which it is used, is likely to produce or may easily and readily produce death.

School officials shall notify the student's parents or guardians and the appropriate law enforcement agency of known or suspected violations of this policy. Students who violate this policy shall be subject to discipline, including a one-year expulsion for a violation involving a firearm. However, the superintendent may modify the one-year expulsion on a case-by-case basis.

BOMB THREATS

It is unlawful for any person to threaten to bomb or otherwise injure any public or private building, or to communicate or repeat any information concerning such a threatened bombing or injury, knowing such information to be false and with intent to alarm the person or persons to whom the information is communicated. It shall not be a defense to any prosecution under the law that the threatened bombing or injury was a hoax. Threats to bomb or injure property are a felony.

1ST OFFENSE: Recommended Expulsion.

EMERGENCY EXPULSION

A student may be excluded from school prior to a hearing without other forms of corrective action if the principal reasonably believes the student is an immediate and continuing danger to himself/herself, other students, staff or administrators, or is a substantial disruption to the educational process of the district. Such emergency expulsion shall continue until the principal reinstates the student or until a fair hearing is held and a final determination reached.

STUDENT CONDUCT ON BUSES

Any misconduct by a student, which in the opinion of the bus driver or bus director, is detrimental to the safe operation of the bus shall be sufficient cause for the principal to suspend the transportation privilege.

Rules of conduct for students riding buses:

1. Students shall obey the driver and any aide assigned to the bus by the district. The driver is in full charge of the bus and passengers and shall be obeyed promptly and willingly. If an aide is assigned to the bus by the district, he/she shall be responsible for the safe operation of the bus. When transporting classes or teams, the teacher or coach shall be primarily responsible for the behavior of the students. Students shall obey both the driver and the teacher, coach or other staff members. The driver has the final decision for behavior of students.
2. Students are considered to be "at school" when they board the bus in the morning and are expected to ride the bus home in the afternoon unless other arrangements are made through the school office. Students are to come into the school building immediately after getting off the bus in the morning and are to board the bus immediately after dismissal.
3. Students shall be on time. Policy is to be at the stop ten minutes early and wait in a safe and orderly manner.
4. Students shall ride their regularly assigned bus at all times, unless permission has been granted by school authorities via note from parents or guardians. (Notes must be in the office no later than 2:00 pm)
5. Students may be permitted to leave the bus at other than his or her regular stop when permission has been granted by school authorities via note or call from parents or guardians. A follow-up written note is required to confirm phone messages. Notes requesting bus passes must have the address of where the student is to be dropped.
6. Each pupil may be assigned a seat in which he/she will be seated at all times unless permission to change is given by the driver.
7. Students shall observe rules of classroom conduct while riding on buses. Noise shall be kept down to avoid distracting the driver. Students shall refrain from the use of obscene language or gestures. Fighting, excessive noise, boisterous behavior, vulgar or profane language or gestures will not be allowed. Obscene language or gestures directed toward the driver will result in loss of bus privileges for up to one week. Communication between students is necessary and welcome, but screaming and arguing will not be tolerated. No speakers will be allowed, and headphones must be used. Students need to be able to hear the driver and the driver needs to be able to hear students and emergency sirens.
8. Students shall not smoke, vape, or ignite lighters or matches on buses.
9. DO NOT touch any emergency equipment unless asked to do so.
10. Students are to assist in keeping the bus clean. Students shall not eat on buses, except when specifically authorized and supervised by an accompanying teacher, coach or other staff member.
11. Students must see that personal belongings are kept out of the aisle. Large items, which cannot be held in the student's lap, will not be transported on a school bus.
12. Students shall not extend any part of their body out of bus windows at any time.

13. Students shall not carry or have in their possession items that can cause injury to passengers on the bus. Such items include, but are not limited to, sticks, breakable containers, weapons or firearms, straps, balloons or pins protruding from clothing, large, bulky items which cannot be held or placed between legs, etc. Books and personal belongings shall be kept out of aisles.
14. Students may not have laser devices on the bus. The discharge of a laser device at a bus driver is against the law.
15. Students shall not have any animals, including reptiles, fish or fowl, on the bus (except a dog providing assistance to a disabled student).
16. Smoking, chewing/spitting tobacco, and using any type of flame or sparking device on the school bus will not be allowed.
17. Students shall not sit in the driver's seat or to the immediate right or left of the driver.
18. If requested by the driver, students must identify themselves. If students should refuse, they may be denied transportation immediately and until proper identification is provided.
19. Students shall refrain from talking to the driver unless necessary.
20. Students shall go directly to a seat once inside the bus and remain seated at all times unless the driver instructs otherwise. Students are to remain in their seats while the bus is in motion. Students must sit facing the front of the bus and may talk in a low conversational level with those near them. Students of the opposite sex are typically not allowed to sit together.
21. Students shall get on/off the bus in an orderly manner and shall obey the instructions of the driver or bus monitor on duty. There shall be no pushing and shoving when boarding or leaving the bus. Once off the bus, students shall adhere to rules for pedestrians.
22. Students must look both ways before crossing a roadway and always cross in front of the bus in full view of the driver. Students shall stand away from the roadway curb when any bus is approaching or leaving a stop.
23. Students going to and from their bus stops where there are no sidewalks shall walk on the left-hand side of the roadway facing oncoming traffic. Students shall go directly to their home after leaving the bus.
24. Students shall use lap belts on buses when available.
25. Students shall follow emergency exit drill procedures as prescribed by the driver.
26. Students shall not tamper with emergency doors or equipment.
27. No student shall open a window on the school bus without first receiving permission from the school bus driver. No student shall at any time extend head, hands, or arms out of the window, whether the school bus is in motion or standing still.
28. Helium balloons are not allowed on the bus, it is against the law.
29. Students shall remain quietly seated (no noise or talking allowed), not exhibit disruptive behavior and turn off all noise-making devices at highway rail grade crossings.
30. Student misconduct shall constitute sufficient reason for suspending transportation privileges.
31. Parents of students identified as causing damage to buses shall be charged with the cost of the incurred damage. Any damage to a bus must be reported to the driver at once. Students causing the damage may be suspended from transportation. Students will reimburse the school district for damage to buses resulting from students' misconduct and may be subject to loss of riding privileges and suspension.

DANCES

- High school dances are for grades 9-12.
- Dances will last from 9:00-12:00 (midnight).
- All school policies are in effect at dances.
- Guest Passes are required for anyone not enrolled at Onalaska High School. Traditional dances may include guests through 20 years of age with Guest Pass Approval and require approval at least 48 hours prior to the dance. Middle school aged guests are not allowed.
- Students leaving a dance will not be readmitted. Any additional issues will be handled at the discretion of the principal.

FIELD TRIPS

All field trips must be approved by the principal.

For class sponsored field trips, students must be passing all of their classes at the time of the trip in order to be eligible to go.

Teachers must provide a complete list of all students and adults leaving immediately prior to departure to the office. If there are any changes for the return trip, an updated list must be sent to the office. If multiple vehicles are being used, each vehicle must have a separate list.

A parent permission slip must be signed and turned in prior to departure. Emails, phone calls, texts, etc are not acceptable and will result in the student being ineligible to go on the trip.

For activity trips such as FFA, FBLA, etc, trips will fall under the same requirements as extra curriculars such as athletics.

All field trips will fall under the guidance of the Coaches' Handbook with regards to safety, responsibility, and supervision; also see OSD Policy 2320, 2320P, 6625.

YEARBOOK

THE HIGHCLIMBER will be on sale at the beginning of the school year.

SPIRIT FRIDAYS

Staff and students are highly encouraged to wear school apparel or purple/gold on Fridays to show their Logger Pride!

LIBRARY

The primary purpose of the library is to serve as a materials center to enrich the curriculum and provide materials for pleasure reading. The library is designed as a learning center, **not** a place to socialize. The library is open from 8:00 am until 3:00 p.m.

All books must be checked out for two weeks when taken from the library and may be renewed.

Please check with the librarian concerning magazines, encyclopedias and other reference materials.

Students will be charged for lost materials, fined for overdue materials and may lose library privileges for disruptive behavior.

LOCKERS

All high school students are assigned lockers when they enroll in school. If a student uses a locker not signed for, the contents of such lockers will be collected and turned in to the "lost and found" located in the high school office.

Lockers should be kept neat and clean, and all property within the lockers should be arranged in an orderly manner. At no time are labels, writing or pictures to appear on the outside of the lockers unless approved by the principal.

Lockers are loaned to students, and the school reserves the right to check them on occasion. The student is liable for the replacement and repair cost of damaged lockers. The school does not assume responsibility for things lost from the lockers in the school, or on the school grounds. Students are encouraged to lock their lockers. Students will be furnished with a P.E. lock. The lock will be the student's responsibility. No locks other than school locks are permitted. A replacement fee of \$5.00 will be charged for a lost lock.

BREAKFAST AND LUNCH

Breakfast and lunch will continue to be free for all students throughout the 2023-24 school year.

Menus and food service information can be found at: <http://foodservice.onysd.wednet.edu/>

To help continue this program, and to allow for funding in other programs, families are still urged to complete a family income survey.

Behavior - All high school policies are in effect during breakfast and lunch. Students are required to eat their food in the cafeteria. However, the principal may allow students to eat outside or in classrooms with teacher's permission as they deem appropriate.

LOST AND FOUND

All lost articles found in or about the building should be turned in to the high school office. Upon identification, articles will be returned to their owner.

SCHOOL PICTURES

School pictures are taken each fall and purchase is optional.

VISITOR PERMITS

Student visitors from other schools are typically not allowed on campus during the school day, especially to visit classes with other students. This causes an educational disruption that serves no purpose. All visitors must have administrative pre-approval and must check in at the high school office. The principal or designee is available to provide tours of the campus to interested students and families.

EXTRACURRICULAR ACTIVITIES

ELIGIBILITY POLICY FOR MIDDLE AND HIGH SCHOOL EXTRA CURRICULAR ACTIVITIES:

1. Every student has the right to turn out for a sport or activity unless the student is ineligible under the WIAA.
2. A 7th grade student shall have passed at least six full-time subjects in the immediate preceding semester as a 6th grader (WIAA 18.6.1)
3. Onalaska student extracurricular eligibility will be based on a student's academic achievement. Students will be required to be passing all classes with a 60% or better grade average during grading periods (progress reports and quarter grades).
4. A student's academic eligibility will be determined based on scheduled grade checks every 4 weeks. Students not meeting the academic requirements will be placed on academic

probation. If a student is failing (1) one class, they will be ineligible to participate in a contest starting on Monday following the grade check. Students will be allowed to practice during this time. Once the student is passing all classes, he/she is able to play in games.

5. Once the athlete has improved their grades to passing after the initial probation, the athlete will have an academic progress report check every Friday. Participation in the following week's (Sunday to Sunday) games will be determined by weekly academic grade check.
6. All academic eligibility will be governed by the participant's previous progress report, quarter grade, or semester grade. Fall sports academic eligibility will be governed by the second semester grade and subject to the minimum WIAA standards (18.6.0) requiring three weeks of academic suspension (middle school) or five weeks of academic suspension (high school) at the beginning of the fall semester.
7. If a student is declared ineligible at the end of the grading period and he/she feels that there were extenuating circumstances – he/she may appeal to the Principal and Athletic Director for special considerations.
8. All Running Start students are subject to the basic WIAA requirements for academics and attendance.

EXTRA-CURRICULAR PARTICIPANTS – ATTENDANCE

1. A student who is absent from school one or more periods will be ineligible for practice or competition UNLESS A PRIOR EXCUSE has been arranged through the school office. Students must be in class within the first 10 minutes of 1st period to practice or compete in an event or game that day unless the prior excuse has been arranged with the school office. Doctor and Dentist pre-approved absences will need a doctor's note.
2. If a student leaves school because of illness, he/she will be ineligible for practice or competition that day.
3. A student must participate in PE to be eligible to participate in practice and/or games.
4. Absence from Practice: An athlete is expected to be in attendance at all team practices unless excused for illness or by prior approval. If an athlete is absent from practice and not excused, the athlete will be ineligible to participate in the next contest.

INSURANCE

Students participating in athletics must either purchase school insurance through the school office or have a waiver of insurance signed by their parents. A student participating in sports MUST be insured. The school is not responsible for medical bills incurred by a player. School insurance is offered through Excel Serve Insurance Company.

ASSOCIATED STUDENT BODY TICKETS

An ASB Card entitles each student to be a voting member of the Onalaska High School Student Body and to participate in extracurricular activities. It will entitle the student to attend all "home" athletic events, receive reduced admissions at "away" events, and to attend several other programs sponsored by the Student Body. ALL money received from the sale of activity cards goes to the ASB fund and is used to help support the numerous extracurricular activities at OHS. Students

participating in extracurricular activities MUST purchase an ASB Card. ASB card cost: \$35.00 (Grades 9-12).

GATE ADMISSION

Gate admission for adults and high school students without ASB cards will be:

- \$7.00 for all high school varsity sports
- \$4.00 for grade school students without parent
- \$15.00 for a family
- \$3.00 for senior citizens
- \$5.00 for visiting students with ASB Cards

ADULT SEASON PASSES

Varsity Football	\$20.00
Boys Varsity Basketball	\$30.00
Varsity Girls Basketball	\$30.00
Girls Volleyball	\$20.00
All Sports Pass for Adults Jr./Sr.	\$70.00

CONFLICT OF ACTIVITIES

The advisor/coach must discuss conflicts in schedules with group participants several times a year and emphasize that students must look ahead for possible conflicts rather than waiting until the last minute.

If a student has a conflict, every effort will be made by the involved advisors/coaches to resolve the conflict. If the conflict cannot be resolved, the student will have to make a choice and no penalty will be assessed by the involved advisor/coach.

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 ([link to form](#)) 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 **Mrs. Brenda Padgett** 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]*, <https://www.onysd.wednet.edu/page/boarddocs>.

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 <https://www.onysd.wednet.edu/page/boarddocs>.

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 <https://www.onysd.wednet.edu/page/boarddocs>

What should my school do about discriminatory and sexual harassment?

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

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

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

Concerns about discrimination:

Civil Rights Coordinator: Mrs. Brenda Padgett, Onalaska School District,
bpadgett@onysd.wednet.edu, 360-978-4111

Concerns about sex discrimination, including sexual harassment:
Title IX Coordinator: Mrs. Brenda Padgett, Onalaska School District,
bpadgett@onysd.wednet.edu, 360-978-4111

Concerns about disability discrimination:
Section 504 Coordinator: Mr. Wade Pilloud, Onalaska High School,
wpilloud@onysd.wednet.edu, 360-978-4111

Concerns about discrimination based on gender identity:
Gender-Inclusive Schools Coordinator: Mrs. Brenda Padgett, Onalaska School District,
bpadgett@onysd.wednet.edu, 360-978-4111

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 and Procedure, visit <https://www.onysd.wednet.edu/page/boarddocs>. If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator:

Mrs. Brenda Padgett, Onalaska School District, bpadgett@onysd.wednet.edu, 360-978-4111

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

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: www.onysd.wednet.edu.

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 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 lengthy 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). If you do not agree with the school district's appeal decision, state law provides the option to file a formal complaint with 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 delivery: PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200.

For more information, visit our website, or contact OSPI's Equity and Civil Rights Office at 360-7256162/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 | OCR Website.

Washington State Human Rights Commission 1-800-233-3247 | TTY: 1-800-300-7525 | Human Rights Commission Website.

FAMILY EDUCATIONAL RIGHTS and PRIVACY ACT (FERPA)

Notification of Rights

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

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

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

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

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

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

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

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Or you may contact us at the following address:

Family Policy Compliance Office

U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-5920