

## **Welcome to Odessa School District 2024-2025**

**Principal's Office:** (509) 982-2111  
Cori Kane – Principal K-12

**High School Office:** (509) 982-2111  
Mandy Lewis -Secretary

**Elementary Office:** (509) 982-2603  
Linnie Largent-Secretary

**Transportation Office:** (509) 982-2811  
Justin Parr-Operations Supervisor

**District Office:** (509) 982-2668  
Steve Fisk-Superintendent  
Staci Claassen- Business Manager  
Holli Eden- Payroll / Human Resources  
Fax - (509) 982-0163

### **EMERGENCY SCHOOL CLOSURES:**

School closing, delayed starting time, or early dismissal will be announced as early as possible with the Instant Alert automated system as well as radio and TV stations by 6:00 a.m.

**No announcement means school as usual. Please do not call school.**  
**Telephone lines must be kept open for emergencies.**

An emergency phone call system is set up to inform parents should students need to be released early. Please consider where your child will go on such days: home, to a relative's home, to a babysitter, etc. We assume we will be able to contact you and that your child should be released/transported as usual during early closure. In the event that school personnel are not able to reach you or your designee, your child will remain at school and continue to be supervised by school personnel until arrangements have been made

## 2024-2025 ODESSA SCHOOL DISTRICT ROLES & RESPONSIBILITIES

**SUPERINTENDENT** - Steve Fisk  
**K - 12 PRINCIPAL** – Cori Kane

### DISTRICT OFFICE:

**Business Manager** – Staci Claassen  
**Payroll/Human Resources**- Holli Eden

**Transportation/Facilities/Grounds:**  
**Operations/Transportation Supervisor** -  
Justin Parr

**Maintenance/Custodian** – Mark Sebesta  
**Custodians** - Tamie Shaw  
Kyle Haase

**Bus Drivers:**  
Mary Buck  
Conny Greenwalt  
Nicole Leach  
Sandi Smith  
Kelly Watkins

**Food Services** – Koree Smith  
Emily Walter

**Grants Manager** – Steve Fisk  
**Equity Program** – Cori Kane  
**Affirmative Action/Title IX** – Cori Kane  
**Asbestos Program** – Justin Parr  
**Safety Program** – Justin Parr  
**Safety Committee** - Steve Fisk  
**CTE Director** – Steve Fisk  
**Special Education** – Chelsea Watson  
**Homeless Liaison** – Cori Kane  
**Curriculum Development** – Steve Fisk/Cori Kane  
**Highly Capable** - Steve Fisk  
**Title I/LAP** – Cori Kane  
**504 Plan** – Steve Fisk  
**Professional Development** – Steve Fisk/ Cori Kane  
**School Improvement Plan Coordinator-**  
Steve Fisk / Cori Kane  
**Technology Director** – Steve Fisk  
**Webmaster** – TBA  
**Assessment Director** – Kimberly Ryan  
**Special Services:** Nurse - Jolene Erickson  
**Legal Counsel** – Greg Stevens

**Elementary Secretary** - Linnie Largent  
**JH/HS Secretary** – Mandy Lewis

**K - 12 Instruction:**  
Maria Brooks – Grade 5/Art  
Laura Caler - 8-12 English  
Kamrin Iverson – Grade 2  
Abigail Lindberg – Grade 1  
Daniel Lloyd - K-12 Music  
Larry Moffet – JH Social Studies/HS History/CWP  
Jeff Nelson – K-12 Health & Fitness  
Travis Schuh – 8th/HS Math  
Kelsey Scrupps - Grade 4  
Kristen Sebesta – Grade 3  
Charlie King/Kristen Sebesta - Kindergarten  
HaLee Walter – CTE Agricultural Science/WBL  
Megan Walter – Spanish, 6<sup>th</sup>/7<sup>th</sup> English/Reading  
Chelsea Watson - Special Education  
Larry Weber – 6-8 Math/PE  
Jeff Wehr – 9-12 Science  
Julie Wehr – 5-8 Science  
Eleda Najera - CTE Business Ed

**Counselor** – Kimberly Ryan  
**Athletic Director** – Cori Kane  
**Associated Student Body** – Cori Kane

**Para Educators:**  
Lanae Carper  
Tianii Costlow  
Christine DeVore - Preschool  
Haley Friesen  
Melissa Iksic  
Hannah Null  
Amy Reeves  
Lyndsay Reyes  
Caitlin Rosman  
Raye Scrupps  
Sandi Smith  
Lindsy Starkel - Library  
Kyle Tebow - Office Assistant  
Parker Valverde – Para/Technology Assistant

## **Daily Bell Schedule**

Building Opens	7:40 a.m.
1 <sup>st</sup> Bell Rings	7:56
Period 1	8:00-8:48 (48)
Period 2	8:52-9:40 (48)
<b>K-2 Recess</b>	9:45-10:00 (15)
<b>3-5 Recess</b>	10:05-10:20
Period 3	9:44-10:32 (48)
Period 4	10:36-11:24
<b>K-5 Lunch</b>	11:24-11:54
K-5 Period 5	11:58-12:46
6-12 Period 5	11:28-12:16
<b>6-12 Lunch</b>	12:16-12:46
Period 6	12:50- 1:38
Period 7	1:42-2:30

## **12:15 Early Release Days**

- 1st Period - 8:05-8:32
- 2nd Period - 8:36-9:03
- 3rd Period - 9:07-9:34
- 4th Period - 9:38-10:05
- 5th Period - 10:09-10:36
- 6th Period - 10:40-11:07
- 7th Period - 11:11-11:45

## **LUNCH/BREAKFAST PROCEDURES**

- The Elementary Secretary will keep track of lunch/breakfast payment and credits for each student through the software computer system (Skyward).
- PURCHASE OF MEALS: Lunches/breakfasts are sold on a pre-paid basis OR on a daily CASH basis. Family accounts are set-up for students from the same family.
- FREE MEALS: Meal credit is issued monthly to those who have been approved for FREE meals. Free meal credit is good for just ONE lunch/ONE breakfast per day.
- Meals include 1 milk. Additional milk can be purchased for \$ .40 per milk.
- REDUCED PRICE MEALS: Those who have been approved for REDUCED price lunches/breakfasts purchase meals from the office as needed at the approved price. This reduced price approval is good for just ONE lunch/ONE breakfast per day.
- LOANING MEALS: Borrowing of meals from advance payment is allowed only between family members.
- MEAL CHARGE POLICY: In order to allow students to receive nutritious meals, prevent over-identification of students with insufficient funds to pay for school means, and maintain the financial integrity of the nonprofit school nutrition program, the district will establish a written meal charge process for students eligible for reduced price meals and students that are not eligible for meals. The meal charge policy will be communicated to households each year so that school district employees, families and students have a shared understanding of expectations regarding meal charges.

### **Unpaid Meal Charges**

If a student has not paid for five or more previous meals, the school will:

- (1) Determine whether the student is categorically eligible for free meals;
- (2) If no application has been submitted for the student to determine his or her eligibility for free or reduced-price meals, make no fewer than two attempts to contact the student's parent or guardian to have him or her submit an application; and
- (3) Have a principal, assistant principal, or school counselor contact the parent or guardian for the purpose of:
  - (a) Offering assistance with completing an application to determine the student's eligibility for free or reduced-price meals;
  - (b) Determining whether there are any household issues that may prevent the student from having sufficient funds for school meals; and
  - (c) Offering any other appropriate assistance.

No school or school district personnel or school volunteer may:

- (1) Take any action that would publicly identify a student who cannot pay for a school meal or for meals previously served to the student, including but not limited to requiring the student to wear a wristband, hand stamp, or other identifying marker, or by serving the student an alternative meal;
- (2) Require a student who cannot pay for a school meal or for meals previously served to the student to perform chores or other actions in exchange for a meal or for the reduction or elimination of a school meal debt, unless all students perform similar chores or work;
- (3) Require a student to dispose of an already-served meal because of the student's inability to pay for the meal or because of money owed for meals previously served to the student;

- (4) Allow any disciplinary action that is taken against a student to result in the denial or delay of a nutritionally adequate meal to the student; or
- (5) Require a parent or guardian to pay fees or costs in excess of the actual amounts owed for meals previously served to the student.

Communications for a school or school district about amounts owed for meals previously served to a student under the age of fifteen may only be directed to the student's parent or guardian. Neither this policy nor chapter 28A.235 RCW prohibits the district from sending a student home with a notification that is addressed to the student's parent or guardian.

A parent or guardian will be notified of a negative balance of a student's meal account no later than ten days after the student's school meal account has reached a negative balance. Within thirty (30) days of sending this notification, the district will exhaust all options to directly certify the student for free or reduced-price meals. Within these thirty days, while the district is attempting to certify the student for free or reduced-price meals, the student may not be denied access to a school meal unless the district determines that the student is ineligible for free or reduced-price meals.

If the district is unable to directly certify the student for free or reduced-price meals, the school district will provide the parent or guardian with a paper copy of, or an electronic link to, an application for free or reduced-price meals with the negative-balance notification described above and encourage the parent or guardian to submit the application.

The district's Meal Charge Policy will also address unpaid meal charges. Students who qualify for free meals will not be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases. Students with outstanding meal charge debt will be allowed to purchase a meal if the student pays for the meal when it is received. The District will provide meals to students who have charged the maximum amount allowed to their student account and cannot pay out of pocket for a meal.

The district will make reasonable, discrete efforts to notify families when meal account balances are low through use of the Skyward Data Information System. Families will be notified when the balance reaches \$10.00.

Negative balances of more than \$50.00 not paid prior to the end of the school year will be considered delinquent debt and will be turned over to the superintendent or designee for collection. The district will make reasonable, discrete efforts to collect delinquent (overdue) unpaid meal charges, which is an allowable use of National School Food Service Account (NSFSA) funds, and will coordinate communications with families to resolve the charges. Options may include collection agencies, small claims court or any other collection method permitted by law and consistent with the Fair Debt Collection Practices Act.

- Entrée & Extra side: Students who plan to have an extra entree or extra side should sign up when lunch count is taken. Extra entrée is an additional \$1.90 and extra side is an additional \$.75. Students on Free and Reduced lunches will pay cash for an additional entrée or side.
- REFUNDS: Paid meals will be carried over to the following school year. Refunds will not be made before the last day of school except in the case of a student withdrawing from school.

## **GENERAL INFORMATION**

**It is our goal to provide each student with the maximum opportunity to learn and be successful at school. Consequently your cooperation with the following is appreciated:**

- **SPECIAL SERVICES:** Special Education, Language/Speech and Hearing Services, Occupational Therapy, Physical Therapy, and School Psychologist Services are provided. If you have questions about these services, please contact Mrs. Chelsea Watson or Steve Fisk.
- **CHECK IN/OUT PROCEDURE** – The following procedures are in place in order to ensure the safety of all children attending school. If a student needs to leave the school for any reason, she/he must be **CHECKED OUT** through the office when departing the school grounds. Upon returning to the school, the student must be **CHECKED IN** through the office as well. Students may only be checked in/out by an authorized adult.

Visitors who arrive on school grounds must all check in at one of the building offices (elementary, high school or district). When an authorized adult arrives to check a student out of school the following procedures shall be followed for K-5 Students:

  - 1) The authorized adult will be asked to fill out and sign the “Student Check In/Out form.
  - 2) If the student is in a classroom where the teacher may be reached using the phone, the office personnel will notify the teacher. The student will be asked to meet the adult IN THE OFFICE. (The adult will also be asked by the office personnel to remain in the office and wait for the student,).
- **VISITOR POLICY:** All parents and visitors are expected to check in at the school office immediately upon arrival. Permission for student visitors must be secured through the Principal's office a minimum of a day in advance of the visit (the day before). Teachers will be notified of a planned visit beforehand. Permission for adults to visit a classroom must also be secured through the Principal's office.
- **CASH AT SCHOOL:** Students should not bring cash to school unless it is for a specific purchase (lunch ticket, book order, etc.)
- **DELIVERIES:** Special deliveries (flowers, balloons, etc.) are not encouraged during the school day.
- **DRESS, APPEARANCE AND PC JANTZ HAT EXPECTATIONS:** Dress and appearance must be neat and clean and must not present health and safety problems or cause disruption. P.C. Jantz elementary asks that students not wear hats inside the building. Students are allowed to wear hats before school, during recess, and after school.
- **STUDENT CONDUCT:** Any student who willfully performs any act which materially interferes with or is detrimental to the orderly operation of a school, a school sponsored activity or any other aspect of the educational process within the Odessa District, shall be subject to discipline, suspension or expulsion. (Re. policy #3241)

- **MEDICATION:** If a student must receive medication during the school day (prescription or non-prescription), the parent/guardian must provide written authority and instructions to the office with a doctor or dentist signature on the proper form, which is available in the office.
- **PHYSICAL EDUCATION (P.E.) - NONPARTICIPATION:** Students will go to P.E. even if they have a note from home asking that they not participate. They can observe the class or participate in a limited manner as per stated restrictions. They will not stay in the room or be sent to the office or library. In severe cases (broken leg, etc.) or lengthy illnesses, an alternative can be worked out through the office.
- **VOLUNTEERS:** Volunteers are encouraged and welcome at the school any time. Prior arrangements must be made through the classroom teacher. Volunteers must sign the District required Volunteer Work Sheet (Department of Labor and Industries).

### **ELECTRONICS-CELL PHONES**

All students are to follow the internet and technology user agreements. Those who do not obey the rules shall be denied technology privileges. Prior to a student's being given access to the Internet, the use agreement form accepted by the district must be signed by the student and the parent and be on file in the office. Special arrangements may be made with an instructor and/or the Principal for use beyond the school day.

Electronics, such as cell phones, iPods, electronic books, games, laptops, tablets, etc., are subject to our BYOD agreement and should only be used with teacher permission. **The Odessa School District assumes no liability for loss or damage to any such privately owned device.** If an electronic device is seen or heard during class or school assemblies without teacher permission, it will be turned into the office and held:

- 1<sup>st</sup> Offense – Held until the end of the school day
- 2<sup>nd</sup> Offense – Parent is required to pick up the phone
- 3<sup>rd</sup> Offense – Parent/ Student meeting with the principal

### **LOCKERS**

Students will have an opportunity to select or be assigned a locker each year. Students are responsible for keeping their locker clean and orderly. Fines will be assessed if the locker appears to have been damaged as the result of carelessness. A student may lose locker privileges if he/she abuses the locker. The school cannot assure protection for items left in lockers. Any items of significant value should be given to the office until the end of the day or left at home. Students may attach locks if they wish. Locks for gym lockers are available through their teacher or coach.

The Principal or designee may search the student's possessions and the student's locker if there are reasonable grounds to suspect that the search will yield evidence of the student's violation of the law or school rules. Routine locker checks may be done to search for overdue library books, other school property and sanitation purposes. .

### **MOTOR VEHICLES AND PARKING**

1. Students are not allowed to drive to athletic practices held immediately after school.
2. Student participants must ride in district vehicles for school-related activities unless:
  - a. A parent/guardian signs their child off district transportation
    - i. Bus drivers or coaches have the appropriate form
  - b. Extenuating circumstances arise:
    - i. A signed parent/guardian note must be approved by the Principal or his designee prior to the event

3. Students should make every effort to park along the east side (2nd Street) and north side (3rd Avenue) of the school property. Student vehicles are not to be parked in the areas designated for staff and visitor parking during regular school days and normal operating hours.
4. Students are not allowed to drive or park their vehicle at the Ag Shop without receiving permission from the teacher and Principal.
5. Students should not drive or ride in a personal vehicle during school hours without prior authorization of the Principal/or his designee.

### **OPEN/CLOSED CAMPUS**

**PK-8:** Students in grades PK-8 are to remain on school grounds from the time of their arrival until they are dismissed from school. If a PK-8 student wishes to go home for lunch, a note from their parents is needed in the office. All students are to go directly outside when they finish eating lunch.

**9-12:** Students in grades 9-12 may leave the campus during lunch without checking in or out of the office.

### **SCHOOL DANCES**

1. Dances must have the approval of the student council and the Principal. High School dances will end by 12:00 a.m. and Junior High dances will end by 10:00 p.m. Any adjustment in time must be approved by the Principal. Junior High students will not be allowed to attend High School dances. High School students will not be allowed to attend Junior High dances.
2. A minimum of two (2) faculty members and two (2) parents or guardians are required to serve as chaperones for all dances.
3. Odessa students wishing to have a guest who is not an Odessa student must register their guest at the High School Office and receive the Principal's approval prior to the dance. Guests over the age of 21 shall not be admitted to dances sponsored by the Odessa School District.
4. Once a person has been admitted to the dance, he/she will need to check out and will not be re-admitted if he/she chooses to leave.
5. All General Discipline Guidelines as outlined in the student handbook are in effect at all dances.

### **SCHOOL PROPERTY**

Students are liable for any and all loss or damage they inflict upon school facilities, property and/or equipment. Students are liable for damage to, or loss of textbooks and other instructional materials provided to them by the teacher or district. Fines will be assessed at the end of each year and must be paid.

### **SCHOOL TELEPHONES**

There is a student phone in the office which can be used for school related communications with permission by the office staff. Students should not use classroom phones unless a teacher supervises them and the call is related to a class or school activity. Students are not to receive personal calls through the office. Messages from parents will be delivered to students during class breaks.

### **VENDING MACHINES**

Students in grades K-8 may make purchases from the vending machines only after 2:30 p.m.



## **TRANSPORTATION**

If you plan to pick up a child who normally rides the bus or you wish for your child to ride a different bus than usual, you must send a written note or call the office. Please do not rely on your child to tell the teacher this information, because children often become confused and relay messages incorrectly.

**If no written note or phone call is received, your child will be sent home by his/her usual method of transportation.**

### **SCHOOL BUS RULES**

1. The driver is in charge. Students not following rules could lose riding privileges.
2. Students must stay back until the bus stops and the doors open.
3. Students must only cross the roadway when the driver gives the OK, crossing only in front of the bus.
4. A student will get off only at his or her stop unless they have a note from their parent/guardian.
5. The driver will decide what is hazardous and cannot be on the bus.
6. Animal life is not allowed on the bus.
7. Do not stand while the bus is moving.
8. The bus driver may assign seats.
9. Open windows with the driver's permission, nothing is allowed outside the window.
10. Students must clean up after themselves.
11. No smoking, vaping, use of lighters or matches.
12. Classroom behavior, no loud noises.
13. Do not talk to the driver when the bus is moving, unless absolutely necessary.
14. Do not sit in the driver's seat. Students must not tamper with emergency exits or equipment unless it is an emergency situation or the driver tells you to.
15. Students must stay out of the road while waiting for the bus. Be at your bus stop before the bus is due to arrive.
16. Use self-discipline at any bus stop, no pushing or shoving.
17. When walking a highway to and from your bus stop, walk on the left side of the road, facing traffic.
18. Parents/Guardians of students damaging school buses will pay for the damages.
19. Students must not ride on the outside of the bus.

### **CITATION FOR MISBEHAVIOR ON SCHOOL BUS**

Incidents of misbehavior will be handled in the following manner:

1. A citation will be written and one copy given to the student for signature, one to the parent/guardian and the Principal.
  - If a citation is issued in the morning, the citation will be signed by the Principal if the student is to ride home in the afternoon; then a parent/guardian must sign it before the student is allowed to ride to school the following morning.
  - If issued on the afternoon trip, the reverse procedure will be followed.
1. The following penalties will be assessed, depending on the severity of the incident:
  - First citation - warning ticket.
  - Second citation - maximum of three (3) day suspension of bus riding privilege.
  - Third citation - suspension of bus riding privilege for more than three (3) days but less than two (2) consecutive weeks for elementary level students or ninety (90) school days for secondary level students.

IN SEVERE CASES OF STUDENT MISCONDUCT, THE ABOVE PROCEDURE MAY BE WAIVED.

### **SCHOOL BEHAVIOR GUIDELINES**

Guidelines and discipline policies are in effect during regular school hours and at all school-sponsored events. Odessa Schools operate under a **progressive discipline policy**. Behavior that warrants student(s) being sent to the office and/or a written behavior referral means the student will move to the next step in our discipline policy. Any student, who willfully performs any act which interferes with, or is detrimental to, the orderly operation of school, a school-sponsored activity or any other aspect of the educational process within the Odessa District, shall be subject to discipline, suspension or expulsion. Students are expected to display appropriate behavior and to obey all instructions and directions given by any and all District employees and those performing supervisory duties as a volunteer or chaperone. Failure to comply will result in discipline. Such acts shall include, but are not limited to, those enumerated below:

- 1) Rowdy or unsafe behavior- (running in the hallway, horseplay, roughhousing, throwing objects, scuffling etc.);
- 2) Willful disrespect of property and/or people;
- 3) Inappropriate language;
- 4) Willful defiance/insubordination (flagrant and repeated non-compliance of classroom or school rules will be considered willful defiance.);
- 5) Public display of affection (any show of affection which goes beyond the holding of hands is inappropriate);
- 6) Harassment of any kind: verbal, sexual, or physical.
- 7) Fighting and other acts that endanger others will not be tolerated.
- 8) Any student who insults a District employee by the use of a vulgar term, gesture or threat that is interpreted as such by the District employee and an administrator will be subject to suspension.

### **POSSIBLE DISCIPLINARY CONSEQUENCES**

1. Verbal warning and office notification.
2. Classroom Detention
3. Detention(s) w/parent/guardian notification
4. Work-detail in cooperation w/parent/guardian
5. In-house suspension(s) w/parent/guardian notification
6. Parent/Teacher/Principal/Student conference
7. Short-term suspension, 1-10 days w/parent/guardian notification
8. Long-term suspension w/parent/guardian notification
9. Expulsion
10. Emergency Expulsion

### **EXCEPTIONAL MISCONDUCT**

Exceptional Misconduct means conduct other than absenteeism and/or minor infractions that are serious in nature and/or serious in terms of the disruptive effect upon the operation of the school. Student behavior(s) that are considered Exceptional Misconduct in frequency and/or severity will be subject to suspension or expulsion appropriate to the demonstrated behavior(s). Discipline administered under Exception Misconduct shall be considered apart from the general discipline guidelines.

### **DETENTION**

Any detention assigned by an individual teacher will be supervised by that teacher. Detention assigned by the Principal will be served before school, lunchtime or after school for students in grades 5-12. The school will notify parents that their child has been given detention. Detention is to be

productive. Therefore, students are required to bring assignments to complete. If a student is not productive during the detention period, the time will not be counted and the detention will be repeated and/or additional discipline will be issued. The detention will be served on the assigned date. Failure to serve assigned detention will result in additional discipline. If extenuating circumstances necessitate an accommodation for the serving of the detention, the parent/guardian of the student must make arrangements with the Principal. Students who are involved in extracurricular activities may be subject to disciplinary action, established by the coach, for time missed from practice.

**IN-SCHOOL INTERVENTION** Students who are subject to in-school intervention will be denied the privilege to participate in extracurricular activities during the time they are serving the suspension. This shall be determined by the Principal.

### **DRESS AND APPEARANCE**

A student's dress shall not present health, safety problems or cause a disruption. The Principal shall determine the appropriateness of the clothing. Students will be asked to change or cover up inappropriate attire. Failure to comply with the Principal's request will be viewed as insubordinate behavior. Should a student dress inappropriately on more than one occasion, additional discipline will be issued.

**Examples of inappropriate clothing** are, but are not limited to:

- drug, alcohol, tobacco or sexually suggestive and/or discriminatory messages
- gang attire
- styles that show one's undergarments
- styles that reveal bare midriffs, excessive cleavage, rear ends, etc.
- lack of footwear
- hats and hoodies in the classrooms, cafeteria, and library

### **HAT POLICY**

Odessa students in grades 6-12 have earned the privilege to wear a hat to school through the polite/respectful manner the request was made and the reasonable nature of the request.

As this is a privilege earned, it can be revoked if the privilege is abused.

### **GUIDELINES FOR WEARING HATS**

Hats must follow the Dress/Appearance code listed in the Odessa Student Handbook

"A student's hat shall not present safety problems or cause a disruption. The principal shall determine the appropriateness of the hat. Students will be asked to remove hat if inappropriate. Failure to comply with the principal or teacher's request will be viewed as insubordinate behavior. Should the student wear an inappropriate hat on more than one occasion, additional discipline will be issued."

\*Inappropriate Examples:

- Drug, alcohol, tobacco or sexually suggestive and discriminatory messages
- Gang Attire

Hats will not be worn in the cafeteria. Teachers have the right to ask students to remove their hats while in their classroom.

### **DRUGS/ALCOHOL/TOBACCO**

#### **Use of Tobacco, Nicotine Products and Delivery Devices – Policy - 4215**

The Board of Directors recognizes that to protect students from exposure to the addictive substance of nicotine, employees and officers of the school district, and all members of the community, have an obligation as role models to refrain from use of tobacco products and delivery devices on school property at all times. Tobacco products and delivery devices include, but are not limited to cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, electronic smoking/vapor devices, and vapor products, non-prescribed inhalers, nicotine delivery devices or chemicals that are not FDA-approved to help people

quit using tobacco, devices that produce the same flavor or physical effect of nicotine substances and any other smoking equipment, device, material or innovation.

Any use of such products and delivery devices by staff, students, visitors and community members will be prohibited on all school district property, including all district buildings, grounds and district-owned vehicles, and within five hundred feet of schools. Possession by or distribution of tobacco products to minors is prohibited

We will follow a disciplinary action for drug and alcohol violations that include:

- Calling upon law enforcement agencies for investigation and consultative assistance
- Applying appropriate school disciplinary action up to and including suspension or expulsion.

### **WEAPONS**

Students are prohibited by law from bringing dangerous weapons, such as firearms, air guns, certain specific knives, martial arts devices such as nun chucks, pointed stars, or other similar weapons as specified in RCW 9.41.250, onto the school premises, school-provided transportation, other areas being used for school facilities, or possess such weapons at any school-sponsored activity or event. Students in violation of these weapons guidelines are guilty of a gross misdemeanor and subject to immediate expulsion (RCW 9.41.280). Students who violate the firearm provisions are subject to immediate expulsion from the Odessa School District and from all public schools in the State of Washington.

Students shall not bring knives of any type onto the school premises, school-provided transportation, other areas being used for school facilities, or possess such knives at any school-sponsored activity or event. Violation of this policy shall constitute sufficient cause for discipline, suspension or expulsion. (Re. Policy 3240)

## **ATTENDANCE POLICY SUMMARY**

Please refer to Odessa School District policy 3122 and procedure 3122P

Regular attendance at school is necessary if the students are to make the most of their opportunities here in the Odessa School District. Success academically depends on regular attendance and participation in classroom activities.

### **ABSENCE PROCEDURES:**

NOTES: - If your child stays home because of illness, please notify the office early in the morning. A note stating the reason for the absence and signed by the parent/guardian or phone call explaining the absence shall be submitted to the classroom teacher upon the student's return to school. **An absence will be considered unexcused if a note or phone call explaining the absence is not submitted.**

PREARRANGED ABSENCES: Whenever possible, students should pre-arranged absences by submitting a note signed by the parent/guardian or call the office stating the reason for the absence. Students are advised to obtain assignments in advance.

EXTENDED ABSENCES - If the absence is due to illness, the parent/guardian is requested to obtain assignments and materials from the student's teacher in order to better maintain the class work. In the case of a parent/guardian-requested activity that has been approved by the school administration, the student will be responsible for all assignments and expectations for class work while he/she is absent. Remember, all

parent/guardian-requested activities must have approval of the Principal prior to the absence in order to be considered excused.

**MAKE-UP WORK** - Students who have an excused absence will be permitted to make up all work missed during the absence. Generally, students will be given time in the amount of "day for day" to complete the missed work. In some instances where participation activities occurred in the class during the student's absence, the student's grade may be adversely affected. However, the classroom teacher will make every reasonable effort to provide an alternative assignment(s) in lieu of work, which cannot be made up.

**SCHOOL EVENTS:** Students may be excused to attend OHS games on school time only if they provide written permission from their parent/guardian.

### **Statewide Definition of Excused Absences**

#### **Excused Daily Absences**

The following are valid excuses for absences from school:

- A. Participation in a district or school-approved activity or instructional program;
- B. Illness, health condition or medical appointment (including but not limited to medical, counseling, dental or optometry);
- C. Family emergency, including but not limited to a death or illness in the family;
- D. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
- E. Court, judicial proceeding or serving on a jury;
- F. Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
- G. State-recognized search and rescue activities consistent with RCW 28A.225.055;
- H. Absence directly related to the student's homeless status;
- I. Absence resulting from a disciplinary/corrective action. (e.g., short-term or long-term suspension, emergency expulsion); and
- J. Principal (or designee) and parent, guardian, or emancipated youth mutually agreed upon approved activity.

The school principal (or designee) has the authority to determine if an absence meets the above criteria for an excused absence.

Any absence from school for the majority of hours or periods in an average school day may be considered unexcused unless it meets one of the criteria above for an excused absence.

#### **Truancy/BECCA Bill**

**Washington State law holds students' ages seven (7) through seventeen years (17) of age and their parent(s) or guardians accountable for the student's attendance. The State considers students who average more than two absences a month as chronically absent students.**

Therefore, state law dictates that when a student accumulates three (3) unexcused absences, a conference with the parent/guardian will be requested (RCW 28A.225.020). When a student accumulates five (5) unexcused absences in a month, the school must enter into a written Truancy agreement with the family, where the parent, student, and the school agree on the necessary steps to resolve the student's attendance problem. When a student accumulates seven (7) unexcused absences in a month or ten (10) unexcused absences in a year, a petition will be filed with the Grant County Juvenile Court (RCW 28A.030). Both student and parent may be held to the petition order. As part of this process, both the student and parent will be expected to participate in a community truancy board. We ask the help and support of parents/guardians in seeing that our students learn the importance of regular attendance so that the consequences of a court petition may be avoided.

**Office Checkout:** Whenever a student leaves the school during regular classroom hours for any reason, he/she must check out in the office. Upon their return, students must check-in at the office. A parent must approve the absence.

**Tardies:** Students are expected to be in their assigned classes, with the appropriate materials, and prepared to learn each and every period. Students will receive a tardy if they fail to do so.

- After the third class tardy in a semester, the student will be assigned a 30-minute office detention.
- After the 4<sup>th</sup> class tardy in one semester, the student will be assigned another 30 minute office detention.
- After the 5<sup>th</sup> class tardy in one semester, the student will be assigned to in-house suspension. A parent/student/principal conference will occur at this time.

## **GRADUATION GUIDELINES**

### **ACADEMICS**

**Honor Roll:** The Odessa Jr. /Sr. High School Honor Roll will consist of students in grades 7-12 who are taking five (5) or more letter graded classes (not Pass/Fail) from the high school during the semester. Students with a 3.5-4.0 will be listed on the Honor Roll. Students with a 3.25-3.49 will be listed as Honorable Mention

Graduating seniors with a 3.75-4.0 GPA will be given double gold honor cords. Those with a 3.5-3.74 GPA will be given a single honor cord. This will be based on your cumulative GPA at the end of the first semester of your senior year.

#### **Graduation Requirements: Complete 27 Credits**

English	4	Mathematics	3
Social Studies	3	Lab Science	3
Health	.5	Fine Arts	2
*Fitness	1.5	CTE	2
Electives	6	World Lang.	2

\*Students may apply to have .5 credits of PE waived if they have successfully completed either one interscholastic sport for three seasons or any combination of three sports during their high school career.

- Successful completion of the High School and Beyond Plan
- Meet Washington State Assessment graduation requirements-See Principal for more information

### **GRADUATION HONORS PROCEDURES**

Valedictorian would require a 3.75 GPA as a minimum

Salutatorian would require a 3.50 GPA as a minimum

Academic Code of Conduct

Students must display the highest standards of conduct and character to earn Graduation Honors. Students who are freshman and sophomores who violate these standards would be counseled by the principal to allow them to understand their behavior may prevent them from achieving the honor of valedictorian and salutatorian. A decision will be made during the 1<sup>st</sup> semester of their senior year as to whether a student can receive the honor based on the subsequent behavior of the student. Students breaking this code in the last semester of the senior year will be denied the honor of being a valedictorian and salutatorian. Any decision made by the principal can be appealed to the School Board.

Students may earn recognition at graduation for Academics, Citizenship, Leadership, and Community Service by criteria established.

Academic awards will be given. High Honors diploma and double gold honors cords will be given to graduates who earn a cumulative 3.75 – 4.00. Honors diploma and single gold honors cord will be given to graduates who earn a cumulative 3.50 – 3.74.

Citizenship will be awarded to two students based on a vote of the staff.

ASB and class leadership are recognized in the graduation program.

Community Service Award will be presented to all seniors at graduation who have performed and have verified a total of 200 hours or more of community service throughout 7-12 grades. Community service must take place

outside the school day. Students may not receive compensation for these hours.

## **STUDENT ACTIVITIES**

Student activities are an important part of the Odessa School District's educational program. The students of Odessa schools represent their school, community, and themselves with pride and honor. It is the hope and desire of the District that every student becomes involved in one or more of our clubs, activities, or sports. It is beneficial to the individual and to the school community that students participate in activities which are extensions of the classroom. Students desiring to start a new club must present the idea to the A.S.B. Student Council and receive the procedures for getting a new club approved.

### **CLUBS & ACTIVITIES**

The following clubs and activities may be available to students of the Odessa Schools:

Annual	Band	National Honor Society
FFA	Pep Club	Knowledge Bowl
FBLA	Student Council	

### **ATHLETICS**

The following interscholastic athletic activities may be available to students of the Odessa Schools:

Football	Volleyball	Basketball	Track	Tennis
Softball	Golf	Cheer		
Baseball				

### **ELIGIBILITY GUIDELINES FOR STUDENT ACTIVITIES**

All students who are involved in any activity in which they represent the Odessa schools in any interscholastic or extra-curricular activity must comply with the conditions and requirements of the Odessa High School Activity Code. The code must be signed by the participant and a parent or legal guardian, and it must be on file in the office before a student can participate in practices or contests.

## ***ODESSA TIGERS***

### **Student Athletic & Activities Code**

### ***Updated and Approved – June 27, 2018***

#### **Athletic Philosophy**

In the Odessa School District, interscholastic athletics and extra-curricular activities are a privilege, not a right. When an individual is involved in our schools athletics and activities programs, he/she represents not only the school but also his/her family, student body, community and self. As a representative of Odessa, standards must be kept high. Therefore, it is important that students of the Odessa School District conduct themselves in a manner above question not only in school and at school sponsored activities, but outside of school as well.

For the purposes of this Code, non-athletic activities are defined as school-sponsored organized club or class-related activities that extend beyond the regular class time and/or away from school property. Activities include, but are not limited to, Associated Student Body Government (ASB), cheerleading, FBLA, FFA, Math-Science Club, National Honor Society, Pep Club and Knowledge Bowl. Participants in non-athletic activities shall be subject to the provisions of this Code unless otherwise noted. Any suspension shall be effective on the date when administrative action is taken.

***The Athletic & Activities Code will be enforced throughout the entire school year beginning with the first day of fall athletic practices through the last day of school. For summer athletic camps and other school sponsored activities, the code will be in effect only during actual participation times.***

#### **Participation Requirements**

In order to participate in the Odessa School District Athletic and Activities programs, a student must abide by the following standards:

1. Meet all requirements of the Washington Interscholastic Activities Association (W.I.A.A.) that includes, but is not limited to, physical examination and insurance coverage.
2. Meet all requirements of the Odessa Athletic/Activities Code.
3. Join the Associated Student Body (A.S.B.) by purchasing an A.S.B. card. (No student will be denied participation for economic reasons.)
4. If an athlete has an illness or injury which was serious enough to require medical care, he/she must secure a physician's release to resume participation in an athletic activity.
5. Maintain regular school attendance. Full-day attendance the day of an activity (including practice) will be required to establish participant eligibility. However, an administrator may grant permission for participation based on extenuating circumstances. All W.I.A.A. requirements must be met in regard to attendance.
6. All participants shall maintain academic eligibility requirements during and at the conclusion of all academic semesters/trimesters/quarters. The rules governing academic eligibility are outlined below.
7. All participants are required to use the transportation provided by the District to get both to and from all practices and athletic events. Any variance from this procedure requires prior approval from district administration.

### **Academic Eligibility**

All participants are expected to have a minimum 2.0 Grade Point Average (GPA)

Participant's grades will be monitored throughout the activity period through weekly grade checks. The following process will then be followed:

1. If a participant falls below a 2.0 GPA, the participant and the parent will be notified. The participant will remain on the "warning" list until the grade reaches a 2.0 GPA or above. If a participant remains on the warning list after two weeks, the participant becomes ineligible for athletics/activities until he/she is passing all grades at the weekly grade checks.
2. If a participant is receiving an "F" grade at the weekly grade check, he/she will automatically be added to the "warning" list.
3. If a participant is deemed ineligible after their two week warning period, the participant will be allowed to continue to participate in practices, but will not be allowed to play at games, nor travel to away games with the team and/or participate in extra-curricular activities.
4. Participants who become ineligible more than once during a season will need to meet with their administrator to discuss their academics and future eligibility before they will be allowed to resume participation.
5. If a participant is below a 2.0 GPA at the quarter grading period, the participant will not be allowed to play at games nor travel to away games with the team for a period of two weeks and/or participate in extra-curricular activities.
6. If a participant is ineligible from the previous semester due to not receiving enough credits or falling below a 2.0 GPA is ineligible for the first 5 weeks of the succeeding semester for HS students and the first 3 weeks of the succeeding semester for MS/JH students. The participant may not practice or play during this time period.

**Running Start Student:** A Running Start student must:

- A. Be registered as a fulltime student; and
- B. Be in a position of passing as reported by a designated frequency of progress reports issued during the term of the sport in which he/she is participating.

**Special Education Student:** A student in Special Education and/or extenuating circumstances who fails to meet the above standard will be reviewed on an individual basis. The Principal will determine final eligibility.

### **Athletic/Activities Code**

1. The use, consumption, or possession of alcohol and/or tobacco/delivery devices as defined in policy 4215 are prohibited. Any violation will be subject to the following disciplinary action:
  - A. The first offense will result in a four (4) week suspension from the athletics and/or activities program(s).



- B. The second offense will result in suspension from the athletics and/or activities program(s) for the remainder of the school year or twelve (12) weeks, whichever is greater. If the student wishes to regain eligibility before the twelve (12) weeks has been completed they may approach the principal with a plan of education designed to assist the student in making healthier choices in regards to the use of alcohol and/or tobacco. See Item 8 sections A-E for additional information.
2. The use, consumption, or possession of marijuana, illegal drugs, illegal use of prescription drugs, or steroids in violation of R.C.W. 69.41 is prohibited. Any violation will be subject to the following disciplinary action:
  - A. The first offense will result in a suspension from the athletics and/or activities program(s) for the remainder of the sports season, and/or extra-curricular activity, or twelve (12) weeks, whichever is greater.
  - B. The second offense will result in a suspension from the athletics and/or activities program(s) for one calendar year from the date of the infraction.
  - C. The third offense will result in a suspension from the athletics and/or activities program(s) for the remainder of the high school career. The sanctions are in accordance with WAC 392-183-A25 and apply to all W.I.A.A. members throughout the State of Washington. See Item 8 sections A-E for additional information.
3. Athletic ineligibility will be determined by the length of the sports season as defined by the W.I.A.A. Ineligibility not completed during the current school year or during school sponsored summer athletics will resume at the first contest of the next sports season in which the student participates (pre-season time is excluded).
4. Ineligibility for Non-athletic activities will be determined on a straight calendar basis. Ineligibility not completed during the current school year or during school sponsored summer activities will be carried into the following school year and will resume the first day of school.
5. Participants may fulfill W.I.A.A. practice eligibility requirements during the period of suspension.
6. Students charged of a gross misdemeanor or greater violation will be ineligible to participate in Odessa extra-curricular activities for a period of 1 year from the date of conviction.
7. The Principal shall use professional judgment based on available information to determine actions to be taken in regard to the Athletic and Activity Code.
8. The Odessa School District encourages any and all participants suffering from alcohol, tobacco, or substance abuse to enter a program of rehabilitation. The District will not pay for rehabilitation programs. The rehabilitation program must be approved by Odessa School District Administration. A participant who voluntarily reports his/her dependency on illegal drugs, alcohol, or tobacco will be permitted full participation in the activities program subject to the following conditions:
  - A. Submit to counseling.
  - B. Participation in a rehabilitation program as set forth by the counselor and/or an approved counseling agency and with approval by Odessa School District Administration.
  - C. All costs for the counseling and rehabilitation services shall be borne by the participant.
  - D. Failure to attend any prescribed rehabilitation sessions or violation in the use of alcohol, tobacco, or drugs during the rehabilitation program shall result in immediate suspension as specified in #2A.
  - E. The participant must provide ongoing and complete verification of participation in the program by the administering agency or #2A will become effective immediately.
9. The coach of each sport or advisor of each activity sponsored by the Districts shall determine which participants shall be awarded letters, certificates, or other awards. The criteria for such awards shall be submitted to the Athletic Director and/or Principal prior to the beginning of the activity.
10. A participant who is ineligible and/or suspended from the team and/or extra-curricular activity because of alcohol, tobacco, or drugs shall not miss school, sit with, assist, or travel with any athletic team or activity group.
11. A participant in athletics shall have two (2) weeks to drop a sport and try out for another sport. However, after the two week period the participant will not be eligible for another sport.
12. A participant who violates the Districts rules shall be subject to disciplinary action.

Activities are a privilege, not a right. A participant charged with violation of the Athletic & Activity Code and/or individual activity/sport rules or regulations, and along with his/her parent/guardian, shall be notified of the accusation and receive written verification of the sanction imposed by the Principal. Although the decision rests with the Principal, appeals can ultimately be made to the Superintendent and potentially to the School Board (WAC 180-40-240).

## **STUDENTS' RIGHTS AND RESPONSIBILITIES**

In accordance with state law and school board policy, students have a number of rights and responsibilities while attending school. Described below are an abbreviated and non-technical version of these rights and responsibilities. For a more detailed version, the following WAC's can be obtained in the high school office.

WAC 180-40-210	Students Responsibilities and Duties
WAC 180-40-215	Student Rights
WAC 180-40-225	Reasonable Rules and Regulations
WAC 180-40-290	Emergency Removal from a Class, Subject, or activity
WAC 180-40-295	Emergency Expulsions
WAC 180-40-305	Hearing Provisions
WAC 180-30-315	Appeal Provisions

### Students Responsibilities and Duties (180-40-210)

The Odessa School District will provide students with learning experiences that will assist all students in developing the skills, competencies, and attitudes necessary to become a contributing citizen in our society. It is the student's responsibility to complete a course of study and comply with the rules of the school. Students who cannot comply with the rules will submit to reasonable corrective actions or punishments imposed by the district and its employees.

### Student Rights (180-40-215)

Students shall not be denied an equal educational opportunity through discrimination. Students possess the constitutional right to freedom of speech, press, assembly, and petition at such times that do not disrupt or interfere with the educational process. The use of obscenities or personal attacks is prohibited. Publications which students intend to distribute on school property must first be submitted to the Principal.

### Reasonable Rules and Regulations (180-40-225)

Disruptive conduct that interferes with the educational process is prohibited. Examples of this conduct include, but are not limited to:

- \* Blocking pedestrian or vehicular traffic;
- \* Intentionally making noises, or otherwise interfering with the teacher's ability to conduct class;
- \* Fighting with students or staff;
- \* Disrespectful behavior towards any school employee.

Students who consistently violate laws, school policy, rules, and/or regulations will be subject to discipline, suspension, or expulsion.

A short-term suspension for students in grades 5-12 can be up to ten (10) days in length. A long-term suspension is greater than 10 days but no longer than the end of the current semester. Expulsion means the student can no longer attend class in the school district.

## **GENERAL GUIDELINES AND POLICIES HIGHLIGHTED IN THIS HANDBOOK APPLY TO THE BUILDING OPERATIONS AND SCHOOL ACTIVITIES.**

**Detailed copies of the "student's rights and responsibilities policies" as adopted by the Odessa School Board are available at the Elementary Office and the Superintendent's Office.**

### **EQUAL EDUCATION OPPORTUNITIES:**

Each student has the right to pursue an education in a safe and pleasant atmosphere and to be free from abuse, harassment, and fear of bodily harm, intimidation or interference of such pursuits including the invasion of personal or private possessions.

**Students, this means that you are expected to respect the rights of others, as you would have them respect yours. If you feel that your rights are not being respected, you need to talk about the problem with Mr. Fisk, Mrs. Kane or another adult at school. The legal explanation for this is contained in the Affirmative Action/Title IX Legislation.**

### AFFIRMATIVE ACTION/TITLE IX

The District will provide equal educational opportunity and treatment for all students in all aspects of the academic and activities program without discrimination based on race, religion, creed, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation, gender expression or identity, marital status, 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. The District will provide equal access to school facilities to the Boy Scouts of America and all other designated youth groups listed in Title 36 of the United States Code as a patriotic society. District programs will be free from sexual harassment.

If a student feels he/she has a "grievance" (complaint) with issues of discrimination as defined in TITLE IX or the WACS, he/she should notify the District's Section 504 Coordinator, Steve Fisk or Title IX Compliance Officer, Cori Kane.

Students may approach their teacher, counselor, or go directly to Mr. Fisk or Mrs. Kane to seek assistance in this area.

### NON-DISCRIMINATION STATEMENT

Odessa School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, honorably discharged veteran or military status, sexual orientation, gender expression, gender identity, the presence of any sensory, mental, or physical 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 has been designated to handle questions and complaints of alleged discrimination: Civil Rights, Title IX Cori Kane, and Section 504 Coordinator, Steve Fisk.

**Steve Fisk, Superintendent - Section 504 Coordinator**

[fisks@odessasd.org](mailto:fisks@odessasd.org)

**Cori Kane, K-12 Principal - Civil Rights/Title IX**

[kanec@odessasd.org](mailto:kanec@odessasd.org)

Odessa School District  
P.O. Box 248  
Odessa, WA 99159  
(509) 982-2668

### 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, such as a school-sponsored field trip.

***Sexual harassment is unwelcome behavior or communication that is sexual in nature when:***

- ◆ A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
- ◆ The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

***Examples of Sexual Harassment:***

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, e-mails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

***How do I report sexual harassment?***

You can report sexual harassment to any school staff member or to the district's Title IX Officer:

**Cori Kane, K-12 Principal - Title IX Officer**

[kanec@odessasd.org](mailto:kanec@odessasd.org)

Odessa School District  
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Odessa, WA 99159  
(509) 982-2669

For a copy of your district's Sexual Harassment policy and procedure, contact the district office or access at [http://www.odessa.wednet.edu/pages/Odessa\\_School\\_District/District](http://www.odessa.wednet.edu/pages/Odessa_School_District/District).

**COMPLAINTS ABOUT DISCRIMINATION, DISCRIMINATORY HARASSMENT, AND SEXUAL HARASSMENT**

**What is discrimination?**

Discrimination is unfair or unlawful treatment of a person or group because they are part of a defined group, known as a protected class. Discrimination may include treating a person differently or denying someone access to a program, service, or activity because they are part of a protected class, or failing to accommodate a person's disability.

**What is a protected class?**

A protected class is a group of people who share common characteristics and are protected from discrimination and harassment by federal, state, or local laws. Protected classes under Washington state law include sex, race, color, religion, creed, national origin, disability, sexual orientation, gender expression, gender identity, veteran or military status, and the use of a trained dog guide or service animal.

**How do I file a complaint about discrimination?**

If you believe that you or your child has experienced unlawful discrimination or discriminatory harassment at school based on any protected class, you have the right to file a formal complaint. For a full copy of the school district's nondiscrimination procedure, visit [http://www.odessa.wednet.edu/pages/Odessa\\_School\\_District/District](http://www.odessa.wednet.edu/pages/Odessa_School_District/District) or contact the school district at (509) 982-2668.

Before filing a complaint, you may wish to discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Compliance Coordinator. This is often the fastest way to resolve your concerns.

**Steve Fisk, Superintendent- Section 504 Coordinator**

[fisks@odessasd.org](mailto:fisks@odessasd.org)

**Cori Kane, K-12 Principal - Civil Rights/Title IX**

[kanec@odessasd.org](mailto:kanec@odessasd.org)

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Odessa, WA 99159  
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**Step 1: Complaint to the School District**

In most cases, complaints must be filed within one year from the date of the event that is the subject matter of the complaint. A complaint must be in writing, describe what happened, and state why you believe it is discrimination. It is also helpful to include what actions you would like the district to take to resolve your complaint.

Complaints may be submitted by mail, fax, e-mail, or hand delivery to the district's Superintendent/Compliance Coordinator.

When the school district receives your written complaint, the Compliance Coordinator will give you a copy of the district's discrimination complaint procedure. The Compliance Coordinator will then make sure that the school district conducts a prompt and thorough investigation. You may also agree to resolve your complaint in lieu of an investigation.

The school district must respond to you in writing within 30 calendar days after receiving your complaint, unless you agree on a different date. If exceptional circumstances related to the complaint require an extension of the time limit, the school district will notify you in writing about the reasons for the extension and the anticipated response date.

When the school district responds to your complaint, it must include:

1. A summary of the results of the investigation;
2. Whether or not the school district has failed to comply with civil rights requirements related to the complaint;
3. Notice of your right to appeal, including where and to whom the appeal must be filed; and
4. Any corrective measures determined necessary to correct any noncompliance.

### **Step 2: 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. At the hearing, you may bring witnesses or other information related to your appeal.

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 OSPI.

### **Step 3: Complaint to OSPI**

If you do not agree with the school district's appeal decision, you may file a complaint with the Office of Superintendent of Public Instruction (OSPI). A complaint must be filed with OSPI within **20 calendar days** after you received the district's appeal decision. You may send your complaint to OSPI by e-mail, mail, fax, or hand-delivery:

*E-mail:* [Equity@k12.wa.us](mailto:Equity@k12.wa.us)

*Fax:* (360) 664-2967

*Mail:* OSPI Equity and Civil Rights Office, PO Box 47200, Olympia, WA  
98504-7200

Complaints cannot be filed with OSPI unless they have already been raised with the school district and appealed, as outlined in Steps 1 and 2 above, or if the school district did not follow the correct complaint and appeal procedures.

For more information, visit [www.k12.wa.us/Equity/Complaints.aspx](http://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](mailto:equity@k12.wa.us).

# **Odessa Parent, Student, School and Community Compact**

## **Title I A School-Parent Compact**

### **Parent/Guardian Agreement**

I want my child/children to achieve, therefore, I will encourage my child/children by doing the following:

1. See that my child is punctual and attends school regularly
2. Support the school in its efforts to maintain proper discipline
3. Establish a routine for doing homework and reading
4. Stay aware of what my child is learning and keep in contact with the school
5. Make sure my child is well rested
6. Encourage my child to respect others
7. Communicate with the appropriate personnel using this chain of command: start with the teacher, then the principal, next the superintendent, and finally the school board.

### **Student Agreement**

As a student, I shall strive for success by practicing the citizenship skills: be safe, trustworthy, and an active learner who respects others and who strives for success. I will

1. Attend school regularly.
2. Complete and turn in homework and classroom assignments
3. Work with my family to set a routine for study.
4. Follow the rules of conduct
5. Be responsible for my own learning and strive to be an independent learner

### **Teacher Agreement**

It is important that students achieve, therefore, I shall strive to do the following:

1. Provide meaningful homework assignments for students when necessary.
2. Provide necessary assistance to parents so that they can help their child with assignments.
3. Encourage students and parents by regularly reporting student progress.
4. Use research and/or evidence based instructional strategies and materials best suited to my students' needs.
5. Encourage the uniqueness in each student.
6. Model and teach them how to respect each other.
7. Guide students in middle and high school towards becoming independent and responsible for their own learning
8. Make sure the classroom is stocked with adequate learning supplies and tools

### **Principal Agreement**

I support all of the above forms of involvement. Therefore, I will strive to do the following:

1. Provide an environment that allows for positive communication with the teacher, parents, and students.
2. Provide consistent discipline as outlined in the student handbook, and support the positive student citizenship skills
3. **Community Organization(s) Agreement**

## **Odessa PTO**

We will support the school in the following ways:

1. Work cooperatively with the school to provide activities and/or resources to enhance student achievement
2. Provide extended learning opportunities and experiences beyond the school curriculum.
3. Enhance parent involvement
4. Provide additional communication between the school and home

**The Odessa Public Library Board, Librarian, and Friends of the Library:**

We will support the school in the following ways:

1. Support academic and enrichment activities
2. Order engaging literature for the students to check out throughout the year,
3. Sponsor Summer Library Story Hour, whenever possible
4. Help co-sponsor literacy events
5. Work collaboratively with the school on research projects.
6. Provide educational opportunities for all ages including technology and literacy resources and classes.

**Other Community Organizations**

Provide resources for reasonable requests from the Odessa School District

Legal References: PL 107-110, Section 1118(a)

Management Resources: Policy News, October 2008 Family Involvement Policy

Policy News, June 2005 Title 1-A Parental Involvement Policy

Policy News, August 2003 No Child Left Behind Update

Adoption Date: November 17, 2003

Revised: November 24, 2008

Reviewed: May 26, 2010

Reviewed: May 18, 2011

Revised: October 4, 2011

Reviewed: November 12, 2015

Revised: May 26, 2015

By signing this document, I will uphold, to the best of my ability, the responsibilities I have as a parent or student.

Student Name: \_\_\_\_\_

Date: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Please indicate if you would like to be involved in revising or updating this Compact.**

\_\_\_\_\_ **Yes**      \_\_\_\_\_ **No**