

STUDENT HANDBOOK

2023 - 2024

OTHELLO HIGH SCHOOL

340 S. 7th Avenue
Othello, Washington 99344
509-488-3351

<p><u>PRINCIPAL</u> Kathryn Acheson</p> <p><u>ATHLETIC DIRECTOR</u> Jenny McCourtie</p>		<p><u>ASSISTANT PRINCIPAL</u> Scott Swartz</p> <p><u>ASSISTANT PRINCIPAL</u> Dr. Joshua Meek</p> <p><u>ASSISTANT PRINCIPAL</u> Kelly Cutter</p>
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Important Phone Numbers

OHS Main Office – 509-488-3351
Office Manager – 509-488-3351 ext. 2001
Attendance Secretary – 509-488-3351 ext. 2002
ASB/Athletic Secretary – 509-488-3351 ext. 2003
Home Visitor – 509-488-3351 ext. 2007
Counseling Secretary – 509-488-3351 ext. 2021

Food Service/Menu – 509-488-3351 ext. 2030
OSD Transportation & Maintenance – 509-488-3741
School Closure/Delay – 509-488-4862
OHS Activity Information – 509-488-4868
Activity Bus Arrival Times – 509-488-4861
OSD Office – 509-488-2659

SCHOOL CALENDAR 2023-2024

August 31	First Day of School (Freshmen Only)
September 1	All Students Report to School
September 4	Labor Day–No School
October 13	Learning Improvement Day--No School
November 8-9	Fall Conferences–No School
November 10	Veterans Day–No School
November 22-24	Thanksgiving Vacation–No School
November 30	End of 1st Trimester
December 1	1st Day of 2nd Trimester 2-Hour Early Release-Grade Prep
December 25 – January 5	Winter Vacation–No School
January 15	MLK Day-No School
January 29	Arena Conferences (9th-12th Only)
February 16-20	Presidents' Day/Mid-Winter Break–No School
March 13	End of 2nd Trimester
March 14	1st Day of 3rd Trimester
March 15	2 Hour Early Release-Grade Prep
April 1-5	Spring Break–No School
April 11-12	Spring Conferences-No School
May 24	Snow Day-No School
May 27	Memorial Day–No School
June 7	OHS Graduation
June 10	Desert Oasis Graduation
June 14	Last Day of School
June 17	Snow Day--No School (If Needed)
June 19	Juneteenth

* Mondays are 1.5 hr. late start for staff collaboration. This schedule is subject to change.

Othello High School 2023 - 2024 ASB Executive Council:

President
Ruby Escamilla

Vice President
Riley Rodriguez

Secretary
Riley Farman

Treasurer
Ana Rojas

Publicity Manager
Sara Hernandez

Assistant Publicity Manager
Mason Perez

Othello High School 2022-2023 Class Officers:

	<u>Class of 2024</u>	<u>Class of 2025</u>	<u>Class of 2026</u>	<u>Class of 2027</u>
<u>President</u>	Brianna Rodriguez	Jadira Perez	Miles Glasgow	Jace Ritchie
<u>Vice-President</u>	Mariana Romero	Katie Mendoza	Sebastian Serrano	Neko Shafer
<u>Secretary</u>	Katie Tran	Carolina Vasquez	Isabelle Sanchez	Veronica Magana
<u>Treasurer</u>	Mia Carlson	Isabel Ruiz	Kenya Luna	Miriam Garcia
<u>Class Rep</u>	Eveny De La Cruz	TBD	Ella Michel	Jose Reyes
<u>Class Rep</u>	Adamaris Serna	TBD	Fernanda Rodriguez	TBD

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. 1025 S. 1st Avenue, Othello WA 99344; 509-488-2659. Superintendente Asistente, Oficial de Cumplimiento

OHS School Map

Bell Schedules 2023-2024:

Late Start Monday				Tuesday-Friday			
0-Hour	NA	0-Hour	NA	0-Hour	6:30-7:25	0-Hour	6:30-7:25
1st Period	9:10-9:54	1st Period	9:10-9:54	1st Period	7:40-8:44	1st Period	7:40-8:44
BAB	9:54-10:04	BAB	9:54-10:04	BAB	8:44-8:54	BAB	8:44-8:54
2nd Period	10:04-10:48	2nd Period	10:04-10:48	2nd Period	8:54-9:58	2nd Period	8:54-9:58
3rd Period	10:53-11:37	3rd Period	10:53-11:37	3rd Period	10:03-11:07	3rd Period	10:03-11:07
Lunch	11:37-12:07	4th Period	11:42-12:26	Lunch	11:07-11:37	4th Period	11:12-12:16
4th Period	12:12-12:56	Lunch	12:26-12:56	4th Period	11:41-12:46	Lunch	12:16-12:46
Advisory	1:01-1:41	Advisory	1:01-1:41	Advisory	12:51-1:21	Advisory	12:51-1:21
5th Period	1:46-2:30	5th Period	1:46-2:30	5th Period	1:26-2:30	5th Period	1:26-2:30

Tuesday-Friday 2 Hour Early Release					Tuesday-Friday 3 Hour Early Release			
1st Period	7:40-8:26	1st Period	7:40-8:26		1st Period	7:40-8:14	1st Period	7:40-8:14
BAB	8:26-8:36	BAB	8:26-8:36		BAB	8:14-9:14	BAB	8:14-9:14
2nd Period	8:36-9:22	2nd Period	8:36-9:22		2nd Period	9:14-9:48	2nd Period	9:14-9:48
3rd Period	9:27-10:13	3rd Period	9:27-10:13		3rd Period	9:53-10:27	3rd Period	9:53-10:27
4th Period	10:18-11:04	4th Period	10:18-11:04		4th Period	10:32-11:06	4th Period	10:32-11:06
Advisory	11:09-11:39	Advisory	11:09-11:39		Advisory	11:11-11:41	Advisory	11:11-11:41
5th Period	11:44-12:30	5th Period	11:44-12:30		5th Period	11:46-12:30	5th Period	11:46-12:30

Regular Assembly Schedule					2-Hour Assembly Schedule (Huskie Olympics)	
1st Period	7:40-8:35	1st Period	7:40-8:35		1st period	7:40-8:22
BAB	8:35-8:45	BAB	8:35-8:45		BAB	8:22-8:32
2nd Period	8:45-9:40	2nd Period	8:45-9:40		2nd	8:32-9:14
3rd Period	9:45-10:40	3rd Period	9:45-10:40		3rd	9:19-10:01
4th Period	10:45-11:40	4th Period	10:45-11:40		4th	10:06-10:48
Assembly	11:45-12:45	Assembly	11:45-12:45		Lunch	10:53-11:38
Lunch	12:45-1:30	Lunch	12:45-1:30		5th	11:43-12:25
5th Period	1:35-2:30	5th Period	1:35-2:30		Assembly	12:30-2:30



OHS Student Services

2023-2024



Our Staff

488-3351

Registrar

Anna Martinez
2025

Secretary

Debbi Garza
2021

College/Career

Mindy Christensen
2042

Assessment Coordinator

Christine Godfrey
2028

Intervention

Jesse Campos
2026

Migrant Specialists

Erica Silva
Jasmin Galarza
2027

Counselors

Aylin Garcia 2022
Juan Peralez 2023
Elizabeth Mendoza 2043
Jennifer Simmons 2024

Who do I Talk to About..?

Mrs. Martinez

New/Returning Student
Transcript Requests
Grading Issues
Entry/Withdraw Support
Student Records/State reports

Mrs. Garza

Course Handbook
Teacher Assistant
Skyward Support(passwords)
Transcript Requests

Mrs. Christensen

Advisory support
College & Post HS Visits
Scholarships

Ms. Godfrey

Assessment Coordinating

Jesse Campos

Behavior Interventionist
Men's groups

Mrs. Garcia

Caseload
Gr 9-12 A- Fau
AVID
ML Program
Freshmen Year

Mr. Peralez

Caseload
Gr 9-12 FE-L
CB Tech
Junior Year
Master Scheduling

Mrs. Mendoza

Caseload
Gr. 9-12 M-Ri
ELPA/PASS/MAP/STAMP
Sophomore Lead
ML Program
CIHS & Running Start

Mrs. Simmons

Caseload
Gr 9-12 Ro-Z
Senior Year
AVID
CIHS & Running Start

We can also help with

504 PLANS
APPRENTICESHIPS
ASVAB
COLLEGE INFORMATION
COURSE CHOICES
CREDIT RETRIEVAL
EXCHANGE STUDENTS
FAFSA
FAILING CLASSES
GRAD REQUIREMENTS
GRADUATION STATUS
MILITARY OPTIONS
PERSONAL ISSUES
GRADUATION PATHWAYS
PSAT/SAT/ACT
SCHOOL ISSUES
TESTING WAIVES
SOCIAL ISSUES




Important Contact Information

ADAMS COUNTY SHERRIFF.....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



HUSKIE PRIDE:

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

BE SAFE		Huskies 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 SMART		Huskies 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. They are conscious of the choices they make and the impact those choices have on the school, their classmates, and themselves.
BE RESPECTFUL		Huskies conduct themselves in a manner that honors OHS, 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 Student Expectations:

Students will . . .

- o Follow specific classroom rules as explained in the individual teacher’s course syllabus.
- o Complete their own school work and not engage in acts of plagiarism or cheating.
- o Keep the campus clean by picking up and throwing away garbage.
- o Use conflict resolution strategies when having problems with others, and seek staff assistance before a situation turns into an altercation.
- o Limit personal affection to brief hugs and holding hands.
- o Take care of and use any and all electronic devices appropriately.
- o Respect the property of others by asking permission first and taking good care while in use.
- o Obtain a parking pass from ASB before parking in the student parking lot.
- o Park in an orderly fashion and exercise caution when entering and leaving the parking lots.
- o Always have a student ID in your possession for identification, lunch, fines, and to check out library books.
- o Line up for lunch in an orderly fashion and follow the in/out path for breakfast and lunch.
- o Keep the assigned locker clean and free of stickers.
- o Comply with all sanctions related to violations of student conduct.

Associated Student Body (ASB) Cards:

Any student enrolled in Othello 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, reduced prices to out of town events and OHS mixers.

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 6 out of 6 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 an OHS student or staff member is a visitor and must report to the main 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. DOHS students are permitted on OHS grounds before and after school but are not to be on OHS grounds between 7:30 a.m. to 2:30 p.m. unless signing in through the main office.

Telephone:

Students are not allowed to use teacher phones in classrooms. The phone is located at the ASB window and 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.

Emergency Drills:

In case of an emergency, including fire, chemical hazard or other emergency which makes the building unsafe, 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. Failure to follow directions during an emergency drill or live situation will result in disciplinary action.

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. This is the only area that students may park on OHS property during school hours. There will be no reserved parking. **Parking illegally will result in a 1) Written and/or Verbal Warning 2) \$5.00 FINE 3) Parent meeting and \$10 FINE 4) Loss of parking privileges.** Students may ***NOT*** park in the gravel lot. Your parking hanger must be visible at all times. 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. Students are not allowed to park in faculty parking lots or the bus loop at any time during the school day. **Any student found parked in any faculty lots or bus loop area will be fined \$10.00.** Illegally parked vehicles may be towed at any time, at the owner's expense. The parking policy will be strictly enforced. Parking permits can be obtained through the ASB window ***at no cost***. A Driver's License and Proof of Insurance required to obtain an OHS parking permit. Here is a [map of OHS parking](#) for students and staff. Please note that student parking is denoted by an area highlighted in black (this area is only in front of the main OHS gym) while staff parking areas are denoted by a red highlighted area.

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, administration and teacher conference, to justify the change. The Principal or designee must approve the change. Students who 'drop' a course in the middle of a trimester will need to refer to the [2023/24 OHS Course handbook](#) for clarification on the impact this will have regarding graduation requirements, credits, GPA and on the students transcript.

School Dances, Mixers, & Guest Passes:

Dances are held by the ASB and are for high school age students only. **OHS ID cards are required for admittance to all mixers and dances.** All school rules for behavior are in effect. You will be admitted to "after-game" dances up until 30 minutes after the end of the athletic contest. Students who leave a dance or mixer will not be allowed to return. The school is not responsible for valuables brought to dances. No outside food or drinks are allowed into any OHS dance. Backpacks are not permitted. Students attending dances must read, agree to, and sign the dance contract form. If you wish to bring a high school-aged (20 years of age and under) guest to an OHS dance, you must have a guest pass for that person. This form must be completed and submitted to an OHS Administrator for acceptance by 3:45 p.m. of the Wednesday before the dance/event. **Only OHS or DOHS students will be admitted unless a guest pass has been received and reviewed by administration.** NO EXCEPTIONS.

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.

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

OHS expects:

- Students are prepared and ready to learn by attending every class period, on time, every day.
- Teachers record attendance every class, every day within the first 10 minutes of class.
- Parent/guardian(s) to contact the office by phone or in writing within 48 hours when a student is absent to excuse an absence(s).
- Students need to sign in and sign-out through the main office with parent permission prior to leaving campus for any reason and for any length of time; students who do not live with a parent/guardian will need to contact Administration to establish check-out procedures. If students do not sign out through the main office, this will result in an unexcused absence.
- Students who will be out for 3 or more days, need to complete a prior arrangement form at least a week prior to the absence. This way teachers are made aware and are able to provide access to the students education while the student is not at school.
- Students manage time wisely during passing time.
- Students are not out in the hallway for the first and last 10 minutes of any class. All students must have a hall pass(planners), to be out during instructional time.
- Teacher's Assistants are to be in a classroom unless required to leave for a specific duty. Any TA outside of the classroom must have a badge indicating they are a TA.

TARDY POLICY

Tardy Policy:

If a student enters class after the bell rings and before the first 10 minutes of each period, the student will be considered tardy. OHS Teachers will close their doors after the tardy bell rings. Teachers are expected to update their attendance on skyward marking the student tardy. Tardy sweeps will take place periodically.

1. 4 tardies* will result in the classroom teacher calling home to notify parents.
2. 6 tardies* will result in the student meeting with their counselor and parents will be called again. Teachers will notify counselors when a student has 6 tardies in their class.
3. 8 tardies* will result in the student and parent meeting with an administrator.
4. 10 tardies will result in student participating in some form of school community service after school.

The Becca Bill:

The "Becca Bill" (RCW 28A.225.020) and District Operating Policy 3122P is Washington State's truancy law. It is intended to stop truancy/unexcused absences before it becomes a problem. If a student has unexcused absences. Unexcused absences means a student:

- has failed to attend the majority of hours or periods in an average school day or has failed to comply with a more restrictive school district policy.. and
- has failed to meet the school district policy for excused absences OR
- has failed to comply with alternative learning experience program attendance requirements as described by the superintendent of public instruction.

This law requires that OHS takes the following actions:

1. OHS informs the parent when there is an unexcused absence. OHS notifies parents of all absences via school messenger, email, and/or telephone.
2. After the third day of truancy/unexcused absences, OHS schedules a meeting with the parent/legal guardian and student to discuss the causes of unexcused absences and find solutions to prevent further absences. During this time, the principal will consider adjusting the student's program, providing more individualized instruction, preparing the student for employment specifically, transferring to another school, assisting the student to obtain supplementary services that might eliminate or reduce attendance issue, and complete a WARNS assessment (per RCW 28A. 225.026), may be completed between the 2nd and 7th unexcused absence to begin making data informed steps to reduce or eliminate the student's absence.
3. No later than the 5th unexcused absence student and parents will be placed on an agreement/contract with the student and parents that establishes school attendance requirements. Students with an IEP or 504 plan, must convene the child's 504 Plan or IEP team, to include a behavior specialist, mental health specialist, as needed. If parent consent is given, a functional behavior assessment to explore the function of the absence behavior shall be conducted and a detailed behavior plan is completed.
4. Students without a 504 or Individualized Education Plan, reasonably believed to have a mental or physical disability or impairment, must include informing the child's parents their right to obtain an appropriate evaluation at no cost to the parent to determine whether the child has a disability or impairment and need accommodations.
5. After the sixth (6th) unexcused absence within a school year, OHS files a 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 be fined up to \$25.00 for each day of unexcused absence. OHS may also refer the family to a "Community Truancy Board with excessive unexcused or excused absences." The Board is a group of citizens whose goal is successful school re-engagement and renewed progress toward school completion and graduation for students struggling with attendance.
6. If the above action fails to correct the attendance problem, the student will be declared an habitual absentee. The principal

will interview the student and his/her family. After the eighth unexcused absence of a year, parents will be given a Notice of Agreed order and the district will prepare to remove the stay order from the petition.

7. After the 8th unexcused absence families will be given a Notice to Appear letter.
8. Students with current (prior school year) Becca petitions in the juvenile court, will continue on the petition in the current school year without the thresholds above being applicable.
9. Students struggling with attendance are encouraged to reach out to school counselors for help to identify resources and strategies to help the student attend school on a regular basis.

STUDENT CONDUCT AND EXPECTATIONS:

Students at OHS 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 members with respect
- Talk in class at appropriate levels
- Follow reasonable directions of staff members
- Follow all policies and guidelines contained in the student handbook

Course Information

During the 2023-2024 school year, OHS will be using two different grade scales. A majority of our teachers will be using a 40-100% scale. A minority of our teachers will be using a 1-4 point rubric (Standards Based Grading) to score assignments including assessments, projects, etc. Teachers using the 1-4 point rubric (Standards Based Grading) will not be using the 40-100% grade scale. They will be using a more traditional grade scale. Make sure that you are aware of which grade scale that your teachers are using for each of your classes.

Non-Standards Based Grade Scale

93.00-100% = A	87.00-89.99% = B+	77.00-79.99% = C+	67.00-69.99% = D+	40.00-59.99% = F
90.00-92.99% = A-	83.00-86.99% = B	73.00-76.99% = C	60.00-66.99% = D	
	80.00-82.99% = B-	70.00-72.99% = C-		

Late Work Policy

All assessments (quizzes and tests) will be allowed a minimum of one retake. A penalty cannot be imposed for work turned in late. A teacher or department may increase this minimum amount of retakes. Dates may be subject to change. This does not include Advisory Assignments.

Trimester 1

- Any late assignments from August 31st to September 21st may be turned in until September 22nd.
- Any late assignments from September 22nd to October 12th may be turned in until October 16th.
- Any late assignments from October 16th to November 3rd may be turned in until November 6th.
- Any late assignments from November 6th to November 29th may be turned in until November 30th.

Trimester 2

- Any late assignments from December 4th to December 22nd may be turned in until January 8th.
- Any late assignments from January 8th to January 26th may be turned in until January 29th.
- Any late assignments from January 29th to February 15th may be turned in until February 21st.
- Any late assignments from February 21st to March 11th may be turned in until March 12th.

Trimester 3

- Any late assignments from March 14th to April 10th may be turned in until April 15th.
- Any late assignments from April 15th to May 2nd may be turned in until May 3rd.
- Any late assignments from May 3rd to May 21st may be turned in until May 22nd.
- Any late assignments from May 22nd to June 11th may be turned in until June 12

Academic Integrity, Plagiarism, and Cheating:

Students are expected to produce work that is their own. The learning that is acquired through completing an assigned task should be a point of pride. Using work or knowledge that is not your own violates the spirit of education and demonstrates a lack of academic integrity. Students in violation will be subject to consequences in accordance with the classroom syllabus or policy as well as school discipline. Examples of violations include but are not limited to:

- Copying another's schoolwork, lab, written work or assessment.
- Allowing someone to copy your schoolwork, lab, written work or assessment.
- Plagiarism by copying, summarizing or paraphrasing another's words or ideas without providing proper citation.
- Using AIChat to write papers or complete other assignments.

Othello High Graduation Requirements

See the [2023/24 Othello High School Course Handbook](#) for more information.

Valedictorian/Salutatorian Selection Criteria

See the [2023/24 Othello High School Course Handbook](#) for more information.

Academic Acceleration Policy

See the [2023/24 Othello High School Course Handbook](#) for more information.

Student Identification Badges:

Students can purchase a replacement card for \$5.00 in the Office from the ASB Secretary. A \$5.00 fine will be placed on the student's account if the student does not have the money at the time of purchasing an ID. 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.

Administrative Procedures Regarding Discipline:

School Community Service, Academic Success Plans, Evening School, Short Term Suspension, Long Term Suspension, Emergency Expulsion, 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.

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 beverage, 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 OHS code of conduct. This includes actions that students may make during the graduation ceremony.

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.

Electronic Devices:

As the Othello School District moves forward with their 1:1 computer initiative, students at OHS will be provided with their own Chromebook. As such, the need to use a personal electronic device in school has greatly decreased. Students are expected to use their Chromebook while in class (including for music) and will **not** use cell phones and other personal electronic devices during instructional time. Students who are using cell phones and electronic devices without teacher permission can expect to have their cell phone confiscated. Cell phones must be left in the student’s backpack and **not** on their person during instructional time.

- 1st Offense – Staff warns student to put the device away.
- 2nd Offense – Staff confiscates phone and returns phone at the end of the class period.
- 3rd Offense – Staff confiscates phone and submits phone to main office. Students may retrieve phones at the end of the school day.
- 4th Offense – Staff confiscates phone and submits phone to main office. Parents may retrieve phones at the end of the school day.
- Students will be placed on the discipline matrix for defiance after the 4th offense and beyond.

**Students who refuse to put away when directed or 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 and Book Bags,

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 Othello School District will not be responsible for any lost, stolen, or damaged backpacks or book bags.

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.

OSD Weapons Statement:

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

Dress Code:

The Othello 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.

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. Clothing should not advertise drugs, alcohol, tobacco, violence, weapons, or use profane language, and or be sexually suggestive.
7. High school students are expected to adhere to a dress code that allow for appropriate coverage of the upper body. This prohibits students from wearing bralettes or muscle shirts as an outerwear.
8. School Administration may exercise their authority to determine/enforce any clothing that is a major disruption to the school environment.

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

Corridor (Breakfast/Lunch) Expectations:

Lunch is based on the students' 4th period teacher. 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 tardiness and/or absences to their immediate class after lunch. Students are expected to stay out of buildings/parts of buildings that have classes in session during lunch. **Students who disrupt classes in session are subject to Building Discipline Steps.**

1 st lunch	Corridor, Senior Hall (500), PE, Music, P1-6, 700 Wing.
2 nd lunch	200, 300, 400 (Ag) 600 Wings, P 7-14.

OHS 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
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<p>Truancy</p> <p>Attendance concerns should be referred to the student's counselor for completion of a WARNS assessment.</p>	<ul style="list-style-type: none"> ● Truancy (unexcused absence from the majority, 50%, of school day) ● Skipping Class ● Leaving campus without permission = (Defiance: Step 2 or 3 Discipline) ● Tardy ● Absent from class, unexcused, after 3 days 	<p>1st Truancy: Call Home</p> <p>Date: _____</p> <p>—</p> <p>Restorative Action:</p> <p>Date: _____</p> <p>—</p>	<p>3 Truancies: Letter Sent Home</p> <p>Date: _____</p> <p>Restorative Action:</p> <p>Date: _____</p>	<p>4 Truancies: Parent Conference</p> <p>Date: _____</p> <p>Restorative Action:</p> <p>Date: _____</p>	<p>5 Truancies:</p> <p>If applicable, implement CEB Process (if missed 5 or more days in a month)</p> <p>Community Engagement Board (CEB)</p> <p>Date: _____</p> <p>Restorative Action:</p> <p>Date: _____</p>	<p>7+Truancies:</p> <p>Implement CEB Process (if missed 7 or more days in a month)</p> <p>Formal BECCA Petition Filed</p> <p>Date: _____</p> <p>Restorative Action:</p> <p>Date: _____</p>
<p>Plagiarism</p>	<ul style="list-style-type: none"> ● 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. 	<p>Students in violation will be subject to consequences in accordance with the classroom syllabus or policy as well as school discipline.</p>				
<p>Level One (Classroom/Hallway infractions)</p> <p>Intervention: Before a referral is made complete</p> <ul style="list-style-type: none"> ● Non Verbal Reminder ● Verbal Warning ● Seat Change ● Teacher conference in the Hallway <p>All restorative actions must be documented in Skyward</p>	<ul style="list-style-type: none"> ● Refusal to cooperate ● Plagiarism ● Disruptive ● Electronic devices(Chrome books) ● Throwing items ● Inappropriate language, gestures, drawings, etc. ● PDA ● Dishonesty ● Chromebook Care ● Other, Etc. 	<p>Intervention 2:</p> <p>Restorative Action:</p> <p>Date: _____</p>	<p>Intervention 2:</p> <p>Restorative Action:</p> <p>Date: _____</p>	<p>Intervention 3:</p> <p>Restorative Action:</p> <p>Date: _____</p>	<p>Intervention 4:</p> <p>Restorative Action:</p> <p>Date: _____</p>	<p>Critical Conversation & Parent Conference</p> <p>Continued violations will result in moving to a level two infraction.</p>
<p>Level Two</p> <p>All discipline is subject to administrative discretion.</p>	<ul style="list-style-type: none"> ● 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 & 	<p>Detention (1-2 days). Parent Contact Critical Conversation and assign a restorative action</p> <p>Restorative Action:</p> <p>Date: _____</p>	<p>Suspension and assign a restorative action</p> <p>Restorative Action:</p> <p>Date: _____</p>	<p>Continued violations will result in moving to a Level Three infraction.</p>		

	<ul style="list-style-type: none"> electronic devices Public endangerment Disrespect to a staff member Malicious Mischief Minor Theft (No Law Enforcement) Impersonation Dishonesty (During Admin/Security investigation) Minor HIB 					
<p>Level Three</p> <p>Subject to previous discipline history will change the severity of where they fall on the step process.</p>	<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 	<p>Possible Interventions L2 & L3:</p> <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. 	<p>Out of School Suspension/Refocus (1-4 days)</p> <p>Restorative Action:</p> <p>Date: _____</p> <p>Re-engagement Contract</p> <p>Date: _____</p>	<p>Out of School Suspension/Refocus (5-10 days)</p> <p>Possible Emergency Removal depending on the situation</p> <p>Drug or vaping offenses should be referred to the prevention specialist.</p>	<p>Long-Term Suspension (rest of term)</p> <p>Restorative Action:</p> <p>Date: _____</p> <p>Re-engagement Contract</p> <p>Date: _____</p>	<p>Any gang-related offense should be referred to the behavior specialist.</p>

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

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

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view it online here: <https://go.boarddocs.com/wa/othello/Board.nsf/public#>

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:

- A. Submitting to the harasser's sexual demands is a stated or implied condition of obtaining an education or work opportunity or other benefit;
- B. Submission to or rejection of sexual demands is a factor in an academic, work or other school-related decision affecting an individual; or
- C. 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 The superintendent will develop and implement formal and informal procedures for receiving, investigating and resolving complaints contractors. 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. 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

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 harms a student or damages 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.

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. Othello 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 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 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 that 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 \$1,000.00 fine.

- 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; and
- 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 student 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 email 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 of 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.
- A Waiver for Personal Electronic Property form must be signed (denoting 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.