

Summer 1986

Development of a Student Handbook for Odessa Junior-Senior High School

James R. Miller

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DEVELOPMENT OF A STUDENT HANDBOOK FOR
ODESSA JUNIOR-SENIOR HIGH SCHOOL

A Project
Presented to
the Graduate Faculty
Central Washington University

In Partial Fulfillment
of the Requirements for the Degree
Master of Education

by
James R. Miller
August, 1986

ACKNOWLEDGMENTS

Without the help of many dedicated people, the completion of this project would not have been possible. I wish to express appreciation to my graduate committee. Dr. John Green, Dr. Lloyd Gabriel, and Dr Byron DeShaw provided invaluable assistance with the organization and writing of the project and throughout the entire course of study. I would also like to thank Dr. Frank Carlson for replacing Dr. Lloyd Gabriel for my orals.

A special thank you goes to my family for always caring and giving support when I needed it most. To my wife, Carole, bless you for your hours of typing and your understanding.

DEVELOPMENT OF A STUDENT HANDBOOK FOR
ODESSA JUNIOR-SENIOR HIGH SCHOOL

by

James R. Miller

August 11, 1986

This project presents the development of a student handbook for Odessa Junior-Senior High School. The handbook was designed to define the rules, regulations, procedures, requirements, activities and services of Odessa Junior-Senior High School. This is the first comprehensive handbook in the history of the school. The handbook was developed from the handbooks of many other high schools and the school board policy manual of the Odessa School District. Many sections have been approved as to legality.

Recommendations include an annual review and revision of the handbook by a committee made up of faculty, administration, parents, school board and students.

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Chapter 1
INTRODUCTION

It is extremely important for a school district to have a well constructed, current student handbook. This handbook becomes a guide for students, parents, teachers and administrators. The handbook should follow the school district policy manual and be up-to-date on changes in laws. This study was designed to evaluate various school districts' handbooks, the current RCWs, the current WACs and the local school district policy manual for Odessa Junior-Senior High School.

Statement of the Problem

The purpose of this study is to develop a student handbook for Odessa Junior-Senior High School that is current with the state laws and policies of the Odessa School District Policy Manual.

Limitations of the Study

The results of this study cannot be generalized to other schools since the writer surveyed only selected schools' handbooks. The handbook written from the results of this study will be applicable only to Odessa Junior-Senior High School.

Procedures for Collecting Data

Twenty different student handbooks from various sized high schools in the states of Washington, Oregon, and Alaska were reviewed for this study. Also, related RCWs and WACs were reviewed to maintain current status in the laws for the State of Washington. These were used as a basis for formulation for the Odessa Junior-Senior High School Student Handbook.

Definition of Terms Used

Expulsion. Expulsion means the denial for an indefinite period of time of:

1. Attendance at any single subject or class or full schedule of subjects or class conducted by or on behalf of the district.
2. Admission to or entry on property owned, rented, or controlled by the district. (15:3320)

Suspension. Suspension means the denial for a stated period of time of:

1. Attendance at any single subject or class or full schedule of subjects or class conducted by or on behalf of the district.
2. Admission to or entry on property owned or controlled by the district. (15:3320)

Short-term Suspension. Short-term suspension is a suspension for any portion of a calendar day up to but not exceeding five consecutive school days. (15:3321)

Long-term Suspension. Long-term suspension is a suspension which exceeds a short-term suspension. (15:3323)

Discipline. Discipline means all forms of corrective action other than suspension or expulsion. It shall include the right of a teacher to exclude a student under the teacher's immediate supervision from his or her individual classroom, instructional or activity area for all or any portion of the balance of the school day. It shall also mean the exclusion of a student from any other type of activity conducted by or in behalf of the school district. (15:3310)

School Business Day. School Business Day means any calendar day, exclusive of Saturdays, Sundays, and any federal and school holiday, upon which the office of the Superintendent of the School District is open to the public for the conduct of business. A school business day shall be concluded or terminated upon the closure of said office for the calendar day. (15:3322)

Chapter 2

REVIEW OF LITERATURE

Every board of directors, unless otherwise specifically provided by law, shall:

(1) Enforce the rules and regulations prescribed by the superintendent of public instruction and the state board of education for the government of schools, pupils, and certificated employees.

(2) Adopt and make available to each pupil, teacher and parent in the district reasonable written rules and regulations regarding pupil, conduct, discipline and rights, including but not limited to short-term and long-term suspensions. Such rules and regulations shall not be inconsistent with law or the rules and regulations of the superintendent of public instruction and the state board of education and shall include such substantive and procedural due process guarantees as prescribed by the state board of education under RCW 28A.04.132. Commencing with the 1976-77 school year, when such rules and regulations are made available to each pupil, teacher and parent, they shall be accompanied by a detailed description of rights, responsibilities and authority of teachers and principals

with respect to the discipline of pupils as prescribed by state statutory law, superintendent of public instruction and state board of education rules and regulations and rules and regulations of the school district.

For the purposes of this subsection, computations of days included in "short-term" and "long-term" suspensions shall be determined on the basis of consecutive school days.

(3) Suspend, expel, or discipline pupils in accordance with RCW 28A.04.132. (2)

The state board of education shall adopt and distribute to all school districts lawful and reasonable rules and regulations prescribing the substantive and procedural due process guarantees of pupils in the common schools. Such rules and regulations shall authorize a school district to use informal due process procedures in connection with the short-term suspension of students to the extent constitutionally permissible: Provided, that the state board deems the interest of students to be adequately protected. (2)

All pupils who attend the common schools shall comply with the rules and regulations established in pursuance of the law for the government of the schools, shall pursue the required course of studies, and shall submit to the authority of the teachers of such schools, subject to such disciplinary or other action as the local school officials shall determine. (2)

Within each school the school principal shall determine that appropriate student discipline is established and enforced. In order to assist the principal in carrying out the intent of this section, the principal and the certificated employees in a school building shall confer at least annually in order to develop and/or review building disciplinary standards and uniform enforcement of those standards shall be consistent with the Provisions of RCW 28A.58.1011(3). (2)

In order to preserve a beneficial learning environment for all students and to maintain good order and discipline in each classroom, every school district board of directors shall provide that written procedures are developed for administering discipline at each school within the district. Such procedures shall be developed with the participation of parents and the community, and shall provide that the teacher, principal or designee, and other authorities designated by the board of directors, make every reasonable attempt to involve the parent or guardian and the student in the resolution of student discipline problems. (2)

School District Rules Defining Misconduct--Distribution
of Rules

(1) It shall be the responsibility and duty of each school district to adopt, publish, and make available to

all students and parents written rules which state with reasonable clarity the types of misconduct for which discipline, suspension, and expulsion may be imposed. In addition, written procedures for administering corrective action shall be developed and reviewed periodically as follows:

(a) Each school district shall provide for the development with parent and community participation of written procedures for administering corrective action at each school as required by RCW 28A.58.1011(3).

(b) In a manner consistent with the district procedures developed pursuant to (a) above, the principal and certificated employees in each school building shall confer at least annually for the purpose of developing, or reviewing, or both, building discipline standards and the uniform enforcement of those standards, as required by RCW 28A.58.201.

(2) Rules that establish types of misconduct pursuant to this section must have a real and substantial relationship to the lawful maintenance and operation of the school district including, but not limited to, the preservation of the health and safety of students and employees and the preservation of an education process which is conducive to learning.

(3) The rules set forth in this chapter, the rules of a school district that establish types of misconduct pursuant to subsection (1) above, and the written

procedures of a district for administering corrective action adopted pursuant to subsection (1) (a) above, shall be published and made available to all students and parents on an annual basis. If a school district chooses not to distribute such rules to all students and parents, then notice which describes the contents of such rules and specifies the person(s) to contact for a copy thereof shall be provided to students and parents on an annual basis in a manner reasonably calculated to come to their attention.

In addition to other rights established by law, each student served by or in behalf of a common school district shall possess the following substantive rights and no school district shall limit these rights except for good and sufficient cause:

(1) No student shall be unlawfully denied an equal educational opportunity or be unlawfully discriminated against because of national origin, race, religion, economic status, sex, pregnancy, marital status, previous arrest, previous incarceration, or a physical, mental or sensory handicap.

(2) All students possess the constitutional right to freedom of speech and press, the constitutional right to peaceably assemble and to petition the government and its representatives for a redress of grievances, the constitutional right to the free exercise of religion and to have their schools free from sectarian control or

influence, subject to reasonable limitations upon the time, place, and manner of exercising such right.

(3) All students possess the constitutional right to be secure in their persons, papers, and effects against unreasonable searches and seizures.

(4) All students shall have the right to be free from unlawful interference in their pursuit of an education while in the custody of a common school district.

(5) No student shall be deprived of the right to an equal educational opportunity in whole or in part by a school district without due process of law.

The foregoing enumeration of rights shall not be construed to deny or disparage other rights set forth in the constitution and the laws of the State of Washington or rights retained by the people. (2)

Chapter 3

PROCEDURES

Table 1 is a table showing the results of evaluating the contents of twenty different student handbooks of various school districts from the states of Washington, Oregon and Alaska. The table shows that the student handbooks in some areas are consistent in their content. These areas are as follows:

1. Welcome
2. Student rights and responsibilities
3. Appeal procedure
4. Discipline
5. Discipline procedures
6. Attendance policies
7. General information
8. Time schedule
9. Staff
10. Graduation requirements
11. Grading system
12. Athletic eligibility
13. Fees

The above areas are listed only if they received ten checks in the content area from the twenty schools evaluated. This is fifty percent of the evaluated schools. The other content areas received less than ten checks in

Table 1

	Davis H.S.	Eisenhower H.S.	University H.S.	Ellensburg H.S.	East Valley H.S.	Mapato H.S.	Ferndale H.S.	Selah H.S.	Mabton H.S.	Zillah H.S.	Medical Lake H.S.	Lind H.S.	Chelan H.S.	Newport H.S.	Wanilla H.S.	Sirka H.S.	Valdez H.S.	Davenport H.S.	Harrington H.S.	Liberty Bell H.S.
Welcome	x	x	x	x	x	x		x	x	x	x		x	x			x	x	x	x
Student rights & responsibilities	x	x		x	x	x		x		x	x	x			x			x	x	x
Student rights & responsibilities appeal procedure	x			x	x	x		x			x		x					x	x	x
Discipline	x	x		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Discipline Procedures	x			x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Attendance Policies	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
General Information	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Time Schedule	x	x		x	x		x	x				x	x	x	x		x	x	x	x
Staff	x	x		x				x		x		x	x	x	x		x	x	x	x
School Calendar	x		x	x									x	x	x		x		x	
ASB Officers				x						x		x	x	x						
Graduation Requirements	x	x	x	x	x	x		x	x			x	x		x			x	x	x
ASB Constitution				x											x					
Four Year Plan	x	x							x											
School Bus Regulations				x	x	x				x		x	x		x					x
Grading System		x			x	x							x	x	x	x	x	x	x	x
Athletic Eligibility				x				x			x	x	x	x	x	x	x	x	x	x
Activities		x					x									x				
Fees				x	x	x		x		x			x	x	x			x	x	x

the content area. These areas are as follows:

1. School calendar
2. ASB officers
3. ASB constitution
4. Four year plan
5. School bus regulations
6. Activities

Only one area, general information, was included in all 20 handouts. On the other hand, the areas of activities and four year plan were included in only 3 handouts. It was interesting to note that Harrington, which is a small high school, had a handbook which covered 15 of the 18 possible areas. This was the most thorough coverage of any of the schools in the sample.

The nineteen content areas were taken from the twenty student handbooks evaluated. These were all the content areas that were listed in the various student handbooks used for this study.

The results of this evaluation of student handbooks gave direction as to which content areas should definitely be used in the development of a student handbook for Odessa Junior-Senior High School. The other content areas gave the writer insight into other areas that may be included in the student handbook. The final student handbook for Odessa Junior-Senior High School will incorporate these findings from Table 1 but also reflect the needs of the students, staff, administrators, and the citizens of Odessa.

Chapter 4

PROJECT

ODESSA JR/SR HIGH SCHOOL
HANDBOOK



Chapter 5

SUMMARY, CONCLUSIONS, AND RECOMMENDATIONS

Summary

Since no previous handbook existed in Odessa Junior-Senior High School, it is felt that the two processes of gathering existing information and creating new rules and regulations were beneficial. It provided some continuity between past policies and future practices. It gave an opportunity to carefully examine what existed in rules and regulations before making changes.

Conclusions

A school handbook can accomplish many tasks. It can satisfy legal requirements that rules, regulations and procedures be made available to all students. It can very clearly and comprehensively explain their rights and responsibilities. The handbook can create a degree of security for students by helping them become familiar with expectations. It can facilitate planning and scheduling by serving as a handy reference to graduation requirements. It can inform students of some of the valuable services available to them, such as counseling. The handbook can

help students become aware of activities and athletics, as well as clubs and organizations, that can provide opportunities for rewarding experiences.

Recommendations

It is recommended that anyone contemplating the development of a handbook begin by deciding just what it is the handbook is expected to accomplish. The purposes of the handbook should be stated and all content reviewed to be sure it is consistent with the purposes. As many people as possible should be involved with its development. Criticism and review should be encouraged to assure a finished handbook that is accurate and acceptable. The idea that all important things are in the handbook should be encouraged. Approval and cooperation must be assured from all who will contribute to and control the content and use of the handbook. Careful arrangements for the printing and distribution to all students must be made. An explanation of the purposes and use of the handbook must accompany its distribution.

Recommendations include an annual review and revision of the handbook by a committee made up of faculty, administration, parents, school board and students.

It is highly recommended that the handbook be reviewed and revised annually. Many sections, such as those containing schedules and procedures, will change each year and if the handbook is to be useful, it must be updated.

Responsibility for this task should be assigned before it is used each year. Records must be kept during the year of changes to be made in the handbook.

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BIBLIOGRAPHY

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Selah, Washington.
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Sitka, Alaska.
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Umatilla, Oregon.
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Handbook, Spokane, Washington.
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Valdez, Alaska.
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Wapato, Washington.
22. . Zillah High School Student Handbook,
Zillah, Washington.

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WELCOME

Odessa Junior-Senior High School welcomes you to another year of school. A good school is a place where you can learn and improve yourself and also enjoy your years in school. The school you belong to is a school with pride and dignity. You are the pride and dignity of Odessa Junior-Senior High School. Without the students no high school would exist, but it does exist and therefore we must believe in it, and take pride in it as we have done for so many years previous to this one.

As a citizen of this school, you are expected to follow the rules that are established for the welfare of the entire student body. Following rules will help all students to become better school citizens.

Be proud of your school. Take care of it, and feel free to make suggestions for improving it. As a school citizen, you are expected to act like a high school student and conduct yourself properly. You will learn necessary and useful skills for the future.

The secret of a successful year will be fully dependent upon the cooperation of faculty and students toward one goal: making Odessa Junior-Senior High School the very best possible place for us to accomplish our goals, both individually and as a student body. If we constantly strive toward this goal, I am sure we will also develop a very high self-respect for ourselves as individuals and as a school. This self-respect is the most important ingredient to a success in any aspect of life. Our faculty is dedicated to producing successful students and we hope you, the Student Body, will help us in that effort.

School Board Directors

Mr. Gene Claassen
Mr. Lorus Scrupps
Mr. Merlin Jantz
Mr. Bob Shofner
Mr. Bill Schlimmer

Administration

Dr. Gordon L. Wallace, Superintendent
Mr. Jim Miller, Junior-Senior High School Principal
Mrs. Vivian Zagelow, Elementary Administrative Assistant

Counselor

Miss Terri Bostwick

Secretaries

Mrs. Shirley Groh, Superintendent's Office Administrative Secretary
Mrs. Pam Williams, Superintendent's Office Business Manager
Mrs. Nancy Evavold, Junior-Senior High School Office Secretary
Mrs. Dixie Fillion, Elementary School Office Secretary

Cooks

Mrs. Audrey Beck, Head Cook
Mrs. Bonnie Burroughs, Assistant Cook

Aides

Mrs. Apyrl Wraspir, Elementary Library
Mrs. Gloria Wraspir, Migrant and HOSTS Aide
Mrs. Janice Murchie, Special Education Aide

Custodians

Mr. Jerry Gillaspy, Grounds and Gym
Mr. Alan Dart, High School and Farm Shop
Mr. Pete Anderson, Elementary School

Transportation

Mr. Jim Baker, Supervisor, Mechanic, Bus driver K-1
Mr. Ron Jantz, Bus driver Route E
Mr. Paul Kuch, Bus driver Route F
Mrs. Margaret Praetorius, Bus driver Route B and K-2
Mrs. Kim Ramm, Bus driver Route D
Mr. Ron Frederick, Bus driver Route C

Mrs. Barbara Walter, Bus driver Route B and K-3
Mrs. Debra Walter, Bus driver Route A
Mrs. Gloria Wraspir, Bus driver Route G

Coaches

Myron Kramer, Football, Golf and Jr. High Boys Basketball
Ken Scherr, Volleyball
Dorris Cronrath, Asst. Volleyball and Jr. High Boys and Girls Track
Tom Wolsborn, Boys Basketball
Pat McPherson, Jr. High Boys Soccer and Jr. High Girls Basketball
Sam Read, Track and Asst. Football
Myrna Wolsborn, Tennis and Jr. High Volleyball
Randy Carlson, Asst. Football and Asst. Basketball
Undecided, Girls Basketball

TEACHING STAFF

Elementary

Vivian Zagelow	Kindergarten
Linda Ryan	Grade 1
Jacqueline Eide	Grade 2
Ken Scherr	Grade 3
Bev Scherr	Grade 4
Tom Wolsborn	Grade 5

Junior High School

Marianne Iksic	Reading, English and 7th Grade Advisor
Myron Kramer	Math and P.E.
Sam Read	Science, Math, P.E. and 8th Grade Advisor
Dick Green	Social Studies
Gordon Neale	Music
Lou Iksic	Shop
Terri Bostwick	Typing

High School

Nancy Floether	Library
Dick Green	Social Studies
Jack Hester	P.E.
Lou Iksic	Industrial Arts
Terri Bostwick	Business Ed. and 11th Grade Advisor
Leigh Murchie	Science
Gordon Neale	Music
Duane Pitts	English, German and 12th Grade Advisor
Carl Ryan	Math and Computer Science

Special Programs

Nancy Floether	Title 1 and HOSTS
Jeanie Read	Special Education, Resource Room and 9th Grade Advisor

ODESSA JUNIOR-SENIOR HIGH SCHOOL
BELL SCHEDULE

8:20	Warning Bell
8:25-9:15	First Period
9:20-10:10	Second Period
10:15-11:05	Third Period
11:10-12:00	Fourth Period
12:00-12:30	Lunch
12:35-1:25	Fifth Period
1:30-2:20	Sixth Period
2:25-3:15	Seventh Period

ODESSA SCHOOL DISTRICT # 105
ODESSA, WASHINGTON

1986 - 87 SCHOOL CALENDAR

180 Student Days

MONTH	M	T	W	T	F	SPECIAL DAYS & VACATIONS
AUGUST	18 25	19 26	20 21	21 (28)	22 29	FIRST DAY
SEPTEMBER	(1) 8 15 22 29	2 9 16 23 30	3 10 17 24	4 11 18 25	5 12 19 26	LABOR DAY
OCTOBER	6 13 20 27	7 14 21 28	8 15 22 29	9 16 23 30	(10) 17 24 31	CURRICULUM DAY
NOVEMBER	3 10 17 24	4 (11) 18 25	5 12 19 26	6 13 20 (27)	7 14 21 (28)	VETERAN'S DAY THANKSGIVING
DECEMBER	1 8 15 22 (29)	2 9 16 23 (30)	3 10 17 (24) (31)	4 11 18 (25)	5 12 19 (26)	CHRISTMAS VACATION
JANUARY	5 12 (19) 26	6 13 20 27	7 14 21 28	(1) 8 15 22	(2) 9 16 23 30	MARTIN LUTHER KING DAY
FEBRUARY	2 9 (16) 23	3 10 17 24	4 11 18 25	5 12 19 26	6 13 20 27	PRESIDENT'S DAY

Odessa - 1986 - 87 Calendar

MONTH	M	T	W	T	F	SPECIAL DAYS & VACATIONS
MARCH	2 9 16 23 30	3 10 17 24 31	4 11 18 25	5 12 19 26	(6) 13 20 27	STATE TOURNAMENT DAY
APRIL	(6) 13 20 27	(7) 14 21 28	(8) 15 22 29	(9) 16 23 30	(10) 17 24	SPRING BREAK
MAY	4 11 18 (25)	5 12 19 26	6 13 20 27	7 14 21 28	8 15 22 29	MEMORIAL DAY
JUNE	1 8 15 22 29	2 9 16 23 30	3 10 17 24	4 11 18 25	(5) 12 19 26	LAST DAY
JULY	6 13 20 27	7 14 21 28	8 15 22 29	9 16 23 30	10 17 24 31	
AUGUST	3 10 17 24 31	4 11 18 25	5 12 19 26	6 13 20 27	7 14 21 28	

It is understood that in an effort to end school no later than June 5, 1987 it may be necessary to use part of Spring Break as snow make-up days, or to consider March 6, 1987.

REGULAR SCHOOL DAYS
HOLIDAYS ()
STUDENT FIRST & LAST DAY ○
TEACHER HALF DAY /

O.H.S. CLASS & CLUB OFFICERS 1985-86A.S.B. OFFICERS:

Pres.-----Veronica Hester
 V.P.-----Sherrie Wrspir
 Sec.-----Annette Thorp
 Treas.-----Jeff Miller
 Asst. Trea.-Jami Watters
 Bus. Mgr.---Mike Zagelow

SENIOR CLASS:

Pres.-----Annette Lemcke
 V.P.-----Darlene McClure
 Sec.-----Mary Herdrick
 Treas.-----Sherry Weber
 ASB Rep.----Dale King

JUNIOR CLASS:

Pres.-----Annette Thorp
 V.P.-----Markham Nichols
 Sec.-----Jami Watters
 Treas.-----Phyllis Kile
 ASB Rep.----Ken Weaver

SOPHOMORE CLASS:

Pres.-----Shane Gilbert
 V.P.-----Kody Johnson
 Sec.-----Shannon Fiess
 Treas.-----Brian Neale
 ASB Rep.----Lesley Gies

FRESHMAN CLASS:

Pres.-----Mark Burroughs
 V.P.-----Becky Jantz
 Sec.-----Rosy Walter
 Treas.-----Rae Weber
 ASB Rep.----Jason Hardt

8TH GRADE:

Pres.-----Jason Iltz
 V.P.-----Carrie Zagelow
 Sec.-----Amy Scrupps
 Treas.-----Leona Beck

7TH GRADE:

Pres.-----Tom Wolsborn
 V.P.-----Willy Bell
 Sec.-----
 Treas.-----} Matthew Bischoff

CHEERLEADERS:

Staci Gies, Head
 Annette Lemcke
 Leslie Bischoff
 Kara Wrspir
 Jean Smith

MASCOT:

Heather Gilbert

FBLA:

Pres.-----Sherry Weber
 V.P.-----Staci Gies
 Sec.-----Juli Stehr
 Treas.-----Ken Weaver
 ASB Rep.-----Cheryl Witt
 Historian/Rptr.-Annette Lemcke
 Parliamentarian-

PEP CLUB:

Pres.-----Cheryl Witt
 V.P.-----Darlene McClure
 Sec.-----Crissy Rodenbough
 Treas.-----Annette Thorp
 ASB Rep.-----Sherry Weber

FHA:

Pres.-----Phyllis Kile
 V.P.-----Lynann Dymond
 Sec.-----Tawnya Goetz
 Treas.-----Suzie Wallace
 ASB Rep.-----Becki Jantz

HONOR SOCIETY:

Pres.-----Brian Sayrs
 V.P.-----Staci Gies
 Sec.-----Brent Rollman
 Treas.-----Phyllis Kile
 ASB Rep.-----Leslie Bischoff

FFA:

Pres.-----Jami Watters Reporter--Angie
 V.P./ASB Rep.--Steve Greenwalt Gustafson
 Sec.-----Mandi Groh Sentinel--Kevin
 Treas.-----Heather Gilbert Miller

BAND:

Pres.-----Sherrie Wrspir
 V.P./ASB-Rep.----Kara Wrspir
 Sec.-----Crissy Rodenbough
 Head Fund Raiser-Cheryl Witt
 Asst. " " --Annette Thorp

CHOIR:

Pres.-----
 V.P./ASB Rep.----

GERMAN CLUB:

Pres.-----Mary Herdrick
 V.P.-----Staci Gies
 Sec.-----Crissy Rodenbough
 Treas.-----Brian Sayrs
 ASB Rep.-----Dana Schafer

ANNUAL/JOURNALISM: Co-Editors----Darlene McClure & Penny Lobe
 Cheryl Witt-----Business Manager; ASB Rep.----Penny Lobe

ODESSA HIGH SCHOOL

Credits Required:

A total of 27 credits in Grades 9 through 12 shall be required for graduation from high school. All students must meet this minimum requirement (including specific required courses) to participate in commencement exercises.

COURSES REQUIRED FOR GRADUATION:

CREDITS
REQUIRED

Washington State History & Geography1
U.S. History1
Contemporary World Problems1
Science1
Laboratory Science1
English	4
Mathematics	2
Music or Art1
Occupational Education2
Physical Education2
Elective	11
	<u>27</u>

FOUR YEAR PLAN

9th Grade		10th Grade		11th Grade		12th Grade	
1st Sem.	2nd Sem.	1st Sem.	2nd Sem.	1st Sem.	2nd Sem.	1st Sem.	2nd Sem.
English I	English I	English II	English II	English III	English III	English IV	English IV
Wa. Hist. & Geography	Wa. Hist. & Geography			U.S. History	U.S. History	C.W.P.	C.W.P.
Pre-Algebra & Algebra	Pre-Algebra & Algebra	Bus. Math Algebra & Geometry	Bus. Math Algebra & Geometry				
General Science	General Science	Biology	Biology				
P.E. I	P.E. I	P.E. II	P.E. II				
Home Ec. I	Shop I	Typing	Typing				
Music or Art	Music or Art						

16 total credits made up of the above required courses plus 11 elective credits equals 27 graduation requirement credits out of a possible 28 credits possible.

TEACHER	8:25-9:15 PERIOD I	9:20-10:10 PERIOD II	10:15-11:05 PERIOD III	11:10-12:00 PERIOD IV	12:35-1:25 PERIOD V	1:30-2:20 PERIOD VI	2:25-3:15 PERIOD VII
BIBWICK, TERRI	Prep	Business Math	Typing & Data Entry	Recordkp/Typ. II Accounting Off. Procedures	Counseling	Counseling	Counseling
BASEY, BETTY		Prep	5th P.E.	Home Ec. I	8th P.E.	Living Skills	8th Home Ec.
BEN, DICK	C.W.P.	U.S. History	Wash. History	8th Social St.	Driver's Ed.	Prep	Photography
BESTER, JACK	Prep	Lifetime Sports	7th Social St.	P.E. II	6th P.E.	P.E. I	7th P.E.
BOSIC, LOUIS	7th Reading	Prep	Shop III-IV	Shop I	Lunch Duty: 12:00-12:30	6th Reading	8th Shop
BURCHIE, LEIGH	Zoology	Chemistry II	Prep	Chemistry I	General Science	Biology	General Science
CALE, GORDON	Prep	6th Band	Elem. Music	5th Band	H.S. Choir	7th-8th Band	H.S. Band
CHITS, DUANE	English II	English I	8th English	English IV	German I-II	English III	Prep
COVI, CARL	Algebra I	Geometry	Algebra II	Prep	Computer Science	Math IV	
COD, SAM	6th Science	8th Science	6th Math	Prep	7th Science	Adaptive P.E.	Psychology/ Sociology
COSIC, MARIANNE		Gifted	Prep	7th English	Kindergarten	Kindergarten	Kindergarten
CUMER, MYRON	8th Math	7th Math	Prep	Office & Detention	3rd-4th P.E.	1st-2nd P.E.	6th Social St.
CUTLER, NANCY	HOSTS	HOSTS	HOSTS	HOSTS	Prep	6th English	HS Library
CO, JEANIE							6

Intentional

SCHOOL NAME
ODESSA HIGH SCHOOL

SCHOOL ADDRESS
P. O. Box 248

CITY, ZIP CODE
Odessa, WA 99159

SCHOOL TELEPHONE
(509) 982 - 2111

DISTRICT NAME



ENTRY		WITHDRL	
MO	YR	MO	YR
GRADUATION DATE			
MO	YR		

NAME (Last, First, Middle)

ADDRESS

CITY STATE ZIP CODE

IDENTIFICATION NUMBER SEX BIRTH DATE REPORT DATE

PARENT/GUARDIAN

ACADEMIC RECORD

GRD. LEV.	MO.	YR.	COURSE TITLE	GRD. LEV.	CRED. EARN.	CRED. ATTP.	GRD. LEV.	MO.	YR.	COURSE TITLE	GRD. LEV.	CRED. EARN.	CRED. ATTP.

SUMMARY BY TERM				GRADE TABLE	
TERM MO YR	GPA	CRED. EARN.	CRED. ATTP.	GRADE POINTS	
				A = 4.0	
				A- = 3.7	
				B+ = 3.3	
				B = 3.0	
				B- = 2.7	
				C+ = 2.3	
				C = 2.0	
				C- = 1.7	
				D+ = 1.3	
				D = 1.0	
				E or F 0.0	
				Not Used in GPA	
				P/F	
				CR/NC	
				S/U	

PREVIOUS SCHOOLS ATTENDED (Grades 9-12)				ENTRY	WITHDRL
SCHOOL NAME	CITY	STATE	MO YR	MO YR	

CUMULATIVE SUMMARY			
TOTAL CREDITS	GPA CREDITS	GPA POINTS	CUM. GPA

AUTHORIZATION SIGNATURE

TITLE DATE

STUDENT CONDUCT, DISCIPLINE AND DISCIPLINE PROCEDURES

Any student who performs an act which materially interferes with or is detrimental to the orderly operation of a school or school-sponsored activity or any other aspect of the educational process within the Odessa School District shall be subject to discipline, suspension or expulsion by authorized school district authorities. The following acts or omissions by a student on school premises or in reasonable proximity thereto or off school premises at any school or district-sponsored activity shall constitute sufficient cause for such discipline, suspension or expulsion:

- a. Conduct disruptive of the educational process.
- b. Willfull creation of a disturbance on school premises during school hours or at school activities or meetings.
- c. Cheating.
- d. Disobedience to reasonable instructions of school authorities.
- e. Immoral or obscene conduct.
- f. Use of vulgar or profane language.
- g. Unauthorized or habitual absence or tardiness.
- h. Use of tobacco in unauthorized areas.
- i. Sale, use or possession of alcohol, narcotics or illegal drugs.
- j. Vandalism, arson, malicious destruction or defacement of school property or the property of others.
- k. Extortion, coercion, intimidation of or interference with another, including teachers, other school authorities and students.
- l. Insulting or abusing a teacher or other school authority.
- m. Assault upon others, including students and school authorities.
- n. Theft.
- o. Possession or use of any dangerous weapon or object or explosives.
- p. Unauthorized possession or use of firearms.
- q. Trespass upon or refusal to leave, when ordered to do so by school authority, property owned, leased or under the control of the district.
- r. School sponsored events on or off the school campus are a part of the total school program and therefore subject to school district rules and regulations. A student's attendance at such events is conditional upon his observance of district rules.
- s. Students shall be expected to make satisfactory progress in school. "Satisfactory" progress is progress consistent with reasonable expectations for each student in relation to his ability and aptitudes. Lack of satisfactory progress as heretofore defined may be cause for disciplinary action.
- t. Students who consistently violate various school policies, rules and regulations shall be subject to disciplinary action. Cumulative violations can be equally disruptive to the educational process as a violation of a major type. Therefore, the seriousness of the violation is not the only criteria for administrative action. Frequency of disruptions must be considered.
- u. Commission of any crime defined as such by law.

ODESSA SCHOOL DISTRICT # 105
1985-86 FEE SCHEDULE

\$3.50-#100			
\$6.50-#200	A.S.B. DUES (Everybody).....	\$10.00	
		<u>Economy</u>	<u>Premier</u>
	INSURANCE.....School Time.....(Grades 9 - 12).....	\$11	\$16
		(Grades K - 8).....	\$ 6
	Full Time (Doesn't cover football).....	\$36	\$48
	*Football.....	\$34	\$46
	*(all players required to be insured whether through school or another)		
	Life Policy.....	\$16	\$16
	Dental.....	\$ 7	\$ 7
#100	NATIONAL ASSEMBLIES.... Grades 9 - 12	\$ 4.50	
 Grades 7 - 8 (50¢ per assembly)		
 Grades K - 6 (25¢ per assembly)		
	(Grades K - 8 collectible at time of assembly)		
#403	NEWSPAPER (school journalism class).....	\$ 3.00	
#401	ANNUAL.....Yearbook 1986.....	\$17.00	
	With Name.....	\$18.25	
#200	BOYS P.E. SHORTS.....	\$ 5.25	
	BOYS P.E. T-SHIRTS.....	\$ 5.25	
	GIRLS P.E. SHORTS (nylon).....	\$ 4.75	
	GIRLS P.E. T-SHIRTS (orange stripe).....	\$ 5.25	
	GIRLS P.E. T-SHIRTS (white).....	\$ 2.00	
	SOCKS.....	\$ 3.25	
	TOWEL FEE (all athletes).....	\$ 3.00	
	TOTAL A.S.B. FEES _____		
#5015	DRIVER'S EDUCATION.....	\$25.00	
#6010	LUNCH TICKET.....Grades 7 - 12.....	\$18.00	
	Grades 1 - 6	\$14.00	
	Reduced Price(after approval)....	\$ 8.00	
	MILK TICKET.....	\$ 1.50	
#6900	Misc.-copies		
#6030	Supplies, paper (5¢ ft., 15¢ yd.)		
	Football Season Ticket: \$12.00		
	Volleyball " " : \$14.00		
	Basketball " " : \$21.00		
	TOTAL DISTRICT FEE _____		
	TOTAL DUE _____		

PAID _____

CHARGE _____

ATTENDANCE

Excused and Unexcused Absences
Attendance ProceduresExcused Absence:

1. Illness
 2. Doctor or dental appointment
 3. Funeral or death in the family
- Fairs & Ag. Expo are excused educational trips.

Unexcused Absence:

Any day not excused is unexcused.

Students are allowed three (3) unexcused absences per semester. After three days a student must make up time for every hour they miss.

Pre-arranged Absence:

If a student has a doctors appointment he/she should bring a note one day before the appointment explaining the reason for his/her absence. The student will also be able to get his/her assignments before they miss school. A note does not need to be given after a pre-arranged absence.

Truant:

A student is truant if he/she skips school, leaves school or misses class without the permission of his/her parents and/or the school office. The student must make up the time he/she missed. (6 hours/1 day)

Extended Absence:

An extended absence is when a child misses several days of school because of a trip or an extended illness. If the extended absence is for a trip, students may get an extended absence form for each class that lists assignments and expectations for class work while they are gone. This form may also be used in case of illness. An extended absence may be excused absence.

Tardy:

A student is tardy when he/she is late to class. Tardiness can be excused or unexcused as determined by the teacher. If the student receives an unexcused tardy slip he/she must make up time. The consequences are:

- | | |
|-----------------------|--|
| 1st time = 15 minutes | 3rd time = 1 hour |
| 2nd time = 30 minutes | 4th time, etc. = 1 hour for every time |

The make-up time is listed in the bulletin. If a student does not make up his time it is doubled. Make-up time can be done before school or after school.

Absences:

The state allows twelve (12) days of absence per student per semester. After the twelve days the school administration will investigate why the student has been absent and take appropriate action. Parents will be notified when a student has been absent six (6) days and again at ten (10) days.

Checkout:

Students must check out in the office before leaving the building. It is also necessary for them to check back in with the office when they return. This is very important for doctor and dental appointments. This applies even if the absence is pre-arranged.

ODESSA HIGH SCHOOL
ACTIVITY CODE

Dear Parents and Students:

In our school, interscholastic athletics and extra-curricular activities are a privilege, not a right. Those who take part in these groups represent their families, student body, and community. As representatives of Odessa, their standards must be kept high; including academic standards and requirements, citizenship, sportsmanship, conduct, and loyalty. If an individual, organization, or team lowers the standards, it is self-defeating. Our school's pride and spirit is reflected in our athletic and activities program. Therefore, it is most important that our students and athletes conduct themselves in a manner above question.

In order to qualify for extra-curricular privileges a student must abide by the following basic standards:

1. All students participating in interscholastic activities must meet the requirements of the Washington Interscholastic Activities Association (this includes physical examination, insurance coverage, etc. as required).
2. All students participating in extra-curricular activities must attain a 2.0 grade point average in the previous quarter. Special education students may be an exception.

All students participating in extra-curricular activities must be passing in six (6) subjects. Eligibility will be determined on a four and one-half week period of time.

If, at mid-quarter, students are failing in more than one class, they will be placed on academic probation for a period of one week. During this week they will be eligible to participate in extra-curricular activities. After this one week, students no longer failing will then be removed from academic probation. If they are still failing after this one week period, then they will be declared academically ineligible to participate until the end of the 4½ week grading period.

3. All students participating in extra-curricular activities must join the Associated Student Body by purchasing an ASB card.
4. It is highly recommended that all students attend school regularly. Students absent from school the day of an activity will be considered ineligible for an activity that day unless there are extenuating circumstances warranting permission to participate by the administration.
5. The use, consumption, or possession of alcohol, tobacco, or illegal drugs is prohibited. The first offense will result in the forfeiture of the right of the student to participate in the activity for the remainder of the athletic season or, in the case of other extra-curricular activities, for the remainder of the quarter. The student also forfeits the right to any letters or awards. An offense must be substantiated by competent evidence.
6. Each participant in athletics shall have a period of two (2) weeks to decide whether or not to continue with a particular sport. Within this two weeks, students may drop an activity and try out for another activity that season. However, after the two week period the participant will not be eligible for another activity.

Conclusion:

The school board has read and approved this letter and it is their sincere desire that the students will have the strength and conviction to live up to their responsibilities in this regard. There is no place in our activities for students who do not make an effort to do so.

A signed copy of this letter will be on file to show that the student and parent have read this policy. This does not necessarily mean that they agree with the policy, but only that they are aware of the standards which must be met.

~~Participation in an activity conclusively procures that the participants are aware of these standards.~~

Date _____

Participant's Signature _____

Parent's Signature _____

USE OF MOTORIZED VEHICLES

Board Policy No. 3241 states that since the Odessa School District furnishes transportation to all students who live out of town, the privilege of using private transportation will be granted to those who meet the following criteria:

- 1) Be legally entitled to drive.
- 2) Agree to following the rules set forth below:
 - a) Obey all traffic regulations.
 - b) Do not part in driveways or in front of east entrance, the curbing of which is painted.
 - c) No driving during school hours except for emergencies, and then only with the permission of the principal.
 - d) No sitting in cars during the school day.
 - e) No driving of vehicles to the practice fields or courts.

Students who are driving cars to school are to use all precautions for safety. The vehicle may not be used during school hours, except with the permission of the parents and the high school office. School hours include the lunch hour. Students are to sign out in the office any time they wish to use a vehicle during school hours. The use of a vehicle includes sitting in it or on it, eating lunch in it, etc. Students may get personal items from their vehicles at noon and this shall not be deemed using.

The area painted white on the north side of the high school building and the painted area in front of the high school building is for the use of school personnel and visitors only. No student vehicles are to be parked in these designated areas.

GOING TO GAMES IN PRIVATE CARS ON SCHOOL TIME:

Students may be excused to attend games on school time only if they have their parents' written permission, stating the adult who will be accompanying them. A permission form for this purpose is available in the office. The school reserves the right to deny a particular student's request, if a reasonable cause exists.

GENERAL RULES AND SUGGESTIONS

School is a place of business. Students are expected to dress, groom, and conduct themselves in such a manner that the educational process is not disrupted. Recognizing parental primary responsibility in this area, the board encourages their cooperation in maintaining high standards of dress, grooming, and conduct.

It shall be the policy of the board to encourage extra-curricular activities. Also, the board encourages intramural sports activities in all grades and authorizes inter-scholastic sports for grades six through twelve. Every effort should be made to schedule interscholastic contests outside school hours. Only high school sports activities shall be carried under the rules of the Washington State Interscholastic Activities Association.

Plans for the annual Senior Field Trip shall be submitted to the School Board for review by the April Board meeting.

No psychological testing of a student will be done without written consent of the student's parents or guardian.

Parents may have access to student's cumulative records, but only in the presence of the school principal or counselor so that the test results may be properly interpreted.

When students are transported to activities they should return with the group by school transportation. Students may return with their parents when the purpose of this is to eliminate unnecessary travel. The parents should notify the director of the activity in person. Students living on the return route from the activity may be let off at their home. Any other arrangements must be made by a written parental request approved by school authorities.

No student is allowed on school property at anytime without supervision of school personnel or a qualified appointed adult.

Transferring a class must be done through the counselor's office within five (5) school days of the new semester.

The purpose of the Odessa Public School is to train your youth in skills and attitudes necessary for them to successfully take their place in life when they reach adulthood.

Only students of Odessa High School and their guests are admitted to school dances. However, students with dates or guests who are not in Odessa High School must receive the principal's permission ~~by noon on the last school day preceding the dance and sign up on~~ the guest list that will be available at the office. An eighth grader will be admitted into dances as a guest of an Odessa High School student by permission of the high school principal.

Refusal to Identify Self: All persons must, upon request, identify themselves to any school personnel in the school building on school grounds, or at school-sponsored events. Any teacher, administrator or other school district personnel has the legal right and responsibility to request that persons on the school grounds or at school-related activities identify themselves.

District Rules: Students must obey lawful instructions of school district personnel and all rules and regulations of the school district as determined by the administration and the board of directors.

Dress and Appearance: Dress and appearance must be neat and clean and must not present health and safety problems or cause disruption. Reasonable standard of dress and appearance may be established consistent with these rights and responsibilities.

Organizations: Each organization must have a constitution approved by the Student Council and the administration and to be reviewed annually.

Lockers: Lockers and P.E. baskets should be kept locked at all times. In the case of broken locks, students may use their own locks. Money and valuables should not be left in lockers or baskets (even when locked) if it can be avoided. If it is necessary for you to have a large sum of money or some valuable item at school, it may be checked in at the office until needed.

Read the Bulletin: The student bulletin is distributed near the end of the first period each day. Occasionally the bulletin may not be read. The reading of the bulletin is a convenience, if it is not read it is your responsibility to read it yourself. Bulletins are posted on several bulletin boards in the building.

Affection: Between boys and girls will be limited to conversation. Any public display of affection that goes beyond this will not be allowed and may result in disciplinary action.

Guidance Services: Both junior and senior high school students can find a wealth of material in the Counselor's Office on occupations, colleges, military services, etc. The counselor is also available for conferences regarding testing results, scholarship information, or questions you may have about your school assignments or other problems which may arise.

Lost and Found: Items which are found are to be turned in to the principal's secretary where they may be claimed. Notify the secretary immediately if you have lost something, and it will be announced in the bulletin.

Visitors at School: Students from other schools may visit classes at

Odessa High School as a guest of one of our students. The host student must introduce the guest at the school office and secure written permission for visitation each day the visitor is present. The individual classroom teacher is the final judge of whether or not a student may visit that classroom.

Parents are always welcome. Please make arrangements through the secretary's office.

School Courtesy: Odessa High School has an area-wide reputation for its neat-appearing and courteous students. We would like to try to maintain this reputation. This can be done by each student using good judgement, common sense and exhibiting some degree of ordinary politeness. If the students refrain from vulgar talk, rough conduct and the like, good manners will naturally result. The school and each individual student is judged by the kindness, consideration and friendliness exhibited by the individual and the group.

STUDENT RIGHTS AND RESPONSIBILITIES

WAC 180-40-215 Student Rights. In addition to other rights established by law, each student served by or in behalf of a common school district shall possess the following substantive rights, and no school district shall limit these rights except for good and sufficient cause:

- 1) No student shall be unlawfully denied an equal educational opportunity or be unlawfully discriminated against because of national origin, race, religion, economic status, sex, pregnancy, marital status, previous arrest, previous incarceration, or a physical, mental or sensory handicap.
- 2) All students possess the constitutional right to freedom of speech and press and the constitutional right to peaceably assemble and to petition the government and its representatives for a redress of grievances; subject to reasonable limitations upon the time, place and manner of exercising such a right.

Freedom of Speech and Assembly: Students are entitled to express verbally personal opinion in such a manner and at such times as does not disrupt or interfere with the educational process or with the freedom of others to express themselves. The use of obscenities or personal attacks is prohibited. All student meetings on school district property may function only as scheduled and regulated by school authorities as to time, place and manner.

- 1) a. Students are entitled to express in writing their personal opinions. The distribution of such material may not interfere with or disrupt the educational process. Such written expressions must be signed by the authors.
- b. Students who edit, publish or distribute hand-written, printed or duplicated matter among their fellow students within the school must assume responsibility for the content of such publications.
- c. Libel, obscenity, and personal attacks are prohibited in all publications.
- d. Commercial solicitation will not be allowed on school property at any time unless authorized by the building principal.
- e. All publications intended to be distributed on school district property must first be submitted to the building principal for regulation as to time, place, and manner.

- 2) All students possess the constitutional right to be secure in their persons, papers, and effects against unreasonable searches and seizures. The school board also wishes to emphasize that as a part of the principal's or superintendent's regular duties, he is authorized to conduct periodic locker inspections and may, if he deems it necessary, make spot locker checks at any time. Recent court decisions have clearly affirmed the right of the administration to search students' lockers.
- 3) All students shall have the right to be free from unlawful interference in their pursuit of an education while in the custody of a common school district.
- 4) No student shall be deprived of the right to an equal educational opportunity in whole or in part by a school district without due process of law.

NOTE: The foregoing enumeration of rights shall not be construed to deny or disparage other rights set forth in the constitution and laws of the State of Washington or the rights retained by the people.

STUDENT RESPONSIBILITIES AND DUTIES

WAC 180-40-210

The mission of the Odessa School System is to provide learning experience which will assist all students to develop skills, competencies, and attitudes that are fundamental to an individual's achievement as a responsible, contributing citizen. In order to maintain and advance this mission, it shall be the responsibility and duty of each student to pursue his or her course of studies, comply with written rules of a common school district which are adopted pursuant to and in compliance with WAC 180-40-225 and RCW 28A.58.101, and submit to reasonable corrective action or punishment imposed by a school district and its agents for violation (s) of such rules. The provisions of the chapter do not lessen the foregoing responsibilities and duties of each student. This chapter is intended to assure that corrective action or punishment is imposed for just and fair cause and in a just and fair manner.

REASONABLE RULES AND REGULATIONS, PURSUANT TO WAC 180-40-225

Disruptive Conduct - Conduct which materially and substantially interferes with the educational process is prohibited. The type of conduct prohibited under this section would include, but not be limited to, the following acts:

- a. Occupying any school building, school grounds, or parts thereof with intent to deprive others of its use.
- b. Blocking the entrance or exit of any school corridor, room, etc., therein.
- ~~c. Preventing students from attending a class or school activity.~~
- d. Blocking normal pedestrian or vehicular traffic on a school campus, except under the direction and instruction of school officials.
- e. Intentionally making noise or acting in a manner so as to interfere with the teacher's ability to conduct his or her class.

- f. Fighting either with other students or staff.
- g. Disrespectful behavior toward any school employee, while carrying on his duties.

PUBLICATIONS

Board Policy No. 3221 states: Student publications are a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion. All student publications will be governed by the canons of responsible journalism and will be free from libel, obscenity, undocumented allegations, attacks on personal integrity or the techniques of harassment and innuendo. Prior to distribution in the school by a student, approval of the school administration is required. Such approval will be utilized by administrators in a manner consistent with editorial freedom of students and the integrity of their publications as vehicles of free inquiry and free expression in an academic community. The student or students issuing the publication may be asked to sign the publication to indicate authorship and responsibility. Control of publishing and distribution of student materials by the administration will be confined to standards necessary to protect the orderly process of education and standards of responsible journalism.

STUDENT DISCIPLINE

Cumulative violation: Students who consistently violate various laws, school policies, rules, and regulations will be subject to discipline, suspension or expulsion. The seriousness of the violation is not the only criteria for disciplinary action.

Disciplinary Procedure: All pupils who attend Odessa High School shall comply with the reasonable written rules and regulations established. Furthermore, all such pupils shall submit to the reasonable directions of school authorities. Refusal to comply with such written rules and regulations or to follow such reasonable directions of school authorities shall constitute cause for discipline, short or long term suspension or expulsion.

1. Teachers shall maintain good order and discipline in their classroom at all times and any student interference with this shall constitute sufficient cause for disciplinary action. Corporal punishment of a moderate nature may be resorted to when necessary to the preservation of proper discipline; PROVIDED, the punishment shall be administered only by a certificated person in the presence of and witnessed by another certificated person: PROVIDED FURTHER, that no cruel or unjust punishment either as set forth and defined in RCW 28.87.140 or otherwise shall be inflicted upon any pupil.
 - a. "Discipline" shall mean all forms of corrective action or punishment other than suspension and expulsion and shall include that exclusion of a student from a class or activity by a teacher or administrator for a period of time not exceeding the balance of the immediate class, subject or activity period: PROVIDED, that the student is in the custody of a school district employee for the balance of such period.
 - b. "Suspension" shall mean a denial of attendance (other than for the balance of the immediate class, subject or activity period for "discipline" purposes) at any single subject or class, or at any full schedule of subjects or classes, or at any other type of activity conducted by or in behalf of a school district, and any combination of the foregoing, for a stated period of time. A suspension also may include a denial of admission to or entry upon real and personal property that is owned, leased, rented, or controlled by the School District.

- c. "Short-term Suspension" shall mean a suspension for any portion of a calendar day up to and not exceeding five consecutive calendar days and 15 school days in any one semester.
- d. "Long-term suspension" shall mean a suspension which exceeds five consecutive calendar days. No single long term suspension shall be imposed which causes the student to lose academic grades or credit for an excess of one semester during the same school year.
- e. "Expulsion" shall mean a denial of attendance at any single subject or class or at any full schedule of subjects or classes, a denial of attendance at any other type of activity conducted by or in behalf of a school district and any combination of the foregoing, for an indefinite period of time. An expulsion also may include a denial of admission to or entry upon real and personal property that is owned, leased, rented, or controlled by the School District.
- f. WAC 180-40-290 Emergency Removal From A Class, Subject, or Activity. (1) Notwithstanding any other provision of this chapter, a student may be removed immediately from a class, subject, or activity by a certificated teacher or administrator and sent to the building principal or a designated school authority: PROVIDED, that the teacher or administrator has good and sufficient reason to believe that the student's presence poses an immediate continuing threat of substantial disruption of the class activity, or educational process of the student's school. The removal from classes, subject, or activities shall continue only until:
 - a) The danger of threat ceases, or
 - b) The principal or designated school authority acts to impose an emergency expulsion, pursuant to this chapter.(2) The principal or school authority shall meet with the student as soon as reasonably possible following the student's removal and take or initiate appropriate corrective action or punishment. In no case shall the student's opportunity for such meeting be delayed beyond the commencement of the next school day. Prior to any student being returned to the class/activity/subject, the principal or school authority shall notify the teacher or administrator who removed the student therefrom of the action which has been taken or initiated.

- g. WAC 180-40-295 EMERGENCY, EXPULSION-LIMITATIONS Notwithstanding any other provision of this chapter a student may be expelled immediately by a school district superintendent or a designee of the superintendent in emergency situations: PROVIDED that the superintendent or designee has good and sufficient reason to believe that the student's presence poses an immediate and continuing danger to the student, other students or other school personnel or an immediate and continuing threat of substantial disruption of the educational process. An emergency expulsion shall continue until rescinded by the Superintendent or his or her designee, or until modified or reversed pursuant to the hearing provisions set forth in WAC 180-45-305 or the appeal provisions set forth in WAC 180-30-315.
- h. "School Business Day" shall mean any calendar day, exclusive of Saturdays, Sunday, and any federal and school holiday, upon which the office of the Superintendent of the School District is open to the public for the conduct of business. A school business day shall be concluded or terminated upon the closure of said office for the calendar day.

GRIEVANCE PROCEDURE

1. Discipline Grievance Procedure: Any student, parent, or guardian who is aggrieved by the imposition of discipline shall have the right to an informal conference with the building principal or his/her designee for the purpose of resolving the grievance. Subsequent to the building level grievance meeting, the student, parent or guardian, upon two school business days prior notice, shall have the right to present a written and/or oral grievance to the superintendent of the district or his/her designee. If the grievance is not resolved, the student, parent, or guardian, upon two school business days prior notice, shall have the right to present a written and/or oral grievance to the Board of Directors at the Board's next regular meeting. The Board shall notify the student, parent or guardian of its response to the grievance within ten school days after the date of the meeting. The discipline action shall continue notwithstanding the implementation of the grievance procedure.

If such discipline does not correct the disciplinary problem, the principal may recommend suspension or expulsion of the student. When the principal recommends such suspension or expulsion, he/she shall institute procedures as follows:

1. Short term suspension: If the short term suspension is to exceed one calendar day the parent/guardian shall be notified of the right to an informal conference. Short term suspensions shall be reported in writing to the superintendent within twenty-four hours. See also discipline grievance procedure for grievance involving a short term suspension.

2. Long term suspension or expulsion:
 - a. Written notice advising the student and his/her parent/guardian of their right to a hearing shall be prepared by the principal and delivered to the student and his/her parent/guardian by certified mail or in person. The notice shall additionally specify the charges to be heard and the recommended sanction to be imposed. The notice shall advise the student and his/her parent/guardian that they are required to reply in

writing to the notice within three school business days of receipt of the notice and indicate whether or not they request the hearing. The notice shall further state that if a reply is not made within the three day period, the student, his/her parent/guardian shall be deemed to have waived their right to a hearing and the recommended sanction shall take effect. If a hearing is requested, the hearing authority shall schedule a hearing within three school business days of the request.

b. The student shall be permitted to inspect in advance of hearing, any affidavits which school authorities intend to submit at the hearing. At the hearing the student shall have the opportunity to present his/her version of the facts, to be represented by legal counsel, to question witnesses, and to utilize his own affidavits, exhibits, and witnesses.

c. The hearing authority shall be a non-involved building principal appointed by the superintendent. The hearing authority shall determine the facts solely on the evidence presented at the hearing and shall state, in writing, the findings, the conclusions, and if any, the disciplinary action to be taken.

d. Either a tape recording or verbatim record of the hearing shall be made.

e. If the hearing authority imposes a sanction of suspension or expulsion, the student and his/her parent/guardian shall have three school business days after being notified in writing of the hearing authority's decision to appeal the decision of the Board of Directors.

f. When an appeal is taken to the Board of Directors, the Board shall schedule and hold a meeting to review the matter within ten school business days from the receipt of such appeal. At that time the student and his/her parent/guardian or his/her attorney shall be given the right to be heard. Prior to the adjournment of the Board, it shall make its decision known or agree to one of the following procedures:

1) Agree to study the hearing record and the verbatim transcript submitted to it, and report the findings within ten school business days;

2) Agree to schedule and hold a special meeting to hear further arguments on the case from the parties or their attorneys and report its findings within ten school business days;

3) Agree to hear and try the case de-novo (new hearing) before the Board of Directors within ten school business days and in accord with fair hearing provisions. In the event the board agrees to hear the case de-novo, the School District shall provide at its own expense, a reporter to record the hearing. In the event of an appeal from the

decision of the Board of Directors to the Superior Court of Lincoln County, the cost of preparing the verbatim transcripts of the proceedings shall be at the expense of the party appealing said decision.

g. Within thirty days of receipt of the Board of Directors' final decision, the student and his/her parent/guardian may appeal the action to the Lincoln County Superior Court by serving upon the chairman of the Board of Directors and filing with the Clerk of the Superior Court of Lincoln County a notice of appeal. Such a notice shall set forth in a clear and concise manner the errors complained of. The appeal shall be confined to the record except that in the case of an alleged irregularity in procedure before the hearing authority of Board of Directors and not shown in the record, testimony thereon may be taken by the court. The sanction imposed by the Board of Directors shall take effect immediately upon notice in writing to the student and his/her parent/guardian, and shall not be stayed pending the appeal unless ordered otherwise by a court.

3. Due Process - Emergency Expulsion: (Board Policy)

A student may be excluded from school prior to a hearing if the superintendent or his designee reasonably believes the pupil is in immediate and continuing danger to himself, other pupils, teachers, school administrators or the educational process of the school district. Such emergency expulsion shall continue until the pupil is reinstated by the suspending authority or until a fair hearing is held and a final determination reached. Such an emergency expulsion shall be stayed, whether or not appeal is made to the board of directors, unless the hearing officer hearing the case shall find that the student continues to present an immediate and continuing danger to himself, other pupils, teachers, school administrators or the educational process of the school district.

The provisions governing notice and hearing of regular long-term suspensions or expulsion shall apply except:

1. Written notice of the emergency expulsion shall be sent by certified mail within twenty-four (24) hours of the expulsion.
2. The parent shall have ten (10) school business days after receipt of the notice, during which to request a hearing;
3. The hearing officer shall render the decision within one (1) school business day after the conclusion of the hearing.

4. Readmission Provisions - Expulsion/Suspension (Board Policy)

Any pupil who has been expelled or suspended shall be permitted to apply for readmittance to the district's schools prior to termination of the imposed sanction. The application shall be in writing and sent to the principal who may establish reasonable readmission conditions which are related to the student's prior record of behavior. If the application is denied, the student or parent may appeal to the superintendent, whose decision shall be final.

SUPERINTENDENT OF PUBLIC INSTRUCTION
Olympia
August 1, 1970

PUPIL TRANSPORTATION ----- RULES FOR STUDENTS RIDING SCHOOL BUSES

1. The driver is in full charge of the bus and pupils. Pupils must obey the driver promptly and willingly.
2. Pupils shall ride their regularly assigned bus at all times, unless permission has been granted by the school authorities. School authorities should verify with the drivers the availability of extra seating space and should not issue bus passes for non-regular riders if it will cause standees on the bus.
3. Unless by written permission of school authorities, no pupil shall be permitted to leave the bus except at his or her regular stop.
4. Each pupil may be assigned a seat in which he will be seated at all times, unless permission to change is given by the school principal and/or driver.
5. Outside of ordinary conversation, classroom conduct must be observed.
6. Pupils are to assist in keeping the bus clean by keeping their waste paper off the floor. Pupils must also refrain from throwing refuse out of the windows. To help keep the bus clean, eating is not allowed.
7. No pupil will smoke or light matches on a school bus.
8. No pupil shall open a window on the school bus without first getting permission from the school bus driver.
9. No pupil shall at any time extend his or her head, hands or arms out of the windows, whether school bus in in motion or standing still.
10. Pupils must see that they have nothing in their possession that may cause injury to another, such as sticks, breakable containers, any type of firearms, straps or pins extending from their clothing. Also, any type of animal is not permitted on the bus, except for "seeing eye" dogs.
11. Each pupil must see that his books and personal belongings are kept out of the aisle. Special permission must be granted by school authorities to transport any large items.
12. No pupil will be allowed to talk to the driver more than is necessary.
13. No pupil shall sit in the driver's seat, nor shall any pupil be to the immediate left or right of the driver.
14. Pupils are to remain seated while the bus in in motion and are not to get on or off the bus until it has come to a full stop.
15. Pupils must leave the bus in an orderly manner and must obey the orders of the school safety patrolman on bus duty. They must not cross the highway until given consent by the school bus driver. When boarding or leaving the bus, pupils should be in view of the driver at all times.
16. Pupils must cross the highway only in front of the school bus and never behind it.
17. Pupils must not stand on play in the roadway while waiting for the bus. Pupils should leave home early enough to arrive at the bus stop before the bus is due.
18. Self-discipline should be exercised by pupils at the bus loading area. Students should refrain from pushing and shoving other students. Pupils who have to walk some distance along the highway to the bus loading zone, where practicable, must walk on the lefthand side facing the oncoming traffic. This will also apply to pupils leaving the bus loading zone in the morning.

20. Students' misconduct on a bus will be sufficient reason to discontinue providing bus transportation to those students involved.
 21. In the event of an actual emergency, emergency exit procedures as established by the emergency exit drill, will be followed.
 22. Parents of students damaging school buses will be responsible for proper reimbursement to the school district.
 23. Pupils are not to run errands between bus stop and their homes.
- NOTE: If there is any doubt as to whether the buses will be making their regular route due to bad weather, please check with your local radio station.