

Omak Middle School

**14 S Cedar
Omak WA 98841
509-826-2320**

Home of the Buckskins

Student & Parent Handbook 2017-2018

Go confidently in the direction of your dreams!

Welcome to Omak Middle School

Hello and welcome to Omak Middle School--Home of the Buckskins!.

On behalf of all staff, I am excited to once again have your son/daughter in our classrooms and hallways filling the air with positive energy and a love of learning. This year our theme will be *Go Confidently in the Direction of Your Dreams*. We strive to create a culture where every student feels connected and welcomed. Our teachers develop rigorous, engaging and collaborative opportunities for every student in every classroom challenging them to achieve their dreams and grow in their academic abilities. We invite you to partner with us and together we will accomplish so much more.

Our staff know the importance of communicating directly with parents regarding their child's education and academic development. If you should have any questions or concerns, please call the office at 826-2320 to make an appointment with the teacher or email the teacher directly. Email addresses are generally the first letter of the teacher's first name and their last name @omaksd.org. For example, Mr. Miller's email address is cmiller@omaksd.org. A few staff have emails that do not follow this pattern. Refer to the teacher's course syllabus or contact the office to be sure. Please do not expect to be able to reach a teacher during the school day (unless it is during their planning period). Teachers are busy teaching your child and should not be interrupted to take a phone call. If it's a matter of importance, please call the office directly and a message will be given to the teacher. It is our teachers greatest hope that we will communicate often and work closely with you in the education of your child.

In the next pages, you will find important information on school policies, procedures, and resources that I hope you will find useful. You are encouraged to read and become familiar with the many topics it covers. If you should have any questions, please contact me by calling the office at 826-2320 or by email cblackman@omaksd.org.

I look forward to a wonderful and growth-producing school year.

Sincerely,

Dr. Chris J. Neese- Blackman
Principal

While every effort has been made to make this handbook as complete and encompassing as possible, it cannot address all situations. Omak Middle School reserves the right to revise, modify, delete, or add to any and all policies and practices stated in this handbook or any other document based on changes in district policies, training, and/or Washington State laws. July 31, 2017

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School-Wide Expectations

Omak Middle School's motto expresses the spirit and purpose of our students and staff. It represents the best of what it means to be a Buckskin. DREAM stands for . . .

Determined **R**espectful **E**ngaged **A**ccountable **M**otivated

make a decision and follow through on your plans

show polite and courteous behavior to property, students and staff

busy, on-task, and focused in your school work

truthful; accepts responsibility for your mistakes and actions

purposeful and enthusiastic in your goals

Students should . . .

- come to class ready to learn with proper materials and a positive *can do* attitude
- BRING YOUR BINDER and AGENDA TO EVERY CLASS, EVERY DAY
- complete your school work and not engage in acts of plagiarism or cheating
- carry a hall pass when traveling to and from the bathroom, office, library or locker
- check out of the classroom by recording the date and time of departure and return
- arrange for busing at the District's transportation office; students will only be allowed to ride assigned bus
- follow specific classroom rules as explained in the teacher's course syllabus and posted in the classroom, e.g., a teacher has discretion to disallow gum, food, and hats in their classroom. Just as your house rules may be different than your friend's, teachers too have different rules--learn, respect and follow them please!
- meet all athletic eligibility requirements including daily attendance, academic standing and student code of conduct
- use academic language and engage in friendly conversation with others; please seek staff assistance before a situation turns into a problem
- keep assigned locker clean and free of stickers
- **never** share your locker combination with anyone at anytime (your friend today may not be tomorrow - don't give it out!!)

- store backpacks and other large items in assigned lockers; students are expected to use passing time to retrieve necessary school supplies and bring them to the next class; a use of a purse or small knapsack may be used to carry personal items
- limit personal affection to brief hugs and holding hands
- line up for lunch in an orderly, quiet way and follow the in/out path for breakfast & lunch
- keep the campus clean by picking up and throwing away garbage
- comply with all corrective actions related to violations of student conduct; this includes going to assigned lunch or after school detention by the set due date

Student Rights and Responsibilities (per Board Policy 3240/3240P)

- Students have the right to equal educational opportunity regardless of national origin, race, religion, economic status or sex including being free from sexual harassment. Students have the right to learn in a safe environment.
- Students have the right to freedom of speech, freedom of press, and the right to peaceably assemble provided it doesn't impact the learning of other students.
- Students have the right to be secure in person, paper, and effects against unreasonable searches and seizures.
- Students have the right to due process and to request an informal conference with the appropriate administrator for the purpose of resolving a matter for which students have been aggrieved.

**You may say I'm a dreamer,
but I'm not the only one,
I hope some day you'll join us,
And the world will be as one.
-John Lennon**

General Information

Academy

Academy is a weekly grade level advisory period taught on Monday. Academy provides a space to build positive relationships with students and staff. A variety of topics will be covered, e.g., organizational skills and anti-bullying strategies.

Activity Day

These hour long opportunities are provided throughout the school year for students to play and socialize with others. They are held during the last hour of the school day and generally scheduled around end of grading periods or as a reward for a predetermined goal. Students owing detention or assigned to in-school suspension will not be invited to participate regardless of the predetermined criteria.

Assemblies

School assemblies are considered a part of the regular school program and are provided several times throughout the school year. Assemblies shall be for academic recognition, school spirit, and guest speakers, etc. Students shall sit with their class during the duration of the assembly. Assemblies are generally held in the PAC or Stevens Gym. Food or drink is not allowed. Parents are encouraged to attend.

Assessments

Several district and state-mandated assessments are administered throughout the school year. One is called the NWEA MAP (Measure of Academic Progress). This test, administered elementary through high school, is given in the Fall and Spring and measures science, math, and reading skills. In the Spring, the Smarter Balanced Assessment in reading and math, and the Measurement of Student Progress in science (8th grade only), is given. The dates of these assessments will be shared via School Messenger and we would appreciate your help in adequately preparing your child with a good night's rest and a hearty breakfast. For more information about these assessments and practice items, please visit <http://www.smarterbalanced.org/parents/> or <https://www.nwea.org/parent-toolkit/>

Associated Student Body (ASB)

ASB is a student-led organization representing the interests and goals of the entire OMS School Student Body. ASB students plan and facilitate various leadership activities, e.g., assemblies, school dances, and peer mentoring. They also offer budgetary oversight to all ASB clubs. Students participating in athletics or ASB clubs must purchase an ASB club for \$25. ASB advisors are Kellie Foth and Vanessa Ibarra.

Athletics

7th and 8th graders are eligible to participate and compete in many different sports gaining valuable experience in team development, leadership, and sportsmanship skills. To participate, students must complete and submit forms through FamilyID, submit proof of a current sports physical, maintain academic eligibility, and purchase an ASB card. Academic eligibility is monitored by the athletic director. If a student is ineligible to play, he/she will be placed on probation. During this time, the student will be allowed to practice but will not be allowed to play in a game until the student meets the academic standard. Additionally, students with an unexcused absence will not be allowed to participate in practice that day.

AVID

This past summer, 25 OMS staff attended AVID Summer Institute training. **AVID**, which stands for **Advancement Via Individual Determination**, is a college & career readiness program designed to help students develop the skills they need to be successful in school and in their chosen career. The program places special emphasis on growing writing, critical thinking, teamwork, organization and reading skills. AVID brings best practices and proven methodologies to teachers and students in an effort to raise academic achievement. We hope you will see a difference in your child as we help them prepare to be their academic best.

Bell Schedules

The school day is between 8:00am and 2:00pm on Monday and 8:00am and 3:00pm Tuesday - Friday, except on scheduled early release days and 2-hour late-starts due to weather. Several bell schedules, depending on the day and/or activity, are used, but typically two standard bell schedules are followed--one on Monday and the other Tuesday - Friday. Class periods are shortened to accommodate assemblies, assessments, late starts and early release.

Bullying

Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose. Bullying can occur face-to-face, online, and behind someone's back. Bullying can threaten students' physical and emotional safety at school and can negatively impact their ability to learn. The best way to address bullying is to intervene early and get help from an adult.

It is important that we all work together to send a clear message against bullying.

- **Encourage students to speak to a trusted adult if they are bullied or see others being bullied.**

- **Speak up and against bullying, especially to the person who is bullying others. Don't be a silent bystander. Often, all it takes is one person to speak up--saying "stop" directly and confidently.**

Model How to Treat Others with Kindness and Respect

Kids learn from adults' actions. By treating others with kindness and respect, adults show the kids in their lives that there is no place for bullying. Even if it seems like they are not paying attention, kids are watching how adults manage stress and conflict, as well as how they treat their friends, colleagues, and families.

Bus Transportation

- 1. Students must have prior permission and obtain a bus pass to ride a bus other than their scheduled bus. These must be obtained from the main office prior to boarding the bus.**
2. The driver has full responsibility over the bus and students.
3. Any student may be assigned to a specific seat at the driver's discretion.
4. Outside of ordinary conversation, classroom conduct must be observed.
5. Students are to assist in keeping the bus clean.
6. No student shall open a window on the bus without getting permission from the driver.
7. No student shall, at any time, extend his / her head, hands, or arms out of a window, whether the bus has come to a full stop or is moving. Nothing is to be thrown or handed through a window.
8. Students are to remain seated while the bus is in motion and are not to get off or on until the bus has come to a full stop.
9. Students will load and unload at designated stops only.
10. Students who have to walk for some distance along the highway to the bus loading zone should walk along the left side of the road, facing traffic. This will also apply to students leaving the bus loading zone.
11. Students must leave the bus in an orderly manner and must cross the road only in front of the bus.
12. Students must not stand or play in the roadway while waiting for the school bus.
13. Students must not, at any time, ride or hang on the outside of the bus.
14. Students must have nothing in their possession or attached to their clothing that may cause injury or inconvenience to others. Balloons are not allowed. **DANGEROUS ITEMS OR NUISANCE TOYS WILL BE CONFISCATED.**
15. Each student must see that his/her books and personal belongings are kept out of aisles..

Cafeteria & Meals

The OMS cafeteria is located in the Multipurpose Room across from the PAC. Menu options vary from pizza by the slice to deli sandwiches. OMS participates in the Federal Nutrition Program. Currently all students enrolled in Omak School District are provided a free breakfast and lunch in the school cafeteria. A la carte items are available at additional cost.

This year, OMS is pleased to participate in the Second Chance at Breakfast program. This program is designed to offer all students a 2nd opportunity to eat breakfast at a designated mid-morning break time (generally after 2nd period). Students who missed the FREE breakfast before 8:00am may grab a breakfast at break. Students may purchase a 2nd breakfast or a la carte items.

Students wishing to purchase a la carte items must have money on their account. **Cash is not accepted in the cafeteria.** You pay add money to your child's lunch account in the main office via cash or check.

Students in grades 6th through 8th are assigned to either 1st or 2nd lunch based on their 5th period class.

- 1st lunch: Mr. Laws, Ms. Caryl, Mr. Hoopes, Mr. Morris, Mr. Dailey, Ms. Velategui, Mr. Covey, Mr. O'dell, Mr. Gorman, and Mrs. Halverson
- 2nd lunch: Mr. Houtz, Mr. Reese, Mr. Ward-Guthrie, Mr. Elam Mrs. Ward-Guthrie, Mr. Rose, Mr. Townsend, Mrs. Sherwood, Mrs. Rose, and Mrs. Covey

Camp D

Camp Desautel is a week long camp offered every year in May for 6th graders. Students learn survival skills, build relationships, hear traditional stories from local Native Americans, and recreate in a rustic environment. Details regarding Camp D will be available in March. Students with significant discipline referrals that pose a safety to self or others will be placed on a behavior contract and must meet expectations in order to attend.

Closed Campus

The safety of your child is very important to us. Therefore, students may not leave campus for an appointment or during lunch, unless signed out in the main office by an authorized parent/guardian or emergency contact as determined by approved contacts in Skyward. Students leaving campus for any reason or for any length of time without signed authorization will be subject to disciplinary action.

Clubs

Several clubs are available during lunch and after school, e.g., Art Club, Builder's Club, Knowledge Bowl, and Math is Cool. Details will be available during the Welcome Back assembly in September.

Conferences

Parent conferences are held in November and March. Morning, afternoon and evening opportunities to meet with your student's teachers will be available. The format of conferences will vary, e.g., drop-in (unscheduled), arena, scheduled, and student-led. We encourage you to take this opportunity to learn more about your student's academic progress and ways to be more involved.

Counseling Office

The counselor, Mrs. Worden, is available to schedule, orient, and assist students social-emotionally and academically. Friendship groups, anti-bullying instruction, conflict resolution strategies and small group support will be available to all students. Referrals to school-based mental health services is also available. Our assigned OBHC counselor is Sarah Clausen, whose office is located in the high school. Enrolled students are also eligible to receive services through the Confederated Tribes of the Colville Reservation. Please contact Shandy Abrahamson, Youth Services Manager, for more information at 509-634-2469.

Course Syllabus

Every teacher will provide a detailed course syllabus for the classes they teach. A course syllabus is important in that it gives students and parents a clear understanding of the teacher's expectations and a road map for how the course will be conducted. Not only will you learn the course description and objectives, you will learn how your child will be graded, what assignments to expect, how frequent will homework be assigned, what is the teacher's policy on late work and test make-ups, and the overall behavior expectations and consequences for misbehavior. Most teachers require the course syllabus to be signed and returned.

Dances

Several evening dances will be scheduled throughout the school year for enrolled Omak Middle School students, including one specifically for OMS 8th graders following *Middle School Promotion*. You must be in attendance the day of school in order to attend the dance. For promotion, 8th graders must attend the ceremony in order to attend the dance. Exceptions shall be pre-arranged with administration. Additionally, once students enter the dance, NO RE-ENTRY is allowed. Re-entry without permission is considered trespassing. Once students leave the dance, they are expected to leave campus. NO loitering allowed.

Detention

Lunch and after school detention are assigned as classroom and office level corrective actions. Detention is located half way down the 7th grade hall.

Students assigned to lunch detention shall report directly to ISS at the beginning of lunch. Students will then be escorted to the cafeteria to obtain their lunch--limited menu options will be available. Please help us in making lunch detention an effective consequence and deterrent to future misbehavior. Therefore, no outside food or drink is permitted during detention. Exceptions are for students who normally pack a cold lunch.

Students assigned to after school detention shall report immediately to the ISS room at the end of 7th period. Parents are responsible for transportation.

Electronic devices, toys and games are not allowed during detention. These items if brought to ISS will be confiscated and parents will be expected to retrieve the item from the office. Students who fail to serve assigned detention by the given due date will be referred to administration for progressive consequences.

DREAM Tickets

Students earn DREAM tickets for demonstrating the traits of a Buckskin . . .

Determined **R**espectful **E**ngaged **A**ccountable **M**otivated

Teachers, para-educators, secretaries, support staff, and administrators are encouraged to take notice of students being a Buckskin DREAMer by giving them a DREAM ticket. Students may choose to use their DREAM ticket for in-class privileges or various school-wide prizes and activities.

Emergency/Evacuation Drills

The law requires that schools participate in a minimum of 9 emergency or evacuation drills, e.g, fire, lockdown, shelter-in-place, and earthquake. Practicing such drills helps staff and students prepare for these events and can decrease their anxiety if an actual event were to occur. Please remember to update all contact information, including emergency contacts, just in case we were to need to call you.

Field Trips

Classroom, grade level, club and school-wide field trips occur throughout the school year. A detailed itinerary to include cost, if any, and what to bring will be provided 1-2 weeks in advance for all field trips . A signed **FIELD TRIP, EMERGENCY INFORMATION & INFORMED CONSENT** is required for all off-campus field trips. Please return the completed form ASAP so that your child may attend. For safety and easy identification, students are required to wear the red school theme t-shirt for the duration of the field trip.

Fines for Textbooks, Library Books, and P.E. Shorts

Students are responsible for all textbooks, library books and P.E. shorts issued to them. These items are checked out to the student. Fines will be issued for any items not returned or damaged. Please take good care of these items so that other students may use them. Students owing fines will not be able to participate in the end of the year field day.

GEAR UP

This grant funded program in partnership with Central Washington University offers tutoring, college visits, and afterschool activities designed to prepare students to enter and succeed in postsecondary education. Students are encouraged to take advantage of this valuable resource and sign up to attend the college visits. GEAR UP is located in the library.

Grades and Report Cards

The purpose of grading is to provide feedback to students and parents about student learning. The grade earned is a reflection of a student's ability to achieve a particular set of learning standards. While several student behaviors impede success in the classroom, e.g., assignment completion, participation, interpersonal skills and attendance, a grade is about how much a student has demonstrated their understanding of the content being taught. Please refer to the grading comments for information on how these behaviors may be impacting your child's learning.

Your child's teachers will provide a detailed course syllabus regarding how grades are assessed and determined. For example, a student's grade is generally comprised of a combination of daily work and assessments, e.g., quiz, test, unit project, and essay. OMS teachers understand that learning and mastery happens at different rates for different learners. Therefore opportunities to relearn and demonstrate understanding will be made available. This by no means gives students the right to retake an assessment repeatedly until the desired grade is achieved, but rather a mutual understanding between the teacher and the student that if specific steps are taken to learn the material, an opportunity to demonstrate that learning will be provided.

Teachers are expected to maintain a current gradebook--accessible via Skyward Family and Student Access. However, there are times when proper feedback and grading take a few days. Please be patient with your child's teacher.

If you do not have access to Skyward Family and Student Access, please contact the office for login and password information.

First and third quarter report cards are given to your student to bring home, whereas, **first semester and end of year report cards are mailed home.** If you have any questions regarding your student's grade or assignments, please contact the classroom teacher.

Guests

Parents/guardians and family members are required to check in and out at the Attendance office before visiting the classroom or gaining access to any part of the school building. Guests are required to wear the "guest" pass at all times. We appreciate your cooperation in helping maintain a safe and secure learning environment.

A student guest must meet the following criteria:

1. Be educational in purpose
2. Have a written permission note from his/her parent/guardian
3. Have administrative approval prior to the visit (We reserves the right to contact guest's parents or regular school of attendance for prior approval.)
4. Request permission from the Attendance Office **at least two days in advance**
5. Get written permission in advance from each of his/her teacher(s).
6. Obtain a guest pass from the attendance office
7. Accompany the OMS student while visiting
8. Be subject to all Omak Middle School rules and regulations while visiting.
9. **Student Guests are not permitted at dances or field trips.**

Immunizations

Students must get vaccine doses at correct timeframes to be in compliance with Washington State requirements. There are additional vaccines required in 6th grade. Make an appointment with your healthcare provider to ensure your child is eligible to attend school. All children must have a completed Certificate of Immunization Status on file--an immunization record from a clinic cannot replace a completed CIS. The only exception are for students for whom a Certificate of Exemption is on file due to religious membership.

InvestEd

This fund helps provide basic supplies, access to school programs, and other assistance to students in need. Such items may include shoes, coats, glasses, sports equipment, and academic fees. InvestEd's goal is to encourage students to stay in school, return to school, or get involved within their school. Please contact the Principal, Dr. Blackman, if you or someone you know is in need.

JOM Tutoring

This program is designed to assist our Native American students with social and academic needs. The JOM advisor, Mrs. Edmonds, provides one on one and small group tutoring during the school day and serves as the Indian club advisor.

Library

The Library is open daily before & after school and during lunch. **Hours are 7:30 to 4:00pm.** Students are encouraged to use this academic space for reading enrichment, research, and informational literacy.

Lockers/P.E. Lockers

Students may sign up for a student locker the week prior to and during the first week of school. Students are responsible for the condition and care of assigned locker. Lockers are the property of

the school and are subject to inspection at any time. DO NOT share your locker combination. DO NOT share your locker with anyone. If you forget your combination, please ask your teacher for help.

P.E. lockers are available in the P.E. locker rooms to P.E. students. Use your PE locker for PE clothes and personal hygiene items, e.g., deodorant. To prevent theft and potential damage to personal belongings, DO NOT share your locker or give out the combination. If your locker is damaged or does not close, contact the P.E. teacher immediately. DO NOT leave your locker open. **OMS is not responsible for lost and stolen items.**

Medication at School (per Board Policy 3416 & 3416P)

If a student must receive prescribed or non-prescribed oral medication, e.g., inhalers, cough drops, or ibuprofen, during the school day, the parent must submit a written authorization. If prescribed, a written request from a licensed health professional is also required. If the medication will be administered for more than fifteen consecutive days, the licensed health professional must also provide written, current and unexpired instructions for the administration of the medication. Requests shall be valid only for the current school year and must be renewed annually if the medical conditions continues to exist.

The prescribed or non prescribed medication must be properly labeled in the original container. Students should not transport medication to school, unless authorized by the parent and licensed health professional. If the school is responsible for dispensing medication, the medication should be brought to the school by a parent with the proper authorization form, and given to the main office. Medications are securely stored and administered by authorized staff only.

Students MAY NOT keep medication in their locker, in their backpack, or in their pocket--all medication must be brought to the office.

Parent Advisory Team

We invite all parents and guardians to our monthly Parent Advisory Team meetings. They start in October and are held in the library the 2nd Monday of the month between 6:30pm and 7:30pm. We look forward to your attendance and hope you will become actively involved.

Schedule Changes

REASONS for dropping a class:

- A. The student has already passed the course and does not wish to repeat the course.***
- B. The student has not passed the pre-requisite.***

Requests to move to a new teacher or different lunch will not be granted.

THE SCHOOL RESERVES THE RIGHT TO CHANGE SCHEDULES IN ORDER TO BALANCE CLASS SIZE.

School Messenger

The school utilizes the automated School Messenger system to inform students and families of late-starts and school cancellations due to weather, upcoming events, and other important information. Please keep your contact information up-to-date so that you don't miss these notifications. An accompanying email is sent with all telephone messages, so please keep us informed of any changes to your email. If you miss the call, please check your email.

School Supplies

We want students to be organized with materials and assignments available in every classroom. Therefore, a durable 3-inch binder will be provided to all students at no cost AND is a required item for every class (replacement binders \$10). Students may bring their own 3-inch binder.

The following items are needed for most classes*

#2 Pencils (two dozen)	Eraser(s)	Pens (2 colors)
Pencil sharpener	6 inch plastic ruler	Highlighters (3 colors)
4 Composition notebooks	Loose Leaf Paper	Tabbed dividers (7)
Colored pencils/markers	Pencil/Pen Pouch	

*Additional items may be requested - see teacher's course syllabus

Student Assistance Specialist & Educational Advocate

This program is designed to assist students at risk of academic failure due to substance abuse and other barriers to learning. Support is provided in the form of education, prevention, and early intervention. For more information, please contact Ms. Lesa Eiffert.

Xtreme Challenge

A 21st Century grant funded program that provides after school activities that helps apply school day learning in a variety of project-based classes. Student failure to cooperate or cause disruption to the class or activity will result in loss of privilege.

With positive mental attitude, failure is a learning experience, a rung on the ladder, and a plateau at which to get your thoughts in order to prepare to try again.” – **W. Clement Stone**

Attendance

Students have a better chance at achieving academic success when they attend school every day. Students absent even for a few days fall quickly behind in their studies and miss important information. 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 or activity.

OMS asks that parents and students make school a priority. When possible, schedule medical appointments after school and only allow your student to stay home in the case of a contagious or severe illness. Arrange family vacations during school breaks and summer.

OMS expects:

- students to attend class every period, every day and on time
- parent/legal guardian(s) to contact the office by phone or in writing within 48 hours regarding a student's absence and **to be physically present when signing a student out when leaving campus for any reason** and for any length of time (for safety, OMS needs to know a student's whereabouts at all times)
- students to manage time wisely during passing and to get to class on time with all required materials--a quick trip to the locker for that forgotten assignment results in loss of class time and essential information
- students bring *excused absence notes* to the attendance office
- students to collect and complete missed assignments during the excused absence(s) - the rule for missed work during **excused absences** is extending the due date one day for each excused or school-related day of absence; students may not be eligible for missed work during unexcused absences unless approved by the teacher
- students complete a *pre-trip form* for any absences 3 days or longer

OMS understands that our lives are busy and we sometimes forget. The following notifications are intended as reminders to assist parents and students:

- parents are notified via School Messenger of any unexcused absence (additional notifications are available via Skyward Family Access)
- the attendance secretary will make daily phone calls when a student is absent 4 or more periods
- students are notified in writing of any unexcused absences (see your teacher for the *unexcused absence* slip); students are expected to clear the absences within 48 hours; absence not cleared will be marked *no excuse given* and be subject to truancy

When viewing attendance on Skyward Family & Student Access, please refer to the following definition and explanation for attendance codes.

E - an excused absence or tardy as verified by parent or guardian

- reasons include medical appointment, illness, family vacation, or emergency, such as weather, transportation or personal reasons

U - an unexcused absence or tardy NOT verified by parent or guardian

- attempts have been made, but no appropriate excuse was provided

W - web absence

- attempts to clear absence is in process; students will receive a written notice

O - an absence from the classroom that is school related

- reasons include sports, testing, and field trips, etc.

The Becca Bill

In Washington, the law requires children ages 6 to 17 who are enrolled in public schools, to 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 are absent for unexcused reasons, students can be considered truant. ***Truancy is defined as being absent from school the entire day or from the majority of a student's classes without parent excusal***, e.g., 4 or more class periods.

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 is absent from school, this law requires that OMS take the following actions:

1. OMS informs the parent when there is any unexcused absence. OMS notifies parents of all absences via School Messenger, Skyward Family Access, and/or telephone. OMS also provides students a written notice of any unexcused absence, giving students an opportunity to clear the absence if applicable.
2. After the second day of truancy, the student is referred to the School Counselor to discuss the causes of the unexcused absences and find solutions to prevent further absences. An attendance contract is signed.
3. After five days of truancy, OMS will refer the family to the Community Truancy Board. This Board is a group of citizens whose goal is successful school re-engagement and renewed progress toward school completion for students struggling with attendance. OMS enters into a written truancy agreement with the family, where the parent, student and school agree on the necessary steps to resolve the student's attendance problem.
4. After five days of truancy in a month or 10 within a school year, OMS files a petition in juvenile court whereby the court will 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 subsequent unexcused absences.

5. **Students with excessive excused absences (7)** will also be referred to school counseling. If absences continue, students will be referred to the Community Truancy Board. Exceptions to this are absences related to serious illness or family vacations.

Dress Code & Appearance

OMS supports a dress code that encourages students to concentrate more on their studies and less on their wardrobe, emphasizing academics and promoting positive behavior. OMS believes a dress code can reduce the prevalence of rude, aggressive or promiscuous behaviors often expressed through clothing. While students will always find a way to express themselves, OMS believes that establishing boundaries prevents students from resorting to extremes that can sometimes lead to undesirable consequences.

School dress codes are 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 workplace. Therefore, students should not wear clothing that is revealing, offensive, or disruptive to learning.

Students who violate the school dress code will be asked to change immediately. OMS will provide a collection of suitable clothing for temporary use, however, parents may be called upon to bring the student a change of clothes. Please help your student to dress appropriate for school. Students who continue to violate the school dress code will be subject to progressive consequences.

“Keep away from people who try to belittle your ambitions. Small people always do that, but the really great make you feel that you, too, can become great.”

– **Mark Twain**

Discipline

In the last few years, the Washington legislature has made significant changes to state laws regarding student discipline. As a result, guiding principles that support best practices and strategies for addressing student discipline have been developed. These principles address school climate, prevention, appropriate and consistent expectations & consequences, equity and continuous improvement. At OMS, we strive to adhere to these principles by:

- creating a positive, welcoming school atmosphere in every classroom
- using evidence-based prevention strategies to teach, reinforce and model appropriate school behavior
- promoting social, emotional and kinesthetic learning to complement academic skills
- establishing developmentally appropriate expectations and proportional consequences with an understanding that middle school is a time of significant social, physical, and emotional change
- collaborating with local mental health, social service and juvenile justice agencies to align resources, prevention strategies and intervention services
- Viewing discipline as an opportunity to teach & model replacement behaviors or use restorative practices
- viewing removal from the classroom as a last resort, and ensuring that any alternative setting provides students with academic instruction; returning students to the classroom as soon as possible
- applying school discipline policies and procedures in a fair and equitable manner so as not to disproportionately impact students of color, students with disabilities, or at-risk students

Positive Behavior Interventions and Support (PBIS) is a proactive approach to establishing behavioral supports and a positive school climate for all students to achieve academic success. Attention is focused on creating and sustaining a positive school-wide, classroom, and individual system of support in which appropriate behavior is the norm. Research has demonstrated that the use of punishment, especially when used inconsistently and in the absence of other positive strategies, is ineffective and does little to promote appropriate long term behavior. At OMS, we take a different approach--one that teaches, models and reinforces positive behavioral expectations using evidence-based strategies and curriculum.

Transitioning to middle school can be challenging. OMS acknowledges that some misbehavior is normal, but when students behave in problematic ways they impede their and everyone else's right to learn. Students will be given an opportunity to make things right and to learn from mistakes. Our goal is to model and teach better coping and decision making skills, and learn to behave in a manner that is appropriate for school. **We appreciate parent support in helping students improve their behavior in the classroom.**

Minor infractions are those behaviors that can and should be handled by the classroom teacher. Examples may include off-task, unprepared, disrespect, and noncompliance. Expectations for these behaviors are modeled, taught, and reinforced at the beginning of the school year and revisited throughout as needed. The frequency and type of these incidents are recorded and tracked via the Classroom Referral system with consequences assigned by the teacher. Classroom Referrals can be viewed via Skyward Family Access. At this level, parents are called upon by the teacher to assist in establishing a learning environment that is best for all.

Major discipline incidents are behaviors that pose a threat of harm or safety to self, other students, staff, and school property. They may also substantially and materially disrupt the learning environment. While every effort is made to correct behavior at the lowest level, behaviors that pose a risk of harm or threaten the safety of others will be subject to administrative referral and appropriate action. The Omak Police Department shall be called when an alleged criminal act occurs. Attempts shall be made to reach parents, however, if unable to reach a parent/guardian, OMS will allow the police to proceed with their investigation.

Suspension

In-School Suspension (ISS) is an alternative school setting located in the 7th grade hall. While in ISS, students receive academic instruction and learning materials as well as additional instruction and modeling on how to appropriately behave and follow classroom rules and expectations. Students in ISS are NOT allowed to participate in school related activities, e.g., Activity Day or Assemblies, for the duration of the suspension. Outside food or drink is not permitted nor are cell phones, electronic device accessories, toys or fidget toys. These items will be confiscated with parent pick up required.

Out-of-School Suspension (OSS) is the denial of school attendance for any single class or any full schedule of classes for a stated period of time. During the suspension, students shall be offered educational services via consultation with a grade-level teacher or school counselor. Students are not allowed on school premises, even if after hours, and will be subject to criminal trespass if this rule is violated.

Upon re-admittance to school, the student and parent/guardian will participate in a **re-engagement meeting and develop a re-engagement plan**. If a student's behavior warrants removal from school, then there is sufficient cause to conference about the student's behavior.

Long-Term Suspension or Expulsion

Expulsions must have an end date of not more than the length of an academic term, from the time of the corrective action. Additionally, according to HB 1541, districts may only impose long-term suspension or expulsion for certain severe offenses and not for "discretionary" discipline. Students may only be suspended or expelled in response to conduct constituting a violation of various criminal and civil statutes or adversely affecting the health or safety of other students or educational staff.

Discipline Records

Confidential records of all disciplinary actions will be kept electronically via Skyward Student Management System. If a student transfers to another school, the records will be forwarded to the new school upon request, per state law. Any student enrolling in a new school in Washington can be asked to disclose in writing any past, current or pending disciplinary action, or any history of violent behavior. (The parent can also be asked for such disclosure.)

Due Process (per Board Policy 3241)

Any parent or student who disagrees with the imposed Corrective Action shall have the right to an informal conference with the principal or her designee for the purpose of resolving the grievance. If not resolved, the student and parent shall have the right, within two (2) school business days, to present a written and/or oral grievance to Dr. Swanson, Superintendent. If the grievance is not resolved, the parent and student, within two (2) school business days, shall have the right to present a written grievance to the school board during its next regular meeting, or at a meeting held within (30) days, whichever is earlier.

Searches (per Board Policy 3230)

School officials may search lockers, property, or student possessions, e.g., backpack, hats, shoes, pockets, etc, when there is “reasonable suspicion” that the search will produce evidence that the student is violating the law or school rule. OMS reserves the right to use drug detection canines to search school premises, lockers, and vehicles parked on school property as a preventative measure to ensure the safety of all students and faculty. Students found to be in possession of said items shall be subject to corrective action and police notified.

“If you take responsibility for yourself you will develop a hunger to accomplish your dreams.”

– **Les Brown**

Expectations, Rules and Corrective Action Matrix

The rules will apply when students are on school grounds and during or while going to or from school sponsored events. All school rules, including dress code, will be enforced at all school activities.

Expectations	Rules	Corrective Action 1st offense . . .2nd, 3rd, etc.	Handled by:
Students should come to school dressed appropriately.	DRESS CODE <ul style="list-style-type: none"> ● No short shorts and mini-dresses/skirts (minimum 2 inch inseam) ● No dresses, blouses, shirts and tank tops with narrow spaghetti straps ● No clothing that shows underwear, boxers, panties, or bra straps ● No clothing, hairstyles, accessories, tattoos or other expressions that represent or show gang affiliation; advertises, promotes or encourages the use of alcohol, drugs, tobacco, sexual, bullying, harassing, or discriminatory messages ● No sunglasses, nonprescription colored contacts, chains, spiked clothing or accessories, bandanas, and hanging belts 	<ul style="list-style-type: none"> ▪ Change into appropriate clothing ▪ Parent contact for proper clothing ▪ Detention ▪ In-school suspension 	Teacher/Staff Administrator
Students respect themselves, other students, and all school staff.	CLASSROOM INFRACTIONS <ul style="list-style-type: none"> ● Failure to cooperate ● Disrespect/defiance ● Disruptive behavior ● Interference with learning ● Late to class or unprepared ● Multiple-minor infractions* 	<ul style="list-style-type: none"> ▪ Warning & Reteach ▪ Classroom consequences ▪ Lunch detention or After school detention ▪ Parent Contact (phone or email) ▪ Parent/Student/Teacher conference ▪ *CARE referral ▪ *Office referral 	Teacher/Staff Counselor Administrator
Students will behave ethically and honestly while completing all assignments and tests.	CHEATING/PLAGIARISM <ul style="list-style-type: none"> ● No copying tests or assignments ● No using notes without permission ● Putting forth the writings of another (without crediting the source) as one's own original work. This includes reproducing information from the Internet and presenting it in this manner. 	<ul style="list-style-type: none"> ▪ Receive "F" on assignment or test. Teacher may provide an alternate (perhaps more rigorous) assignment/test ▪ Parent Contact (phone or email) ▪ Loss of privilege ▪ Detention 	Teacher/Staff
Students will contribute to maintaining a clean and orderly campus.	LITTERING <ul style="list-style-type: none"> ● Students may not throw trash or food on the school grounds or at a person ● Students may not intentionally spill food on the floor or on the table. 	<ul style="list-style-type: none"> ▪ Detention ▪ School Community Service ▪ In-school suspension 	Teacher/Staff Administrator

Students will use the internet responsibly and for educational purposes only.	TECHNOLOGY <ul style="list-style-type: none"> ● No use of profanity, obscenities or language that is offensive or threatening ● No use of social media sites or emailing for non-educational purposes ● No destruction, alteration or tampering with hardware, software, or firmware ● No downloading of viruses or hacking of any kind ● No allowing others to use your assigned device, including students whose privileges have been provoked 	<ul style="list-style-type: none"> ▪ Warning & Reteach ▪ Parent Contact ▪ Loss of privilege for one week ▪ Loss of privilege for one month ▪ Loss of privilege for one semester ▪ Office Referral and Report to Omak Police Department if alleged criminal act 	Teacher/Staff Administrator
Students will keep electronic devices and accessories turned off and out of sight.	ELECTRONIC DEVICES <ul style="list-style-type: none"> ● No texting, phone calls, social media, or internet surfing during class ● No ear buds in the ears or around the neck ● No speakers on campus 	<ul style="list-style-type: none"> ▪ Warning & Reteach ▪ Confiscation - remainder of the day . . . parent pick up . . . loss of privilege for a week ▪ In-school suspension 	Teacher/Staff Administrator
Students will contribute to keeping the campus safe for everyone	WEAPONS No student shall possess, sell, use, or furnish any weapon (including a replica), or a dangerous object including firecrackers, matches, lighters, laser pointers, stink bombs, etc.	<ul style="list-style-type: none"> ▪ In-school suspension ▪ Suspension ▪ Refer for Expulsion ▪ Report to Omak Police Department 	Administrator
Students are expected to resolve conflicts peacefully, seeking solutions rather than violence. If unable to resolve the matter, students are expected to report potential problems to staff, e.g., teachers, secretaries, custodian, para-educators,, counselor or administration.	FIGHTING with/without MAJOR INJURY No student is permitted to cause or attempt to cause physical injury to another person. This includes slapping, punching, kicking, grabbing, pushing, tripping, or biting.	<ul style="list-style-type: none"> ▪ School Community Service ▪ Referred to counselor: conflict resolution/mediation ▪ In-school Suspension ▪ CARE referral ▪ Suspension ▪ Report to Omak Police Department 	Administrator
	THREATS/BULLYING/HARASSMENT No student is permitted to threaten to cause physical injury to another. Spectators and instigators will be treated the same as fighters. Bullying and harassment are not allowed--students will not solicit or share information with the intent to incite violence, cause harm, damage a person's character. or to harass. Gang related activity is NOT allowed	<ul style="list-style-type: none"> ▪ Warning/Reteach (classroom level only) ▪ Referred to counselor: conflict resolution/mediation ▪ School Community Service ▪ CARE referral ▪ In-school Suspension ▪ Suspension ▪ Report to Omak Police Department 	Teacher/Staff Counselor Administrator

Omak Middle School is a tobacco, alcohol, and drug-free learning environment.	DRUGS, ALCOHOL, PARAPHERNALIA No student shall possess, sell, buy, furnish, use, or be under the influence of any alcohol, narcotic, marijuana), tobacco, controlled substance or paraphernalia.	<ul style="list-style-type: none"> ▪ In-school Suspension* ▪ Suspension* ▪ Report to Omak Police Department *Time reduced if referral to Student Support Services is made and recommendations followed	Administrator
Students are responsible citizens who respect school and personal property.	THEFT, ROBBERY, EXTORTION, GRAFFITI, TAGGING, VANDALISM, AND PROPERTY DAMAGE Students may not possess any graffiti devices or vandalize school property via written messages or willful damage. Students may not steal or attempt to steal school or private property or receive stolen property.	<ul style="list-style-type: none"> ▪ School Community Service ▪ In-school suspension ▪ Suspension ▪ Report to Omak Police Department 	Administrator

Student and Parent Acknowledgment

Omak Middle School shall foster a climate of mutual respect for the rights of others. Each student is expected to respect the rights and privileges of other students, teachers, and district personnel. The student's responsibilities for achieving a positive learning environment at school and/or school-related activities shall include the following:

- Attend all classes each day, and be on time
- Prepare for each class with appropriate materials
- Dress according to the dress code
- Know that the possession, use, and/or sale of illegal or unauthorized drugs, alcohol, and weapons are unlawful and prohibited
- Show respect toward self, property, and others
- Know and obey all school rules
- Cooperate with staff members in investigations of disciplinary matters
- Understand that all cell phones must be turned off and put away during class time (unless authorized by the teacher)
- Report threats for the safety of students and staff members as well as misconduct on the part of any other student or staff member to the building principal, a teacher, or another adult
- Be familiar with and comply with the Acceptable Use Policy for Computers and Technology

These expectations and rules have been written to help your son or daughter gain the greatest possible benefit from his or her school experience. However, the school is in need of your help and cooperation to attain this goal. It is important that every student understand and be expected by his or her parent(s) or guardian(s) to follow the rules and regulations set forth. Please read and discuss these with your child. When you have done so, you and your child must sign this form and return it to the school. Signatures of parents and the student acknowledge receipt of a copy of the Parent & Student Handbook and certify that they have read and discussed the rules and expectations. We appreciate your support.

Student: _____ Grade: _____

Parent: _____ Date: _____

Electronic Devices & Technology

OMS is fortunate to have sufficient student access to ipads, laptops, desktop computers and/or chromebooks in every classroom. Students may use these devices for educational purposes only. For network access, each student will be required to sign an Acceptable Use Policy contract prior to using the network and/or Internet. Students will be held accountable for the appropriate use of the device, and the district will have the right to inspect the use of any student computer if there is a concern of inappropriate use. Violation of the contract is considered computer trespass, and will result in the loss of the Internet or network privilege. Repeat offenses will result in progressive consequences and loss of privileges.

With the availability of in-classroom devices, the use of personal, handheld electronic devices, **e.g., cell phones**, are not necessary in the classroom. While we recognize the convenience of these items, the reality is that they pose a significant distraction to student learning. We ask parent support in honoring our request to keep cell phones and other electronic devices or accessories, e.g., earbuds, **OUT OF SIGHT** and **TURNED OFF**. Students may have access to these items during passing, before & after school and during lunch. It is at this time that students may send texts and make phone calls. If there is a situation that calls for a student to have their phone on, the student must make arrangements with the teacher. Failure to follow these rules will result in the teacher confiscating the device.

Cyberbullying - examples of cyberbullying include include mean text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles. Students who are being cyberbullied have a harder time getting away from the behavior, because it can happen 24 hours a day, 7 days a week, and reach a student even when he or she is alone. Cyberbullying can happen any time of the day or night. These mean messages and images can be posted anonymously and distributed quickly to a very wide audience; and deleting them is extremely difficult after they have been posted or sent.

Cell phones and computers themselves are not to blame--social media sites can be used positively. But some people choose to use these tools to harm others and that is never okay. According to the National Center for Educational Statistics and the Bureau of Justice, **1 out of every 5 middle school students will experience cyberbullying**. With your help, we can prevent cyber bullying and intervene quickly when it occurs.

- Be aware of what your kids are doing online
 - Know the sites your kids visit
 - Tell your kids that you may review their history and online communications
 - Consider installing parental control filtering software or monitoring programs
 - Ask for their passwords, but tell them you'll only use them in case of emergency
 - Follow your kids or "friend" them on social media
 - Encourage your kids to tell you immediately if they, or someone they know, is being cyberbullied

- Establish rules about cell phone and computer use
 - Be clear about what sites your kids can visit and what they are allowed to do online
 - Show them how to be safe and help them be smart about what they post or say
 - Tell them not to share anything that could hurt or embarrass themselves or others
 - Tell kids to keep their passwords safe and not share them with friends--sharing passwords, even with friends, compromises their control over their online identities and activities

When cyberbullying happens, it is important to document and report the behavior so it can be addressed.

1. First, don't forward cyberbullying messages--reply with a clear "do not message me" statement and tell your parent.
2. Do not make the situation worse by replying with name calling or threats.
3. Keep the evidence of cyberbullying--don't delete the messages or images.
4. If the person continues, block the person who is cyberbullying.
5. Cyberbullying often violates the terms of service established by social media sites and internet service providers.
 - a. Review the terms and conditions or rights and responsibilities sections
 - b. Go to social media settings and learn how to block users or change who can contact you
 - c. Report cyberbullying to the site so that they can take action against the person cyberbullying you
6. Cyberbullying should be reported to law enforcement when the message or image
 - a. Contains threats of violence, stalking or hate crimes
 - b. Contains sexually explicit material
7. Cyberbullying should be reported to school administration if the messages or images are creating a disruptive or hostile learning environment.

"America just works better when more people have a chance to live their dreams."

-President Clinton

HARASSMENT/BULLYING/DISCRIMINATION/INTIMIDATION STATEMENT

Omak 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 Coordinator's LeAnne Olson, lolson@omaksd.org, P.O. Box 833, Omak WA 98841, 509-826-7687

Title IX Officer LeAnne Olson, lolson@omaksd.org, P.O. Box 833, Omak, WA 98841, 509-826-7687
Section 504 Coordinator's Sheila Crowder, scrowder@omaksd.org, P.O. Box 833, Omak, WA 98841, and 509-826-8342

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.

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, emails, 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.

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 revolve your concerns.

Complaint to the School District

Step 1. Write Our Your Complaint

In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the district should take to resolve the problem. Send your written complaint—by mail, fax, email, or hand delivery—to the district superintendent or civil rights compliance coordinator.

Step 2: School District Investigates Your Complaint

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

Step 3: School District Responds to Your Complaint

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

Appeal to the School District

If you disagree with the school district's decision, you may appeal to the school district's board of directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you received the school district's response to your complaint. The school board will schedule a hearing within 20 calendar days after they received your appeal, unless you agree on a different timeline. The school board will send you a written decision within 30 calendar days after

the district received your notice of appeal. The school board's decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI).

Complaint to OSPI

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

You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI: **Email:** Equity@k12.wa.us | **Fax:** 360-664-2967 **Mail or hand deliver:** PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

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

Other Discrimination Complaint Options

Office for Civil Rights, U.S. Department of Education

206-607-1600 | TDD: 1-800-877-8339 | OCR.Seattle@ed.gov | www.ed.gov/ocr

Washington State Human Rights Commission

1-800-233-3247 | TTY: 1-800-300-7525 | www.hum.wa.gov

Non-Discrimination Statement

The Omak School District complies with all federal and state rules and regulations and does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. This holds true for all district activities, programs, and employment opportunities. The following employees have been designated to handle questions and complaints of alleged discrimination: Title IX/RCW28A.640/RCW28A.642 Officer, as well as, Compliance Coordinator for State Laws RCW 28A.640 Sexual Equality and RCW 28A.642 Discrimination Prohibited Officer, LeAnne Olson, lolson@omaksd.org, P.O. Box 833, Omak, WA 98841 (509) 826-7687, Section 504/ADA Coordinator, Sheila Crowder, scrowder@omaksd.org, P.O. Box 833, Omak, WA 98841 (509) 826-8342.

This organization complies with the Americans with Disabilities Act. Persons who may need some accommodation in the hiring process should contact the Human Resources Office. Omak School District is a drug and tobacco free workplace. For more information on Omak School District's Affirmative Action Plan, please visit the "District Information" section located under "our District" on the Omak School District website at www.omaksd.org. This organization requires a successful applicant to provide employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.