



Desert Oasis High School

825 E. Ash St.
Othello, Washington 99344

PARENT/STUDENT HANDBOOK **2023 - 2024**

Vision: DOHS empowers students with the opportunity to find their own pathway to success through diverse learning opportunities.

Mission: To foster growth through relationships, trust, and compassion for every student, every day.

PRINCIPAL

Mr. Tovar

Counselor

Priscilla Tovar

Teachers:

Mr. Flemming
Mrs. Davis
Mrs. Parrish
Mrs. Garza

Mr. Frazier
Mr. Swan
Ms. Mendoza

Prevention Intervention Specialist:

TBD

Migrant Graduation Advocate:

Mrs. Alvarado

Paraprofessional

Mr. Mejia

Office Manager

Mrs. Pruneda

Custodian

Mr. Scooter Lewis

Important Phone Numbers

DOHS Main Office – 509-488-4534

Transportation & Maintenance – 509-488-3741

Counselor 509-488-4534 ext. 1816

Activity Bus Arrival Times-509-488-4861

Food Service/Menu – 509-488-3351 ext. 2030

OSD Office – 509-488-2659

School Closure/Delay – 509-488-4862

Important Contact Information

ADAMS COUNTY SHERIFF.....488-2061

ADAM COUNTY JUVENILE SERVICES.....488-5646

CHILD PROTECTIVE SERVICES.....764-5740

COMMUNITY COUNSELING SERVICES.....488-4074

DOMESTIC VIOLENCE HOTLINE.....1-888-560-6027

MENTAL HEALTH CRISIS HOTLINE.....488-5611

OTHELLO POLICE DEPARTMENT.....488-3314

SCHOOL CALENDAR 2022-23

August 31

September 4

October 13

November 3

November 8 & 9

November 10

November 22-24

November 30

December 1

December 25 – January 5

January 15

January 29

February 16-20

March 13

March 15

April 1-5

April 11 & 12

First Day of School

Labor Day – No School

No School, LID Day

Mid Term

Conferences - Day 1 & 2

Veterans Day – No School

Thanksgiving Break

End of Trimester #1/ 2 Hr. Early Release

First Day of Trimester #2

Winter Vacation – No School

Dr. Martin Luther King Day, No School

No School 9-12 Grade Only, Arena Conferences

Mid Winter Break

End of Trimester #2

Early Release

Spring Break – No School

Conferences- Day 1 & 2, No School

May 24	Snow Day
May 27	Memorial Day
June 7	OHS Graduation
June 10	DOHS Graduation
June 14	Last Day of School/ End of Trimester #3
June 17	Snow Day

Trimester Schedule for 2023 – 2024

Grade Due Dates

**Dates may be subject to change.*

Trimester Schedule for 2023 – 2024

<p style="text-align: center;"><u>1st Trimester: August 31, 2023 – December 1, 2023</u></p> <p>Mid-Term Ends Oct. 12, 2023: Grades due by 8:00 AM Oct. 17, 2023 1st Tri Ends Dec. 1, 2023: Grades due by 8:00 AM Dec. 5, 2023</p>
<p style="text-align: center;"><u>2nd Trimester: December 4, 2023 – March 13, 2024</u></p> <p>Mid-Term Ends Feb. 2, 2024: Grades due by 8:00 AM Feb. 6, 2024 2nd Tri Ends Mar. 13, 2024: Grades due by 3:00 PM Mar. 15, 2024</p>
<p style="text-align: center;"><u>3rd Trimester: March 14, 2024 – June 14, 2024</u></p> <p>Mid-Term Ends May 2, 2024: Grades due by 8:00 AM May 6, 2024 3rd Tri Ends June 14, 2024: Grades due by 8:00 AM June 17, 2024</p>

Calendar 2023-24

Final Draft

2023-2024 School Year - Othello School District

	JULY days= 0 0					JANUARY days= 17 0					
	M	T	W	TH	F	M	T	W	TH	F	
	3	4	5	6	7	1	2	3	4	5	Dec. 25 - Jan. 5, Winter Break
	10	11	12	13	14	8	9	10	11	12	
	17	18	19	20	21	15	16	17	18	19	Jan. 15, MLK Day
	24	25	26	27	28	22	23	24	25	26	Jan. 26, Early Release - End of Semester 1
	31					29	30	31			Jan. 29, No School <u>9-12 Grade Only</u> Arena Conferences
	0 days ytd					93 days ytd					
	AUGUST days= 1 0					FEBRUARY days= 18 0					
	M	T	W	TH	F	M	T	W	TH	F	
		1	2	3	4				1	2	
	7	8	9	10	11	5	6	7	8	9	
Aug. 28, New Teacher Day	14	15	16	17	18	12	13	14	15	16	
Aug. 29, All Staff Orientation	21	22	23	24	25	19	20	21	22	23	Feb. 16-20, Mid-Winter Break
Aug. 31, First Day of School	28	29	30	31		26	27	28	29		
	1 days ytd					111 days ytd					
	SEPTEMBER days= 20 0					MARCH days= 21 0					
	M	T	W	TH	F	M	T	W	TH	F	
					1					1	
Sep. 4, Labor Day	4	5	6	7	8	4	5	6	7	8	
Sep. 6, First Day of Kinder	11	12	13	14	15	11	12	13	14	15	Mar. 13, End of Trimester 2
Sep. 12, First Day of Preschool	18	19	20	21	22	18	19	20	21	22	Mar. 15, Early Release
	25	26	27	28	29	25	26	27	28	29	
	21 days ytd					132 days ytd					
	OCTOBER days= 21 0					APRIL days= 17 0					
	M	T	W	TH	F	M	T	W	TH	F	
	2	3	4	5	6	1	2	3	4	5	Apr. 1-5, Spring Break
	9	10	11	12	13	8	9	10	11	12	Apr. 11-12, No School - Conferences
Oct. 13, LID	16	17	18	19	20	15	16	17	18	19	
	23	24	25	26	27	22	23	24	25	26	
	30	31				29	30				
	42 days ytd					149 days ytd					
	NOVEMBER days= 18 0					MAY days= 21					
	M	T	W	TH	F	M	T	W	TH	F	
				1	2	3				1	
Nov. 3, Mid-Term	6	7	8	9	10	6	7	8	9	10	
Nov. 8-9, No School Conferences	13	14	15	16	17	13	14	15	16	17	
Nov. 10, Veteran's Day	20	21	22	23	24	20	21	22	23	24	May 24, Snow Day
Nov. 22-24, Thanksgiving Break	27	28	29	30		27	28	29	30	31	May 27, Memorial Day
Nov. 30, End of Trimester 1	60 days ytd					170 days ytd					
	DECEMBER days= 16 0					JUNE days= 10 0					
	M	T	W	TH	F	M	T	W	TH	F	
					1						Jun. 7, OHS Graduation
Dec. 1, Early Release	4	5	6	7	8	3	4	5	6	7	Jun. 10, DOHS Graduation
	11	12	13	14	15	10	11	12	13	14	Jun. 14, Last Day of School
	18	19	20	21	22	17	18	19	20	21	Jun. 14, MMS Promotion
Dec. 25 - Jan. 5, Winter Break	25	26	27	28	29	24	25	26	27	28	Jun. 17, Snow Day
	76 days ytd					180 days ytd					June 19, Juneteenth

Shaded Dates = NO SCHOOL
 Single underlined dates = PLC / Collaboration 1.5 hour Late Start - Every Monday/Subject to change when OSPI sets state assessment dates.
 Double underlined dates = Early Release

Desert Oasis High School 2022 - 2023 ASB Executive Council-TBD

President

Vice President

Secretary

Treasurer

TITLE IX/CHAPTER 28A.85 RCW

Othello School District does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, marital status, honorably discharged veteran or military status, sexual orientation, gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained guide dog or service animal by a person with a disability in its programs, activities, and employment; and provides equal access to the Boy Scouts and other designated youth groups.

The following employee has been designated to handle questions and complaints of alleged discrimination for Title IX, Section 504/ADA, Compliance of 28A.640 & 28A.642 RCW:

Assistant Superintendent, Compliance Officer

1025 S. 1st Avenue

Othello WA 99344

509-488-2659

Assistant Superintendent, Compliance Officer

El Distrito Escolar de Othello no discrimina por motivo, de sexo, raza, credo, religión, color, origen nacional, edad, estado civil, rango militar o veterano exonerado con honores, orientación sexual, expresión de género o identidad, la presencia de cualquier problema sensorial, mental o discapacidad física; o el uso de un perro guía o algún animal de servicio por una persona con alguna discapacidad, en sus programas, actividades y empleo.

El siguiente empleado ha sido asignado para tramitar preguntas y quejas de presunta discriminación por el Título IX, Sección 504/ADA, de Conformidad con 28A.640 y 28A.642 RCW:

Sub-Inspector Escolar, Oficial de Cumplimiento

1025 S. 1st Avenue

Othello WA 99344

509-488-2659

DOHS PRIDE

At Desert Oasis High School we take pride in our school in the way we communicate, learn, and interact with students, staff, parents and community.

BE SMART		DOHS students arrive to every class on time, with proper materials, and prepared to learn. They dedicate themselves to working hard, getting involved, and graduating on time and are conscious of the choices they make and the impact on the school, their classmates, and themselves.
BE SAFE		DOHS students make the safety of themselves and others a priority. They treat people the way they would want to be treated, and choose to contribute to a safe and positive learning environment.
BE RESPECTFUL		DOHS students conduct themselves in a manner that honors DOHS, the community, and their families. They demonstrate a growth mindset and continually strive for improvement. They treat staff and fellow students cordially and respectfully.

General Expectations

Students will . . .

- Park in an orderly fashion and exercise caution when entering and leaving the parking lots
- Have student ID available for lunch and checking out library books
- Line up for lunch in an orderly fashion and follow the in/out path for breakfast and lunch
- Keep assigned locker clean and free of stickers and writing
- Limit personal affection to brief hugs and holding hands
- Use conflict resolution strategies when having problems with others. Seek staff assistance before a situation turns into a fight
- Respect the property of others by asking permission first and taking good care while in use
- Complete their own school work and not engage in acts of plagiarism or cheating
- Keep the campus clean by picking up and throwing away garbage
- Comply with all sanctions related to violations of student conduct
- Follow specific classroom rules as explained in individual teacher's course syllabus

Associated Student Body (ASB) Cards

Any student enrolled in Desert Oasis High School who purchases an ASB card shall receive reductions to ASB activities. All students participating in OHS sports, cheerleading, band, drill team, student council, choir, and any club must have an ASB card. ASB cards are good for admission to all regular season home sporting events. The ASB card may also be used for identification.

Athletic Eligibility Regulations

The following requirements apply to members of boys' and girls' athletic teams, cheerleaders, and other groups who adopt them. In order to participate in interscholastic athletics, a student shall:

1. Meet eligibility requirements of the Washington Interscholastic Activities Association (WIAA).
2. Athletes must have on file with the ASB secretary an athletic registration form; athletic code and social media policy signed by student and parent/guardian; physician's approval; ASB card purchased; financial responsibility (proof of insurance); all fines paid; and authorization to consent of treatment of minor.
3. Meet O.H.S. eligibility requirements of academic scholarship, responsibility of equipment, and transportation.
4. Attend at least 4 out of 4 classes to participate in a practice or competition, unless excused by the athletic director or school administrators.

5. It is the responsibility of students and parents/guardians to read and understand the athletic code which can be found on the school website and was provided at the parent meetings held by the athletic director.

General Information

Visitors

Any person not currently enrolled as a DOHS student or staff member is a visitor and must report to the office. Visitors will not be permitted to loiter on the school campus or in buildings. Parents are to schedule conferences in advance at times convenient for school personnel and parents. Students are not permitted to have visitors during the school day, unless pre approved by building administrator. OHS students are permitted on DOHS grounds before and after school but are not to be on DOHS grounds between 8:30 a.m. to 3:20 p.m. unless signing in through the office.

Lost & Found

Articles that are found should be taken to the office. Library books should be taken to the office.

Telephone

Students are not allowed to use teacher phones in classrooms. The office phone may be used between classes, before and after school, and at lunch. Please keep your calls short if someone is waiting to use the phone. The telephone may not be used during class time without permission. Students found to be misusing the phone will be subject to school discipline.

Fire Drills

In case of a fire emergency, the signal to evacuate the building will be the continuous sounding of the emergency alarm or bell. There will be an evacuation plan posted in each classroom. Each teacher will give instructions regarding specific procedures.

Medication

The Board of Directors of Othello School District has adopted a policy covering the dispensing of medications by school employees. A copy of this policy is available upon request. All medications must be dispensed through the office upon instructions provided by a physician.

Parking Lot

Parking in the student lot near the gym is on a "First-Come/First-Served" basis. There will be no reserved parking. Please use the parking lot. Do not park in front of the school as this area is for visitors, buses and visiting district members. The residence manager has asked that we DO NOT PARK in the parking lot across the street. This parking is for RESIDENTS ONLY. If we find that you are doing this, you will be given ONE warning. If you continue, your vehicle may be towed by the residence manager at YOUR EXPENSE!

Students should always lock their vehicles and not leave valuables in them. The school is not responsible for vandalism or lost or stolen items from the parking lot.

Changing Class Schedules

Once a student's class schedule has been finalized for the school term, it can only be changed following a parent, student, counselor, and teacher conference, to justify the change. The Principal must approve the change.

School Dances & [Guest Passes](#)

Dances are held by the ASB and are for high school students only. All school rules for behavior are in effect. Students who leave a dance will not be allowed to return. The school is not responsible for valuables brought to dances. If you wish to bring a high school-aged guest to a DOHS dance, you must have the name of the guest, phone number as well as address for verification and principal approval of said guest. Only OHS or DOHS students will be admitted unless approved by administration. NO EXCEPTIONS.

2023-2024 DOHS BELL SCHEDULE

Late Start Monday ****Advisory****

Advisory (40)	9:10-9:50
<small>(Breakfast last 10min of Class -9:40-9:50)</small>	
1st Period (45)	9:55-10:40
2nd Period (45)	10:45-11:30
Lunch (30)	11:30-12:00
3rd Period (45)	12:05-12:50
4th Period (45)	12:55-1:40
5th Period (45)	1:45-2:30

Tues, Wed & Thurs ****NO Advisory****

1st Period (80)	7:40-9:00
<small>(Breakfast last 10min of Class-8:50-9:00)</small>	
2nd Period (70)	9:05-10:15
3rd Period (70)	10:20-11:30
Lunch (30)	11:30-12:00
4th Period (70)	12:05-1:15
5th Period (70)	1:20-2:30



Advisory (40)	7:40-8:20
<small>(Breakfast last 10min of Class - 8:10-8:20)</small>	
1st Period (63)	8:25-9:28
2nd Period (63)	9:33-10:36
3rd Period (63)	10:41-11:44
Lunch (30)	11:44-12:14
4th Period (63)	12:19-1:22
5th Period (63)	1:27-2:30

Breakfast Times:

Monday: 9:40-9:50 am

Tues-Fri: 8:50-9:00 am

Note: Teachers are available daily from 7:30am-3:00pm in case you need assistance with your homework.

Attendance Expectations

A student can achieve academic success by attending school every day. With regular attendance, students are more likely to keep up with daily assignments, and receive the instruction they need to do well on tests and quizzes. They are also more likely to meet new friends and get involved with sports or a school club/activity.

DOHS asks that parents and students make school a priority by attending school every day on time. If possible, schedule medical appointments after school and only stay home in the case of a contagious or severe illness. Students absent for any amount of days have a difficult time making up missed work. Students with excessive unexcused absences will be subject to discipline according to District Policy and the BECCA Bill, Washington State's truancy law.

DOHS Attendance Expectations:

- Students are prepared and ready to learn by attending every class period, on time, and every day
- Teachers take attendance at the beginning of each class period.
- Parent/guardian(s) to contact the office by phone within 48 hours when a student is absent in order to be excused.
- Students can only sign-out at the office **with parent permission PRIOR to leaving campus**. Failure to do so will result in student being marked truant.
- Students who do not live with a parent/guardian will need to contact the Principal to establish check-out procedures.
- Students manage their time wisely during passing times and off-campus lunch privileges

Tardy Policy

If a student is more than 10 minutes late to a class they will be marked absent by the teacher.

DOHS Parent Engagement Initiative

Partial Day Absences (missing 1 or 2 classes a day)

Step 1

7 Days Absent (10 min. or more late) in any class=Parent and student face to face meeting with administrator to discuss how we can help their student show up to class. This will be an attempt to avoid attending night school.

- An [attendance contract](#) will be signed at this time.

Step 2

10 Days Absences in any class=3 days of night school

- Failure to make up night school days=1 day of parent attending school with student
- At 15 days absent=same consequence, 3 days of night school
- At 20 days absent=same consequence, 3 days of night school
- At 25 days absent=same consequence, 3 days of night school.

Loss of Credit & Appeal Process /Attendance Retrieval

Credit Loss: All classes at DOHS require regular participation in order to obtain an adequate level of content learning and skills development. If a student has chronic attendance issues they may have to retake the course for credit.

The BECCA Bill

In Washington, the compulsory attendance law (known as the Becca Bill) requires children ages 6 to 18 who are enrolled in public schools, attend school every day, unless there is a good reason for being absent. In this case, the parent or legal guardian must excuse the absence by notifying the school. When students miss school and parents have not excused absence, students can be considered truant. Truancy is defined as being absent from school for the majority of the day (**3 class periods or more**) without parent permission.

The “BECCA Bill” (SB 5439) is Washington State’s truancy law. It is intended to stop truancy before it becomes a problem. If a student has unexcused absences, this law requires that DOHS takes the following actions:

Unexcused Absence (Truancy):

THIS IS FOR FULL DAYS ABSENT (3 classes in one day=one full day)

What is an **unexcused absence**? Any time you miss school and you do not have a doctor’s note or your parent/guardian does not call the school within 48 hours to excuse your absence.

1. DOHS notifies parents of all absences via school messenger, email, and/or telephone. Students must keep the office informed of new phone numbers, address changes or any change in the parent/guardian living environment.
2. After **3 days** of truancy, DOHS Admin and or counselor will speak to student face to face (at home or at school) to discuss present attendance issues.
3. After **4 days** of truancy, DOHS office staff schedules a parent/guardian meeting with family to discuss attendance concerns and solutions.
4. If a student reaches **5 truancies** in a month, we will schedule a Community Engagement hearing for the student and his family.
5. If the school is unsuccessful in finding a solution for the student after they reached 7 absences in a month or 15 in a school year, the school is obligated to file a formal BECCA petition in juvenile court to order the student to attend school. If this court order is violated, the court calls for a Contempt Hearing and the student could be ordered to do community service or spend time in juvenile detention. The parent may also be fined up to \$25.00 for each day of unexcused absence. DOHS may also refer the family to a “Community Engagement Hearing (CEB).” The CEB is made up of citizens and school officials whose goal is successful school re-engagement and renewed progress toward school completion and graduation for students struggling with attendance.

PLEASE BE AWARE: When a student misses **7 days in a month**, they will be referred to our **Community Engagement Board** hearing. **If a student misses 7 unexcused days in a month or 15 unexcused days in a school year the school is required to file a**

BECCA Petition with the court after attending Community Engagement Board hearings two times.

Questions for students to consider in order to improve their attendance habits:

1. Can we offer to arrange for reliable transportation for you?
2. Can we help you with the personal issue that keeps you from attending school on time every day?
3. Have you talked to our counselor or administrator to see what the school can do to help you?

Student Responsibilities, Rights, Limitations

Criminal Acts – Any act occurring on school premises or at school-sponsored events which is contrary to the laws of the State of Washington, the ordinances of the City of Othello, or Adams County is prohibited by these regulations. Parents, Police, and juvenile authorities will be notified of all criminal acts and restitution may be required as part of the corrective action taken by the school. Students may be emergency expelled and/or have a formal hearing as students may face short term suspension, long term suspension, or expulsion for violation of the criminal acts policy. Some specific criminal acts are defined as follows:

- a) Dangerous behavior - A person shall not cause damage to property or physically injure others or oneself, or behave in such a way as could reasonably cause damage to property or physically injure any person.
- b) Impairing/Controlled substances – A student shall not possess, use, transmit, sell, distribute, be under the influence of, or show evidence of having used any narcotic or hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverages, or any other controlled, dangerous, or impairing substance on school district property or any school authorized function.
- c) Damage– A student shall not intentionally or negligently cause or attempt to cause damage to school or private property while under the school's jurisdiction. Restitution may be required and student grades, transcripts, and diplomas will be withheld until all fees and fines have been paid.
- d) Extortion, Blackmail, Coercion, or Theft – A student shall not obtain money, property, or procure any wrongful act by extortion, blackmail, or coercion, (to force someone to do something against his/her will by force, threat of force, or intimidation), etc.
- e) Weapons - A student shall not possess, handle or transfer any weapon or any object that can reasonably be considered a weapon.
- f) Gang Activities and Intimidation - Examples of gang activity or promotion of gang activity includes gang attire (to be determined by a building administrator and/or school resource officer), gang related drawings, symbols, and/or gang related hand signs, noises, or gestures. A student may be suspended or expelled if the student is a member of a gang and knowingly engages in gang activity on school grounds. (RCW 28A.600). Gang intimidation is a class C felony and is defined in RCW 28A.600.455.
- g) Tobacco/E-cigarettes – The use and/or possession of tobacco or electronic cigarettes is not permitted on school property, including modes of transportation, at any time before, during, and after school, and/or weekend school activities.
- h) Disruptive Conduct – A student shall not use violence, defiance, disobedience, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct, which causes the substantial and material disruption or obstruction of any lawful mission, process, or function of the school; neither shall he/she incite or enable other students to engage in such conduct.

- i) Cooperation with School Personnel – Refusal to comply with such written rules and regulations or to follow such reasonable directions of school authorities shall constitute cause for discipline, suspension, or expulsion.
- j) Refusal to Identify Self – All students must, upon request, identify themselves to school district employees in the school building, on school grounds, or at school-sponsored events.
- k) Speech and Assembly – Students are entitled to verbally express their personal opinions in such a manner and at such times as it does not disrupt or interfere with the educational process or with the freedom of others to express themselves. All student meetings on school district property may function only as scheduled and may be regulated by school authorities as to time, place, and manner.
- l) Withholding Records – School districts may withhold a student's grades, diploma, and transcripts until the student has fulfilled all of his/her responsibilities to meet the DOHS code of conduct. This includes actions that students may make during the graduation ceremony.

STUDENT CONDUCT AND EXPECTATIONS

Administrative Procedures Regarding Discipline

Detention, Refocus Area, Evening tutoring program, Suspension, or Expulsion may be imposed on any student for any school violation depending on the severity and the frequency of the violation.

Memorandum of Understanding

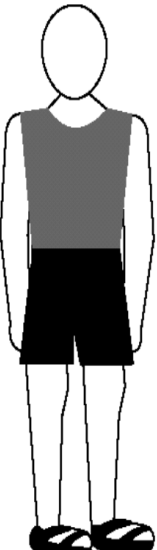
The Othello School District and the Police Department of the City of Othello agree to coordinate and cooperate in preventing student criminal acts. The school will notify parents/guardians and police, when appropriate, of criminal acts on all school district property, equipment, and district sanctioned events. The district realizes its role in helping to reduce and eliminate drug/alcohol use by high school students and will continue to work with law enforcement personnel and parents/guardians to achieve this end.

Search & Seizure

Student lockers and desks are the property of the Othello School District and are made available for student use. Student lockers and desks will be subject to inspection for the purpose of school safety and cleanliness. Individual students, student lockers, student vehicles parked on district property, or student bags/backpacks may be searched at any time a building administrator determines that a reasonable cause exists.

Dress Code:

Desert Oasis High School, Grades 9-12 dress code, supports our District Vision to *cultivate a safe environment of respect and rapport, where instruction is intentional, engaging, challenging, and accessible for all students*. Our school dress code is a way to teach students the importance of a respectable appearance, a lesson that can positively impact self-respect, self-esteem, and preparation for what is expected in the global setting and workplace. This dress code will be applied at the judgment of the school administration.

	<ol style="list-style-type: none"> 1. Ripped jeans, shorts, and skirts as long as underwear and buttocks are not exposed are acceptable. 2. Clothing must be appropriate for the activity the student is engaged in. 3. Footwear, at a minimum, must meet minimum health and safety requirements in any educational environment or setting (classroom, science lab, weight room, wood/metal shop, etc.) 4. Any dress that promotes gang activity in a public school setting is strictly prohibited for any individual student or groups. We understand gang dress, tattoos, and styles evolve through time and this enforcement will be at the discretion/judgment of school administration. If necessary, we may consult with Adams County Juvenile Court and/or the Othello Police Department. 5. Sunglasses may not be worn in buildings. 6. School Administration may exercise their authority to determine/enforce any clothing that is a major disruption to the school environment.
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* Students in violation of the dress code will be asked to remove the item or change clothing. This may include students being sent home to change.

** Students unable to meet DOHS general expectations, the attendance policy, or dress code policy on a consistent basis will be subject to corrective actions by staff and/or administration.

Student Identification Badges

ID Badges are the property of the school and must be carried by students on a daily basis. Any badges that cannot be scanned by the food service or library will need to be replaced at student expense. ID badges must be scanned in order for students to purchase school breakfast or lunch. Abuse of the student ID policy will be dealt with at the discretion of the administration.

Lunchroom Expectations

Students may leave campus during their assigned lunch and are expected to attend their next class without being tardy or absent. Students may lose off-campus privileges due to repeated tardies and/or absences to their immediate class after lunch.

Fireworks

Any student igniting and/or in possession of fireworks on school property may be subject to disciplinary action up to expulsion, depending on the severity or damages.

Revised Electronic Devices

The Othello School District is a 1:1 district. All students will be receiving a chromebook this year. The expectation is that chromebooks be used for educational purposes only and students should refrain from playing electronic games or any other inappropriate sites. Failure to comply will result in school discipline. Students who forget their chromebooks can check out one in the office in exchange for their cell phone, no exception.

Cell Phones

DOHS Student will not be allowed to use their cell phones during instructional times in all classrooms. Failure to comply will result in school discipline. Please see OSD 7-12 Discipline Matrix.

- **1st Offense – Teacher warns student to put the device away two times.**
- **2nd Offense – Teacher takes device, turns it into the office or can keep it until the end of the class period.**
- **3rd Offense – Teacher takes device and turns it into the office until the end of the day.**

- **Ongoing offenses-Teacher takes device and turns it into the office until the end of the day.**
****Students who refuse to give a teacher or staff member their cell phone or electronic device will be considered defiant and will be assigned a discipline in accordance with the OHS discipline policy.**

Backpacks, Book Bags, and Lockers

Students may use or carry backpacks or book bags into classrooms. Teachers may develop classroom procedures or expectations for where students are to store their backpacks. The use of a school locker is encouraged but not required. The Othello School District will not be responsible for any lost, stolen, or damaged backpacks or book bags. Lockers are assigned in the main office and are not to be traded or exchanged unless authorized by the secretary. Students are strictly responsible for their own lockers. Immediately notify the main office of damage to your locker. Do not bring valuables to school. Stickers are not to be placed in or on lockers. Lockers are the property of Desert Oasis High School and are subject to search at any time with or without prior notice.

Weapons

Weapons are defined as, “Any instrument or object possessed or used to inflict harm on another person or to intimidate any person. Examples include firearms of any kind (operable or inoperable, loaded or unloaded); all types of knives, chains, pipes, razor blades or similar instruments with sharp cutting edges, ice picks, dirks, other pointed instruments (including pencils, pens); nun-cha-ka sticks, brass knuckles; Chinese stars; billy clubs, tear gas guns; electrical weapons or devices (stun guns); BB or pellet guns; explosives or propellants. Use and/or possession of a weapon on school property will result in suspension or expulsion. As required by state and federal law, incidents involving firearms will result in the mandatory expulsion. The expulsion may be appealed to the Superintendent of Schools. Only the chief school district officer or designee may modify this expulsion. All incidents involving weapons will result in mandatory notification of parents/guardians and will also be reported to the appropriate law enforcement agency.

OSD Weapons Policy:

The Othello School District has a no tolerance policy toward students who are in any way involved with a weapon on school property or at a school activity. The recommended penalty for possession or involvement with a weapon on school property or at a school activity is expulsion. Expulsion is a state requirement if the weapon is a firearm. Weapons have no place and will not be tolerated in the school environment.

We have had some instances of students being at school or on school property with toy weapons or with other items that could be construed to be weapons. These include toys that look like guns or other weapons, pellet guns, paintball guns, and variations of knives. These items will be considered weapons and shall result in severe penalties including expulsion.

The Othello School District also has a no tolerance policy towards students who make threats to do severe bodily harm. The types of threats will be taken seriously and may also result in expulsion.

School property related to this policy includes school buildings, play fields, athletic fields, and parking lots.

Building Discipline Steps

Teachers are expected to implement classroom interventions, including student conferences and parent contact, prior to referral of students to administration. If classroom interventions do not positively impact student behavior, teachers may refer students to administration. In the event that a referral is made to administration, assigning teachers must document contact with the parent/guardian by telephone, email, home visitor, or in person. Administration will meet with the referred student and assign the appropriate discipline based upon the discipline matrix below.

Students at DOHS are expected to meet the following guidelines:

- Attend every class, every day unless excused by parents/guardians or school events
- Make it to class on time every period, every day.
- Treat every student, staff, and community member with respect
- Talk in class at appropriate levels
- Follow reasonable directions of staff members
- Follow all policies and guidelines contained in the student handbook

OSD 7-12 Discipline Matrix

DOHS Building Discipline Steps:

Teachers are expected to implement classroom interventions, including student conferences and parent contact, prior to referral of students to administration. If classroom interventions do not positively impact student behavior, teachers may refer students to administration. In the event that a referral is made to administration, assigning teachers must document contact with the parent/guardian by telephone, email, home visitor, or in person. Administration will meet with the referred student and assign the appropriate discipline based on the discipline matrix below.

	BEHAVIOR	STEP ONE	STEP TWO	STEP THREE	STEP FOUR	STEP FIVE
Cell Phones & Other electronic Devices	Student use of cell phone during instructional time	Warning	Staff member confiscates the phone and returns the phone at end of class period. Teacher contacts parents and records in Skyward.	Staff member confiscates the phone and submits it to the main office. Students may retrieve at the end of the school day.	Staff member confiscates the phone and submits it to the main office. Parents may retrieve it at the end of the school day.	Students will be considered defiant. Students will placed on the appropriate discipline step.

OSD 7-12 Discipline Matrix

	BEHAVIOR	STEP ONE	STEP TWO	STEP THREE	STEP FOUR	STEP FIVE
Truancy Attendance concerns should be referred to the student's counselor for	<ul style="list-style-type: none"> • Truancy (unexcused absence from the majority, 50%, of school day) • Skipping Class • Leaving campus without 	1st Truancy: Call Home Date: _____	3 Truancies: Letter Sent Home Date: _____	4 Truancies: Parent Conference Date: _____	5 Truancies: If applicable, implement CEB Process (if missed 5 or more days in a month)	7+Truancies: Implement CEB Process (if missed 7 or more days in a month) Formal BECCA Petition Filed

completion of a WARNS assessment.	permission = (Defiance: Step 2 or 3 Discipline) • Absent from class, unexcused, after 3 days	Restorative Action: Date: _____	Restorative Action: Date: _____	Restorative Action: Date: _____	Community Engagement Board (CEB) Date: _____ Restorative Action: Date: _____	Date: _____ Restorative Action: Date: _____
Plagiarism	• Use of AIChat to complete schoolwork • Copying other students work • Sharing work with other students • Plagiarism by copying, summarizing or paraphrasing another's words or ideas without providing proper citation.	Students in violation will be subject to consequences in accordance with the classroom syllabus or policy as well as school discipline.				
Level One (Classroom/Hallway infractions) Intervention: Before a referral is made complete • Non Verbal Reminder • Verbal Warning • Seat Change • Teacher conference in the Hallway All restorative actions must be documented in Skyward	• Refusal to cooperate • Plagiarism • Disruptive • Electronic devices(Chrome books) • Throwing items • Inappropriate language, gestures, drawings, etc. • PDA • Dishonesty • Chromebook Care • Other, Etc.	Intervention 2: Restorative Action: Date: _____	Intervention 2: Restorative Action: Date: _____	Intervention 3: Restorative Action: Date: _____	Intervention 4: Restorative Action: Date: _____	Critical Conversation & Parent Conference Continued violations will result in moving to a level two infraction.
Level Two All discipline is subject to administrative discretion.	• Failure to comply with Intervention Attempts from Level 1. • Lighters/fire starters (Possession) • Failure to attend detention • Defiance/ Insubordination • Vandalism/ Destruction of property • Severe misuse of computers & electronic devices • Public	Detention (1-2 days). Parent Contact Critical Conversation and assign a restorative action Restorative Action: Date: _____	Suspension and assign a restorative action Restorative Action: Date: _____	Continued violations will result in moving to a Level Three infraction.		

	<ul style="list-style-type: none"> endangerment Disrespect to a staff member Malicious Mischief Minor Theft (No Law Enforcement) Impersonation Dishonesty (During Admin/Security investigation) Minor HIB 					
Level Three Subject to previous discipline history will change the severity of where they fall on the step process.	<ul style="list-style-type: none"> Lighters/fire starters (use) Gang-related activities Possession of illegal drugs and/or alcohol Under the influence of illegal drugs and/or alcohol Major Theft/ Possession of stolen property (Law Enforcement Involved) Severe HIB Severe Public Endangerment Indecent Exposure Flagrant Disrespect to staff Assault/Fighting /Encouraging Others to Fight/Videotaping a fight and distributing to others Tobacco/e-cigarettes (vaping) product use or possession. Drug Paraphernalia False Alarm/911 	Possible Interventions L2 & L3: <ul style="list-style-type: none"> F/F mtg. w/Guardians Reflection on the impact of your infraction Problem resolution w/victim Mental Health Eval Chemical Dependency Eval ACJC F/F meeting Behavior Contract Re-Engagement contract Accountability Circles Other, Etc. 	Out of School Suspension/Refocus (1-4 days) Restorative Action: Date: _____ Re-engagement Contract Date: _____	Out of School Suspension/Refocus (5-10 days) Possible Emergency Removal depending on the situation Drug or vaping offenses should be referred to the prevention specialist.	Long-Term Suspension (rest of term) Restorative Action: Date: _____ Re-engagement Contract Date: _____	Any gang-related offense should be referred to the behavior specialist.

Level Four	<ul style="list-style-type: none"> ● Gang-Related Offenses ● Drug Distribution/intent to sell ● Possession of and sharing child pornography or electronic communication of child pornography ● Bomb Threat ● Possession or use of dangerous weapon w/ intent ● Arson ● Any other action deemed life-threatening 	Emergency Removal Restorative Action: Date: _____ Re-engagement Contract Date: _____	Administration has up to 10 school days to conduct a thorough investigation to determine the appropriate discipline. Any case of possession of and sharing child pornography or electronic communication of child pornography shall be reported immediately to the Othello Police Department or Adams County Sheriff's Office.
Level Five	Possession of Firearms on Campus or property	Expulsion	Federal Mandate

Due Process: No pupil shall be deprived of educational opportunity by a school district without due process of law

Restorative Action Examples:

- Warning
- Parent contact is required for any referrals to explain the issue and ask for support
- Redirection
- Conference with the student
- Retraining, physically & verbally modeling expected behavior
- Refocus form only within the classroom, not with another teacher
- Refer to a mentor or counselor for assistance
- Contact/reference SPED case manager, if he/she has one
- Parent conference
- Conference with a previous teacher

Glossary:

ES: Evening School
CEB: Community Engagement Board
PDA: Public Display of Affection
ACJC: Adams County Juvenile Court
F/F: Face to face
HIB: Harassment Intimidation, Bullying
L1: Level 1
L2: Level 2
L3: Level 3
L4: Level 4

Prohibition of Harassment, Intimidation, & Bullying

The District is committed to a safe and civil educational environment for all students, employees, volunteers and patrons; free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" means any intentionally written message or image, including those that are electronically transmitted, a verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 9A.36.080(3), (race, color, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability), or other distinguishing characteristics, when an act:

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

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, gender identity and marital status. Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendos,

demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats or other written, oral, physical or electronically transmitted messages or images. “Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s). 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.

This policy is a component of the district’s responsibility to create and maintain a safe, civil, respectful and inclusive learning community and is to be implemented in conjunction with comprehensive training of staff and volunteers, including the education of students in partnership with families and the community. This policy is to be implemented in conjunction with the Comprehensive Safe Schools Plan that includes prevention, intervention, crisis response, recovery and annual review. Employees, in particular, are expected to support the dignity and safety of all members of the school community.

Depending upon the frequency and severity of the conduct, intervention, counseling, correction, discipline and/or referral to law enforcement will be used to remediate the impact on the victim and the climate and change the behavior of the perpetrator. This includes appropriate intervention, restoration of a positive climate and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation and bullying also constitute violations of this policy.

The superintendent is authorized to direct the development and implementation of procedures addressing the elements of this policy, consistent with the complaint and investigation components of procedure 5011, Sexual Harassment.

DISCRIMINATION

Othello 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, gender 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 employee(s) has been designated to handle questions and complaints of alleged discrimination:

Civil Rights and Title IX Coordinator:
Sandra Villarreal
svillarreal@othelloschools.org
1025 S 1st Ave, Othello, WA 99344
(509) 488-2659

504 Coordinator:
Heidi Wagner
hwagner@othelloschools.org
1025 S 1st Ave, Othello, WA 99344
(509) 488-2659

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: <https://go.boarddocs.com/wa/othello/Board.nsf/public#>

This district is committed to a positive and productive education and working environment free from discrimination, including sexual harassment. The district prohibits sexual harassment of students, employees and others involved in school district activities.

Sexual harassment occurs when:

- Submitting to the harasser's sexual demands is a stated or implied condition of obtaining an education or work opportunity or other benefit;
- Submission to or rejection of sexual demands is a factor in an academic, work or other school-related decision affecting an individual; or
- Unwelcome sexual or gender-directed conduct or communication interferes with an individual's performance or creates an intimidating, hostile or offensive environment.

Sexual harassment can occur adult to student, student to adult, student to student, adult to adult, male to female, female to male, male to male and female to female.

The district will take prompt, equitable and remedial action within its authority on reports, complaints and grievances alleging sexual harassment that come to the attention of the district, either formally or informally. Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services. Persons found to have been subjected to sexual harassment will have appropriate school district services made reasonably available to them and adverse consequences of the harassment shall be reviewed and remedied, as appropriate.

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff and contractors. The superintendent will develop and implement formal and informal procedures for receiving, investigating and resolving complaints. Anyone else who engages in sexual harassment on school property or at school activities will have their access to school property and activities restricted, as appropriate.

Retaliation against any person who makes or is a witness in a sexual harassment complaint is prohibited and will result in appropriate discipline. The district will take appropriate actions to protect involved persons from retaliation.

It is a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

or reports of sexual harassment. The procedures will include reasonable and prompt time lines and delineate staff responsibilities under this policy. All staff are responsible for receiving informal complaints and reports of sexual harassment and informing appropriate district personnel of the complaint or report for investigation and resolution. All staff are also responsible for directing complainants to the formal complaint process.

The superintendent will develop procedures to provide age-appropriate information and education to district staff, students, parents and volunteers regarding this policy and the recognition and prevention of sexual harassment. At a minimum sexual harassment recognition and prevention and the elements of this policy will be included in staff, student and regular volunteer orientation. This policy will be posted in each district building in a place available to staff, students, parents, volunteers and visitors. The policy will be reproduced in each student, staff, volunteer and parent handbook.

The superintendent will make an annual report to the board reviewing the use and efficacy of this policy and related procedures.

Recommendations for changes to this policy, if applicable, will be included in the report. The superintendent is encouraged to involve staff, students, and volunteers and parents in the review process.

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 Out 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).

[Note: The appeal procedure above is based on the Washington State School Directors Association's (WSSDA) Sample Nondiscrimination and Sexual Harassment Procedures (3210P and 3205P). WAC [392-190-070](#) requires each school district to provide an option to appeal the district's decision to a party or board that was not involved in the initial complaint or investigation. If your school district has adopted a different appeal procedure, please insert it here.]

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 our [website](#), 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 | [OCR Website](#)

Washington State Human Rights Commission

1-800-233-3247 | TTY: 1-800-300-7525 | [Human Rights Commission Website](#)

Internet/Computer Usage

Access to the Internet is given to students who agree to act in a considerate and responsible manner upon completing the Othello School District's Acceptable User Permission (AUP) agreement. Parent or guardian

permission is required. Students, employees, and parents are advised that the Internet contains inappropriate materials and items that are not conducive to the educational environment. Desert Oasis High School does not condone the use of such materials and does not permit usage of such materials in the school environment. Students who knowingly access such materials from the Internet will be subject to the Building Discipline Steps. Loss of Internet privileges is also possible. You must read appendix A at the end of the student handbook for the “Acceptable Use of Technology.” Students using a compact disk or USB drive may be subject to search and seizure. They are encouraged to save to the main user file under their password. Any student attempting to circumvent programs for security measures will be subject to disciplinary action and privileges revoked. The operating system is to be used appropriately or the privilege will be revoked. Accessing another student’s “U-Drive” or computer files will be considered as inappropriate computer use and be subject to the same consequence as abuse of Internet privileges.

Staff & Student Procedures for Acceptable Use of Technology

Electronic Resources

These procedures are written to support the Electronic Resources Policy of the board of directors and to promote positive and effective digital citizenship among students and staff. Digital citizenship represents more than technology literacy: successful, technologically fluent digital citizens live safely and civilly in an increasingly digital world. They recognize that the information posted on the Internet is public and permanent and can have a long-term impact on an individual’s life and career. Expectations for student and staff behavior online are no different than face-to-face interactions.

Use of Personal Electronic Devices

In accordance with all District policies and procedures, students and staff may use personal electronic devices (e.g. laptops, mobile devices, and e-readers) to further the educational and research mission of the District. School staff will retain the final authority in deciding when and how students may use personal electronic devices on school grounds and during the school day (Please refer to your school handbook for approved devices). The District is not responsible for any lost, stolen or damaged electronic devices.

Network

The Othello School District network includes wired and wireless computers and peripheral equipment, files and storage, e-mail and Internet content (blogs, web sites, web mail, groups, wikis, etc.). The District reserves the right to prioritize the use of, and access to, the network. Access to the network and Internet resources is to be recognized by all users as a privilege, not a right. Users are responsible for the appropriateness and content of the material they create, store, transmit, or publish on the network.

All use of the network must support education and research and be consistent with the mission of the District.

All computer and telecommunications equipment comprising of the network and all information created, sent, or received via this equipment is property of the District (excluding individual copyrighted curriculum material). They are to be used to support District purposes in education and research and be consistent with the mission of the District.

Any use of the system must be in conformity with state and federal laws, provider policies and licenses, CIPA Compliant (Children’s Internet Protection Act) and District policies. Use of the system for commercial solicitation, financial gain, or any illegal activity is strictly prohibited. Use of the system for charitable purposes must be approved in advance by the superintendent or designee.

The system constitutes public facilities and may not be used to support or oppose political candidates, ballot measures, or religious issues.

Acceptable network use by District students and staff includes:

- Creation of files, projects, videos, web pages and podcasts using network resources in support of educational research;
- Participation in (approved) blogs, wikis, bulletin boards, social networking sites and groups and the creation of content for podcasts, e-mail and web pages that support educational research;
- With parental authorization, the online publication of original educational material, curriculum related materials and student work. Sources outside the classroom or school must be cited appropriately;
- Staff use of the network for incidental personal use in accordance with all District policies and guidelines;

Unacceptable network use by District students and staff includes but not limited to:

- Personal gain, commercial solicitation and compensation of any kind;
- Liability or cost incurred by the District;
- Supporter opposition for ballot measures, candidates and any other political activity;
- Downloading, installation and use of games, audio files, video files or other applications(including shareware or freeware) without permission or approval from the Director of Technology;
- Development or use of malicious programs that harass other users or gain unauthorized access to any computer or computing system and/or damage the components of a computer or computing system is prohibited. No use of the network shall serve to disrupt the operation of the network by others.
- Hacking, cracking, vandalizing, the introduction of viruses, worms, Trojan horses, time bombs and changes to hardware, software, and monitoring tools;
- No Network components, including hardware or software, shall not be destroyed, modified, or abused in any way.
- Connecting or installing unauthorized components, i.e.; an employee's personal hardware or software, to the network for any purpose is inconsistent with District policy is prohibited, unless prior approval from the Director of Technology. This would include any network equipment, removable media, i.e., disks, CDs, removable media, etc. Prior administrative approval must also be granted to use District equipment at home.

WARNING: Violation can be prosecuted under RCW9A.52.110, 9A.52.12, 9A.52.130 and RCW 9A.48.100. Violations constitute a Class C Felony and can result in incarceration (jail time) of up to 90 days and/or a \$1,000.00fine.

- Unauthorized access to other District computers, networks and information systems.
- Unauthorized access to another users data files and folders;
- Information posted, sent or stored online that could endanger others (e.g., bomb construction, drug manufacture);
- Any use that is deemed to adversely affect the District or its students or staff, including, but not limited to, Cyber bullying ,hate mail, harassment, discriminatory remarks, or other antisocial behaviors is expressly prohibited.
- Use of the network to access, transmit, store, display, distribute, or request obscene, pornographic, erotic, profane, racist, sexist, or other offensive material (including messages, images, video, or sound) that violates District policies or creates a hostile work environment is prohibited.
- Digital content broadcast via the Internet (streaming) including, but not limited to: video, music, news/weather, stock reports, sports information, unless used in the context of a course curriculum, is strictly prohibited unless used in a curriculum context and approved by the Director of Technology due to the negative impact of network resources.

The District will not be responsible for any damages suffered by any user, including but not limited to, loss of data resulting from delays, on-deliveries, miss-deliveries or service interruptions caused by its own negligence or any other errors or omissions. The District will not be responsible for unauthorized financial obligations resulting from the use of, or access to, the District's computer network or the Internet.

Internet Safety: Personal Information and Inappropriate Content

- Students and staff should not reveal personal information, including a home address and phone number, on websites, blogs, podcasts, videos, wikis, and e-mail or as content on any other electronic medium.
- Students and staff should not reveal personal information about another individual on any electronic medium.
- No student pictures or names can be published on any class, school or District website unless the appropriate permissions have been verified according to District policy.
- If students encounter dangerous or inappropriate information or messages, they should notify the appropriate school authority immediately.
- Any student or staff posting, sharing or using another individual's personal information, posting name, address phone number etc... will be considered a violation of privacy and all legal action will be carried out. This will constitute an immediate revocation of computer use, possible expulsion and or termination.
- System accounts are to be used only by the authorized owner of the account for the authorized purpose. Users should not share their account ID's or passwords with another person or leave an open file or session unattended or unsupervised. Account owners are ultimately responsible for all activity under their account. Sharing of accounts is "Strictly" prohibited.
- Users shall not seek information on, obtain 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.
- Any attempt to circumvent security by using encryption or any other method is strictly prohibited.
- Due to the un-secure nature and threat of security breach, use of Internet chat rooms, chat channels, Internet Chat Relay (IRC) program, or 3rd-party (Microsoft, AIM, Yahoo) Instant Messaging (IM) systems for communications purposes is prohibited.

Network Security and Privacy

Passwords are the first level of security for a user account. System logins and accounts are to be used only by the authorized owner of the account, for authorized District purposes. Students and staff are responsible for all activity on their account and must not share their account password.

Network user account safeguard

- Change passwords according to District policy;
- Do not use another user's account this includes Students and Staff
- Violation will result in revoking both the shared and sharers user accounts.
- Do not insert passwords into e-mail or other communications;
- If you write down your account password, keep it out of sight;
- Do not store passwords in a file without encryption;
- Do not use the "remember password" feature on Internet browsers
- Lock the screen, or log off, if leaving the computer.

Student Data is Strictly Confidential

District staff must maintain the confidentiality of student data in accordance with the Family Education Rights and Privacy Act (FERPA).

No Expectation of Privacy

The District provides the network system, e-mail and Internet access as a tool for education and research in support of the District's mission. The District reserves the right to monitor, inspect, copy, review and store, without prior notice, information about the content and usage of.

Filtering and Monitoring

Filtering software is used to block or filter access to visual depictions that are obscene and all child pornography in accordance with the Children's Internet Protection Act (CIPA). Other objectionable material could be filtered. The determination of what constitutes "other objectionable" material is a local decision.

- Filtering software is not 100% effective. While filters make it more difficult for objectionable material to be received or accessed; filters are not a solution in themselves. Every user must take responsibility for his or her use of the network and Internet and avoid objectionable sites;
- Any attempts to defeat or bypass the District's Internet filter or conceal Internet activity are prohibited: proxies, https, special ports, modifications to District browser settings and any other techniques designed to evade filtering or enable the publication of inappropriate content;
- E-mail inconsistent with the educational and research mission of the District will be considered SPAM and blocked from entering District e-mail boxes;
- The District will provide appropriate adult supervision of Internet use. The first line of defense in controlling access by minors to inappropriate material on the Internet is deliberate and consistent monitoring of student access to District computers;
- Staff members who supervise students, control electronic equipment or have occasion to observe student use of said equipment online, must make a reasonable effort to monitor the use of this equipment to assure that students use conforms to the mission and goals of the District;
- Staff must make a reasonable effort to become familiar with the Internet and to monitor, instruct and assist effectively.

All students and staff will be educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyber bullying awareness and response.

- Age appropriate materials will be made available for use across grade levels.
- Training on online safety issues and materials implementation will be made available for administration, staff and families.

Copyrighted Materials

Downloading, copying, duplicating and distributing software, music, sound files, movies, images or other copyrighted materials without the specific written permission of the copyright owner is generally prohibited. However, the duplication and distribution of materials for educational purposes are permitted when such duplication and distribution fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately.

- All users should be aware that any information, software, or graphics on the Internet might be protected by federal copyright laws, regardless of whether a copyright notice appears on the work.
- Any reproduction of copyrighted Intellectual Property on District computers is prohibited.
- Use of online peer-to-peer (P2P) file sharing, MP3, "FastTrack", or related technologies is prohibited. These technologies are mainly/frequently used to distribute copyrighted works illegally, and use of these

on District property could result in the District being held liable for copyright infringement. Similarly, access to personal accounts established on these systems, from District property is also prohibited

- All student work is copyrighted. Permission to publish any student work requires permission from the parent or guardian.

General Use

Diligent effort must be made to conserve system resources. For example, users should frequently delete unneeded email and unused files. The network is set up to “auto-archive” your emails every 30 days. “Auto archive” means that any email that is over 30 days old will automatically be removed from your "In" box and saved as designated by the Technology Department.

Users will carefully review all e-mail prior to sending it to ensure that the meaning is clear and not subject to misinterpretation. Humor and sarcasm can be easily misinterpreted in an email and should be avoided whenever possible. Use of building and District distribution lists such as OSD staff, OHS staff, etc. must have prior approval from the appropriate administrator.

All computers will have anti-virus software installed. Also, a filtering system will be used on the network. Attempts to circumvent these systems are prohibited. Users should follow District recommendations with regard to the safe keeping of data and e-mail attachments to reduce the risk of spreading viruses (worms, viruses, Trojan horses, etc.), and infecting computers and the network.

Personal use of District systems is authorized within reasonable limits as long as it does not interfere with work duties or conflict with District use. Employees are responsible for exercising good judgment regarding reasonable personal use. In case of doubt, consult your immediate supervisor.

Staff is responsible for granting permission for and supervision of student technology use and enforcement of the "Student Policy for Acceptable Use of Technology".

A signed OSD Staff Email & Network System User Agreement (see next page) must be filed with the District for all employees before use of technology resources will be granted.

From time-to-time, the District will make a determination of whether specific uses of the system are consistent with the regulations stated above. For security and administrative purposes, the District reserves the right for authorized personnel to review system use and file content. The District reserves the right to remove a user account on the system to prevent further unauthorized activity.

Litigation:

In the event of litigation, all computer users are on notice that federal and state civil rules of procedure may allow discovery of all computer hardware and software. This includes but is not limited to computers, laptops, home computers, printers, cell phones, and other electronic equipment that is used to conduct school business.

Modification or Repair of Personally owned Technology Devices or Electronic Property:

Othello School District employees are not authorized to perform any repair, configuration or maintenance personally owned technology resources, that are brought to school property or present during school sponsored activities including both software and hardware resources. Schools and departments are prohibited from designating, sponsoring or assigning students to perform any kind of maintenance, repair, configuration or installation services to support personally owned technology devices that are brought to school property or present during school sponsored activities.

Additional Requirements for Students/Staff/Visitors Requesting a Waiver for Personal Electronic Property:

Students, staff and visitors requesting to operate their personal electronic devices within the District must obtain written approval by the Building Administrator and Technology Director and abide by the following additional requirements:

- Any computer that is connected to the District's digital network via wired or wireless control must have approved and functioning anti-virus software running with up-to-date virus definitions.
- Pre approval by the Director of Technology prior to operating any personal electronic property linking Othello School District schools or offices.
- Any visitor/student/staff that operates any personal electronic property must also sign and acknowledge this AUP.
- Please note that personal equipment connected to the OSD's network are subject to the same privacy rules as District computers. Any and all data are subjected to search and seizure guidelines if inappropriate activity is suspect during an investigation.

Student users must adhere to the following additional guidelines;

- Students will follow teacher instructions regarding the use of the Othello School District digital network.
- Written consent will be required from parent(s) or guardian(s) before any identifying student's photograph, work or video footage is published on the Internet or transmitted outside the District.
- Students must observe and adhere to all regulations on any digital device or cell phone uses stated in the student handbook.

Archive and Backup:

Backup is made of all District e-mail correspondence for purposes of public disclosure and disaster recovery. Barring power outage or intermittent technical issues, staff and student files are backed up on District servers nightly – Monday through Friday. Refer to the District retention policy for specific records retention requirements.

Disciplinary Action:

All users of the District's electronic resources are required to comply with the District's policy and procedures. Violation of any of the conditions of use explained in the Electronic Resources Policy or in these procedures could be cause for disciplinary action, including suspension or expulsion from school and suspension or revocation of network and computer access privileges.

****Additionally some violations of this policy may result in formal reporting to OSPI and PESB.**

****Violations of any of these policies may subject employees to disciplinary action up to and including termination.**