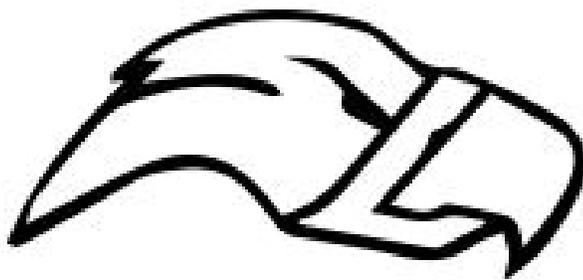


STUDENT HANDBOOK 2019-2020

**Soap Lake Middle/High School
Rise Academy
Home of the Eagles**



MISSION STATEMENT

We will unify the students, staff, parents and community to create, inspire and support life-long learners.

VISION

Cultivating members of the global community who believe in their ability to succeed.

BELIEFS

The mission and vision will be realized through professional dedication and commitment by following the beliefs identified below:

- Education is the shared responsibility of home, school, and community.
- Formal education seeks to provide students with the tools to become creative thinkers, cooperative problem solvers, and responsible members of society.
- Every student can succeed.
- All students have the right to learn to their full potential.
- Students are accountable for their choices.
- Students are held to high expectations and rigorous standards.
- Staff members are professionals committed to the growth and development necessary for the creation of learning environments that are positive, meaningful, and responsive to the individual needs of students.
- Effective, positive staff communication is essential to the learning environment.
- Rules should be clear, concise, and consistently enforced.
- A safe, clean, and physically comfortable environment promotes learning.
- Technology is a tool to enhance curriculum and instruction.

ACCREDITATION

Soap Lake Middle/High School is fully accredited by the State of Washington and from the Northwest Association of Schools and Colleges. During the spring of 2008-09 a full program review was completed by Soap Lake Middle/High School. An outside visitation/review team analyzed the school's programs, observed classrooms, and interviewed teachers, as well as, students. The school received full accreditation, with 27 specific commendations. (RCW 18.25.025)

CONTACT INFORMATION

Middle/High School 246-1201
District Office 246-1822
Soap Lake Elementary 246-1323
Bus Garage 246-9037
RISE Academy School 246-0572

Website

www.slschools.org

Please join us on Facebook at <https://www.facebook.com/slschools>.

**Middle/High School
Bell Schedule 2019-2020**

HIGH SCHOOL GRADUATION REQUIREMENTS (from Board Policy 2410)

The board shall award a regular high school diploma to every student enrolled in the district who meets the requirements of graduation established by the district. Only one diploma shall be awarded with no distinctions being made between the various programs of instruction which may have been pursued.

The board shall establish graduation requirements which, as a minimum, satisfy those established by the state board of education:

Subject	Class of 2018 & Beyond		
	Requirements		
	State	SLHS	Smokiam Alternative
English-reading, writing and communications	4	4	4
Mathematics	3	3	3
Science -physical, life and earth; one laboratory credit	2	3	3
Social Studies	3	3	4
Health and Fitness	.5 health; 1.5 fitness	2	2
Arts	1	1	1
Foreign Language	-	2	-
Occupational Education	1	3	2
Electives	4	4	7
Totals	20	25	26

The board shall approve additional graduation requirements as recommended by the superintendent.

In addition to the minimum credit requirements, to earn a diploma each student must:

1. **Pass the reading and writing portions of the statewide assessment.**
2. **Complete a High School and Beyond Plan:** Beginning in middle school and during high school enrollment, each student shall develop a plan for satisfying the state and district’s high school graduation requirements and for their first year after high school completion. The plan should be developed in collaboration with the student, parent and district staff. The plan should include how the student will satisfy the district’s academic credit requirements, preparation for successfully completing the statewide assessment, a description of the student’s culminating project and the student’s goals for the year following graduation.

Each student plan should be reviewed annually at the beginning of the school year to assess student progress, to adjust the plan, and to advise the student on steps necessary for successful completion of the plan.
3. **Complete math requirements:** Students in the classes of 2015 and beyond must pass the state tests as defined by the state.
4. **Complete science requirements:** Students in the class of **2021** and beyond must pass the biology end-of-course assessment or a state-approved alternative.
5. **Complete Washington State history requirement.**

Updated 8/22/19 EA

Commented [EA1]: Bill will update this section

Commented [EA2]: Sent email to Denice 6/25/19 to update info

Commented [EA3]: Is this still correct? Do we need to make changes

A. Students should complete mathematics courses in the following progressive sequence:

1. Algebra I, Geometry, and Algebra II
2. Integrated Mathematics I, Integrated Mathematics II, and Integrated Mathematics III; or
3. Any combination of (1) and (2) in progressive sequence

If a senior has yet to pass the required state tests for graduation and has met all other graduation requirements, they will be allowed to walk and participate in graduation activities and ceremonies but the school district will hold onto their diploma until official confirmation is received that they have passed the required end of course exam.

In lieu of a third credit of mathematics, students may choose an alternative mathematics course if the parent/guardian agrees that the third credit mathematics elective is supportive of the student's education and career goals.

Before approval of the elective third mathematics credit a meeting will be held with the student, the parent/guardian, and a school staff member to discuss the student's High School and Beyond Plan and the mathematics requirements for post-secondary and career choices.

The district will obtain a signed consent from the parent for the student to enroll in the alternative third credit of mathematics. The consent form will confirm the meeting, that the parent understands the impact of the selection on the student's educational and employment options, and that the alternative is most appropriate for the needs of the student.

Students may also satisfy the mathematics requirements by earning equivalency based credit in career and technical education mathematics courses. Those credits must be recorded using the equivalent academic high school department designation.

B. In an effort to afford more flexibility with our sophomores through seniors schedule the following adjustments may be made to the Physical Education requirements. Currently, students must take 2.0 credits of physical education with one of those being 1.0 credits of Freshman PE/Health.

Participation in 3 consecutive different athletic programs in three different seasons supported by the Soap Lake High School ASB and School District under the guidelines of the WIAA can be used to waive 1.0 credit of physical education/fitness.

Rules

1. This may only be done once during a student's high school time.
2. The student may not have any activity code violations as outlined in the parent/student handbook during this time period that they are requesting a waiver of Physical Education requirements. Note: The student will still need to meet the minimum of 25.0 credits to graduate.
3. Students cannot be given a credit through participation of athletics as this would be a violation of ASB guidelines since there is a grade involved.
4. Only one completed season of cheer may count toward this credit.

Example 1: A sophomore student has already earned credit in freshman PE. As a sophomore they have participated and completed the seasons in volleyball, basketball, and track. They will then be eligible to waive their second required P.E. credit for graduation but will still need to find a course to take to gain the required 25.0 credits to graduate.

Example 2: A sophomore student has already earned credit in Freshman PE. As a sophomore they participated in cheer in fall season and winter season, and softball in the spring. This student is not eligible to waive the P.E. credit because they have not participated in three consecutive different athletic seasons. They only participated in two sports cheer and softball.

C. A student will receive a certificate of academic achievement only if they meet state testing requirements, earn the appropriate number of credits required by the district, complete the High School and Beyond Plan; and meet the reading, writing and math standards on the high school statewide assessment or an appropriate alternative assessment, such as the SAT, ACT, WA AIM, etc.

- D. High school credit will be awarded for successful completion of a specified unit of study. In this district, successful completion of a specified unit of study means:
1. Earning a passing grade according to the district's grading policy; and/or
 2. Demonstrating proficiency/mastery of content standards as determined by the district; and/or
 3. Successfully completing an established number of hours of planned instructional activities to be determined by the district.

A student who possesses a disability shall satisfy those competency requirements which are incorporated into the Individualized Education Program (IEP). Satisfactory completion of the objectives incorporated into the IEP shall serve as the basis for determining completion of a course.

High School Credit for Middle School Classes

Middle school students who take high school level classes (such as Algebra) may request to have those classes added to their high school transcript. Such requests are to be made in writing to the administration. If classes are added to the high school transcript, then they will factor into high school GPA calculations. Students have until the start of their Senior (12th Grade) Year to determine if they would want such classes put on their High School Transcript.

*WA State History can only be used to fulfill a graduation requirement if taken in Middle School, as it is not taught at a High School rigor level.

CLASS DEFINITIONS

Freshman (9th grade)-Successful completion of 8th grade.

Sophomore (10th grade)-Enter with a minimum of 5.5 credits with at least .5 in English and a minimum of .5 credits of Algebra I and .5 credits of Science.

Junior (11th grade) enter with a minimum of 11 credits with at least 1.5 in English and a minimum of .5 credits in 2nd semester Algebra.

Senior (12th grade) enter with a minimum of 17 Credits with at least 3.0 in English and a minimum of 2.0 credits in math.

High school students who fail basic level courses will be required to pass those courses before moving to the next course (example, student fails English I, student will repeat English I before moving to English II).

* Students on an IEP will have course placement based on their goals and objectives set forth in their IEPs.

Accelerated Academic Procedure

Soap Lake Middle High School is dedicated to student success. Students or parents/guardians wishing for an accelerated course of study may request an evaluation. This request must be in writing. Students may be referred to the highly capable program or honor's classes. State test scores and grades will be used to assess student's placement in school.

ATTENDANCE

All children between eight and eighteen years of age shall attend school. (RCW 28A.225.010) All teachers have the responsibility of taking accurate roll each period. Students must attend class regularly. Under state law, when a student accumulates five (5) unexcused absences in a month period, or ten (10) unexcused absences throughout the school year, the school district must pursue legal action to enforce attendance laws. Students who have accumulated three (3) unexcused or ten (10) excused absences may be required to enter in an attendance contract. Absences must be excused within 42 hours after returning to school, or the absence(s) will be considered unexcused. Please contact the office to excuse your absences.

Missing more than thirty (307-9) minutes of class may constitute an absence.

AUTHORITY TO REMOVE CHILDREN FROM SCHOOL

No minor enrolled in the Soap Lake School District will be removed from any school grounds or building during school hours except by a person so authorized by a parent or legal guardian having legal custody, or authorized by a valid court order or arrest warrant.

CHECK-OUT PROCEDURES

Students leaving the school during regular school hours need to check out through the office. Students fill in their name, destination, and the time they leave in the presence of the principal, counselor, school secretary, or attendance secretary. Any checkout must be authorized by the student's legal parent/guardian. Failure to properly check out of school prompts a warning/truancy step. In order for students to be released from school premises, parents must contact the office and speak to a school official before the student leaves campus. Otherwise the absence will be treated as a truancy.

CHECK-IN PROCEDURES

Students who are late to school are required to check in through the office.

EXCUSED ABSENCES

There are two (2) types of excused absences – those that do not count against a student's classroom attendance and those that do count against a student's classroom attendance.

Excused absences that do not count against a student's classroom attendance: Authorized School Activities (Team trips, Field trips, testing, etc.) or School Disciplinary Action (ISS, OSS). Some teachers track this information and choose to add classroom repercussions which will be explained in the class syllabus on the first day of class.

Excused absences that do count against a student's classroom attendance are as follows: Personal Illness, Medical Appointments, Family Emergencies, Pre-Arranged, mutually agreed absences by parent/guardian, teacher, and principal. Students who reach ten (10) excused absences will be asked to enter into an attendance contract with the school.

UNEXCUSED ABSENCES

There are two (2) types of unexcused absences – truant and unexcused absences.

Truancy/Skipping

Truancy is an absence from any class, or series of classes without prior appropriate permission and/or excuse.

Unexcused Absences

An unexcused absence is an absence when the student was released from school or didn't attend school, but the parent/guardian neglects to call and inform the school or send a note signed by a parent/guardian. Or the assigned excuse does not meet the requirements of a previously defined excused absence.

All unexcused absences count against a student's classroom attendance.

An absence will not be considered truancy if an appropriate parental excuse has been received by the office. Doctor notes or other appropriate paperwork may be requested by the office.

TARDY/LATE

Tardy to class is decided by classroom policies which will be lined out by classroom syllabus on the first day of school. Some examples of these policies are; Not have appropriate supplies can be considered tardy, and not being in your assigned seat when the bell rings. These will be marked in student's attendance by teachers

Late is when a student arrives to class 10 or more minutes late. When this occurs the student will be sent to the office to receive a tardy slip. This will be excused or unexcused as defined above with absences and office will mark these in student's attendance.

DISCIPLINARY PROCEDURES FOR TARDINESS AND TRUANCY

The building administrator, or his/her designated representative, will assign discipline and/or social consequences as appropriate. As lined out in the Discipline Matrix.

Tardy/Late Steps

- Step 1 (tardy arrivals 4-7) lunch detention
- Step 2 (tardy arrivals 7-10) afterschool detention
- Step 3 (tardy arrivals 10 and above) Friday school

Truancy/Skipping Periods Steps

- Step 1 (1- 4) Lunch detention for each occurrence
- Step 2 (4-7) after school detention for each occurrence
- Step 3 (7 and above) Friday school for each occurrence

ATTENDANCE LETTERS

Letters will be sent home after 3,5,7,10,13 and so on unexcused absences, or after 10,13,15,17,20 and so on excused absences. Letter will be sent home after 10 periods late or tardy and will continue to be sent every 10 more.

ATTENDANCE CONTRACTS

Conferences will be held after three (3) unexcused absences or 10 excused absences. An attendance committee will facilitate the conference. At the conference appropriate steps will be agreed upon for the student to make up work and fix attendance issues. A mutual attendance contract will be entered into at the conference. Once an attendance contract is signed Documentation is need to excuse any absences.

Proper documentation includes:

- A. Absences, which occurred due to school, sponsored activities, as these are considered an educational experience.
- B. Bereavement of the immediate family (grandmother, grandfather, mother, father, sister, brother).
- C. Subpoenas to appear in court or court ordered, out of district placements for special services.
- D. Illness or hospitalization verified by a doctor's statement.

After 10 absences weather excused or unexcused in any one class a student can be denied credit for that class.

COMMUNITY TRUANCY BOARD (CTB)

Students with 7 or more unexcused absences can be referred to the CTB. The CTB is made up of a combination of school staff members and volunteer community member. The goal of CTB is to come up with a plan that works with each child to help them in going to school on a regular basis and succeeding in school.

TRUANCY PROCEEDINGS

After 10 unexcused absences a truancy petition is filed with juvenile court. With continued absences student/s could end up with community service or juvenile detention time.

MISSED ASSIGNMENTS

For truancy absences, teachers are not required to accept make-up work or missed assignments for full credit. Students are expected to do the work.

For excused absences, a student shall be allowed one day for each day of absence plus one day to submit make-up work or complete missed assignments for full credit. Students are expected to do the work.

For excused absences, participation type assignments (discussions, dialogues, debates, labs, peer evaluations, entry tasks, etc.) may be made up in accordance with the teacher's classroom policies or alternative work may be assigned. Students are expected to do the work.

For excused school sponsor absences (ASB, FFA, Sports, ECT), teachers are required to accept all work missed on that day. With *no* penalty to the student, as long as turned in within a reasonable amount of time after the absence.

PRE-ARRANGED ABSENCE FORM

A pre-arranged absence form is a tool to enhance home-school to home communication. The form communicates the date(s) and reason for the upcoming absence to the teachers. The teachers indicate the student's grade and assignment(s) to the parents. Then, the parents make the final decision on taking the student from school and communicate that decision to the office/attendance secretary.

When a student knows in advance that an absence will occur, they are to obtain a pre-arranged absence form from the office and complete the information regarding dates and reason for absence.

Then, ideally, at least three days prior to the absence, the student will take the form to each of their teachers.

The teachers will complete the information necessary, including grade and assignment(s).

Then the student will obtain the parent/guardian signature giving informed consent for the absence, and return the completed form to the office/attendance secretary.

A pre-arranged absence form is not required for absences due to "Authorized School Activities" or absences due to "School Disciplinary Action."

WITHDRAWING FROM SCHOOL

Students who are leaving Soap Lake Middle/High School must register at their new school before they will be dropped from our district. Once provided the proper form for withdrawal, the student is to return all textbooks, library materials, and other school property to his/her teachers, having each instructor fill in the form. The completed form must be returned to the office for final approval. Transcripts will be forwarded when all fees and fines are paid in full.

DISCIPLINE

Students are expected to use self-discipline and must assume responsibility for their behavior. When student behavior is not acceptable, necessary and progressive action will be taken. The determination of consequence will be made with consideration given to the violation and individual circumstances. All students shall comply with school policies and submit to reasonable directions of school authorities. All students must comply with the reasonable direction of the school staff. Failure to comply with directions of a staff member shall result in disciplinary action up to and including suspension or expulsion. Failure to complete a given disciplinary action will result in the next step of discipline. Such rules shall apply:

- On school grounds during and immediately before or immediately after school hours.
- On school grounds at any other time when the school is being used by a school group or off the school grounds at a school activity, function or event.
- Off the school grounds when the behavior is a consequence of, or directly related to, causes or events that occurred or originated on school grounds.
- Off school grounds when the student is in route between home and school, including bus stops.

DISRUPTION of the EDUCATIONAL PROCESS

Students must obey the reasonable instructions of School District personnel. Conduct that interferes with the educational process is prohibited and may result in disciplinary action. Students who shall willfully create a disturbance on school premises during school hours or at school activities will be guilty of a misdemeanor. Students who willfully create a disturbance on school premises or at school activities will be subject to discipline, suspension, or expulsion. (RCW 28.635.030)

PROGRESSIVE DISCIPLINE:

Progressive discipline is grounded in the belief to use the least severe corrective action(s) to change behavior. In that light, the following steps will be used to teach and/or discipline when students violate behavior expectations:

- Teachable moments
- Classroom corrective action(s) as determined by teacher
- Teacher communication with guardian(s)
- Student referral to administration to determine corrective action
- Administration communication with guardian(s)
- Administration applies corrective action as appropriate to circumstance

Corrective Action may include the following:

- Conversations with student
- Restorative Justice – Give students an opportunity to make amends for their actions
- Student support meetings with teachers, counselors, guardians, and administration
- Alternative Placement
- Lunch Detention
- After-school detention
- Short-term suspension
- Long-term suspension

Each student is expected to accept responsibility for his/her own conduct. When violations of these rules occur, the school is authorized to take appropriate action. When considering the level of discipline to be assigned to a student, school authorities shall consider several factors including, but not limited to, the student's attitude, the severity of conduct, the student's intent, the effect on other students and/or staff, the safety of the student and other students and/or staff, mitigating circumstances, and the student's discipline history. Depending upon these factors, a more severe punishment or alternative consequences may be imposed. The range of sanctions so noted is generally progressive. Repeated offenses in any one category or

combination of categories could result in more severe sanctions. When violations of the laws of the United States, the State of Washington, and/or its subdivisions are also involved, the school should refer such matters to parents, legal guardians, or appropriate authorities and/or agencies. In addition to the rules set forth in this handbook, other standards of conduct exist for extra-curricular activities. See Activities Code

Referrals to the principal are accumulative for the entire school year, and are usually purged at the end of the school year.

SUSPENSION FROM SCHOOL

The following forms of suspension may be necessary and will be used when lesser forms of discipline have failed to correct inappropriate behavior.

In-School Suspension – The exclusion from classes for a period of one to five days. The student remains at school, but is not allowed to participate in school-related activities until 2:55pm of the last assigned day.

Short-Term Suspension – The exclusion from school for one to ten days. No extra-curricular activities will be allowed during this time. Example, sports, knowledge bowl, FFA ect.....

Long-Term Suspension – The exclusion from school for a period exceeding ten days. Long-term suspension will generally be in effect through the remainder of a semester.

EXCEPTIONAL MISCONDUCT PROCEDURE

The following behaviors constitute a substantial disruption of the educational process and also pose a serious safety threat to both the students and staff of the Soap Lake School District – therefore, they constitute exceptional misconduct under section 180-42-260 (2) (B) and WAC 180-40-295. Participation in any of these acts will result in immediate in-school, short-term or long-term suspension; repeated, multiple, or severe offenses may result in emergency expulsion or expulsion. Individual extraordinary circumstances will be considered before a final decision is made. Police will be contacted if actions warrant their involvement.

1. **Fighting** (hitting, slapping, pushing, kicking); intimidation; instigating a fight; passing messages verbally or in writing which may provide or help promote a fight. Participation in a fight will result in an immediate suspension.
2. **Possession or control of a gun, knife, chain, laser pointer, object which resembles or is made to resemble a weapon, or any other potential dangerous weapon/explosives** (as defined in RCW 9.41.010, RCW 9.41.280, RCW 28A.600.420).
3. **Sale or distribution of alcohol, drugs, or substances purported (passed off) to be drugs.** This includes e-cigarettes and similar items.
4. **Possession of, consumption of, or influence of alcohol, marijuana or drugs or possession of drug paraphernalia** (such as pipes, lighters and so forth). This results in immediate emergency expulsion. First offense: may be changed to a short-term suspension if student receives drug/alcohol assessment. Second offense: expulsion for the rest of the year. May be changed to a long-term suspension if the student receives drug/alcohol assessment and counseling. Third offense: will result in expulsion from school.
5. **Assaults** (physical or verbal) on students and/or school personnel.
6. **Any gang activity.**
7. **Criminal acts against school, student or school personnel.** This includes theft.
8. **Continual defiance of authority, substantial disruption to the educational process, tampering with school documents or computers and/or willful disobedience as an individual or part of a group.**
9. **Sexual harassment** (RCW 28A.640.020; RCW 10.14.020)
10. **Making threats of harm or violence to self or others.**
11. **Hazing:** To humiliate either physically or verbally. To punish, harass or bully by forcing unnecessary acts, duties, tasks, or activities on a student.
12. **Initiation:** The ceremonies by which one is admitted to a group, team, that attempts to humiliate or inflict, intimidate, coerce or the actual infliction of bodily harm to any student.
13. **Harassment, intimidation and bullying are prohibited.**
14. **Possession or use of tobacco on school district property.**

SUBSTANCE ABUSE POLICY

If a student appears to be demonstrating behavior, which indicates that she/he may be under the influence of drugs/alcohol/tobacco, or drugs/alcohol/tobacco are found in a student's possession school officials will take the following actions:

- Law enforcement will be notified.
- Parents will be notified to arrange for appropriate assessment and treatment, if necessary.
- Appropriate school disciplinary action will be taken.

HARASSMENT, INTIMIDATION, or BULLYING

No one should be subjected to harassment, intimidation, or bullying at school for any reason. Therefore, it is the policy of the Board of Directors that all students will treat others in ways which convey respect and consideration. "Harassment, intimidation, or bullying" means any intentional written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic which includes race, marital status, national origin, creed, religion, gender, sexual orientation, age, disability, or other distinguishing characteristics, when the intentional written, verbal, or physical act:

- Physically harms a student or damages the student's property; or
- Has the effect of substantially interfering with a student's education; or
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school
- (RCW 28A.300.285)
- Cyberbullying

DEFINITION OF CYBERBULLYING- DURING SCHOOL HOURS

Cyberbullying is the use of electronic information and communication devices to willfully and repeatedly harm either a person or persons through the medium of electronic text, photos, or videos. Examples of this behavior include but are not limited to:

- Sending false, cruel, vicious messages.
- Creating websites that have stories, cartoons, pictures, and jokes ridiculing others.
- Breaking into an email account and sending vicious or embarrassing materials to others.
- Engaging someone in electronic communication, tricking that person into revealing sensitive personal information and forwarding that information to others.
- Posting of a student picture without their permission.

Bullying of this nature creates a hostile, disruptive environment on the school campus and is a violation of a student's right to be safe and secure. Cyberbullying and harassment will not be tolerated. Actions deliberately threatening, harassing, intimidating an individual or group of individuals, placing an individual in reasonable fear of harm or damaging the individual's property; or disrupting the orderly operation of the school, will not be tolerated.

The online activities and technologies often used by students engaged in Cyberbullying include but are not limited to social networking sites, chat rooms and discussion groups, instant messaging, text messaging, computers, cell phones and personal digital devices, digital cameras, cell phone cameras, and web cams. As new technologies emerge, they too may be included with the above forms of electronic communication.

The district will take any report of cyberbullying seriously and will investigate credible reports promptly. Students are encouraged to report an incident immediately to a teacher or principal. Students who make a report are requested to preserve evidence of cyberbullying. For example, a student may save or bring a copy of an email, text message, picture or other electronic transmission that the student believes was intended to harm, insult, or humiliate.

Staff will take appropriate action and will bring it to the attention of administration when students report an incident of cyberbullying. Staff will attempt to preserve evidence of the cyberbullying and will submit any evidence to the principal.

If the conduct occurs off school grounds and causes or threatens to cause a substantial disruption at school or interferes with the rights of students to be secure, school administration may impose consequences. Incidents that come to the attention of the principal or school administrator, but do not rise to the disciplinary threshold, are logged by the school.

Students whose behavior is found to be in violation of this policy will be subject to loss of privileges, discipline, up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy will be subject to appropriate sanctions as determined and imposed by the superintendent or School Board. The district will also report individuals to law enforcement when necessary.

Sexual Harassment

Students and staff of Soap Lake School District are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity.

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

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

Examples

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

You can report sexual harassment to any school staff member or to the district's Title IX Officer, Sunshine Pray. You also have the right to file a complaint.

CHEATING/PLAGIARISM

Plagiarism is the taking of language, ideas, or thoughts from another person or source and representing them as original work. Students who use plagiarized papers or projects or are involved in any other form of cheating will be subject to reduction in grades and/or disciplinary action for a first offense. For a second offense a student may be subject to removal from class and/or a failing grade. (RCW 9.46.1961 & RCW 9.46.1962)

DAMAGE or DESTRUCTION of PRIVATE PROPERTY

A student shall not intentionally, or with gross carelessness, cause or attempt to cause damage to private property, either on the school grounds or during a school activity, function, or event off the school grounds.

DAMAGE or DESTRUCTION of SCHOOL PROPERTY

Maliciously defacing or otherwise damaging school property will result in a referral to the building principal for appropriate disciplinary action. Circumstances may warrant referral to the proper law enforcement agency. Parents or guardians could be liable for acts of vandalism by pupils under the age of 18.

ELECTRONIC DEVICES

Possession of such devices at school is a privilege; not a right. We will expect and teach students to use their devices responsibly; however, students who abuse this privilege or are negligent in the use of their devices may risk their ability to possess such devices at school. An electronic device includes but is not limited to phones, CD players, MP3 players, pagers, digital cameras, and electronic games. Students should see that any electronic devices brought to school are secure at all times. Students may have and use cell phones before school, at lunch and during passing periods. During class time student must keep them turned off, unless teacher provides permission. Students in the hallway during class should not be on their phones. The principal will have the final say of whether the device is inappropriate or not. The school cannot accept responsibility for lost or stolen items. Consequences for misuse of phone are as follows. Students may jump steps if behavior includes other discipline situations.

Step 1: Warning

Step 2: Phone turned over to the office for the day, returned to student

Step 3: Phone turned over to the office for the day, returned to parent

Step 4: Phone turned over to the office, returned to parent

Step 5: We will ask student to not bring phone to school

WEAPONS

All unlawful conduct will result in notification to law enforcement.

Firearms/weapons are not allowed in school, at school sponsored activities, on school grounds, facilities, or school provided transportation. If a student brings a firearm to school, it will result in an immediate emergency suspension. Parents and law enforcement officials will be notified. The suspension may be modified by the school district on a case by case basis.

INSULTS and ABUSE of SCHOOL EMPLOYEES

A student shall not insult or abuse any school district employee. Disrespectful language, signs, or acts to those school personnel having authority over the students will not be tolerated, and punishments will vary according to the offense. They will range from apologies to recommendation for permanent expulsion from school.

LACK OF COURTESY

Good manners and common courtesy are expected and encouraged at Soap Lake MS/HS. The general "climate" of a school is seen in the conduct of its students, both in the classroom and the halls. The following are prohibited:

- Running, shouting, scuffling, or other boisterous conduct.
- Loitering in the restrooms or other areas inside or outside the school building. This includes extra-curricular events.
- Throwing objects.
- The use of profane and vulgar language.

PUBLIC DISPLAYS OF AFFECTION

Displays of affection such as kissing or embracing are not allowed on school grounds during the school day or after school at school related functions. Violations of this rule may result in a written referral.

REFUSAL to IDENTIFY SELF

All persons must, upon request, identify themselves to proper school authorities in the school building, on school grounds, or at school sponsored events. All persons must also answer questions as to their being on school grounds and, if requested, go with the staff member to the office or person in charge of the school, of the school building, or event.

MINIMUM STANDARDS

Students who do not meet minimum standards for acceptable behavior may be expelled. Students who do not meet minimum standards of academic achievement may fail a class, not be granted credit, or not allowed to graduate. (RCW 28A.410.220)

CLASS FEE

Students participating in certain classes may pay a class fee to participate. These classes are the classes that require extra supplies. Class fee will not exceed \$20 per semester.

PE UNIFORM

PE uniforms are **required** for **ALL PE** classes and can be purchased for \$20 at the front office. Failure to dress down into a PE uniform could result in loss of credit for that days PE class.

ASB CARDS

Can be purchased at the front office for \$20. If you participate in any extra-curricular activities you must purchase an ASB no later than the first 10 days of the activity. If you need to purchase an ID card the office will sell you one for \$5.

DRESS CODE VIOLATIONS

- See Dress Code Guidelines are on the following page

Step 1: Warning/change clothing. Student may be asked to go home and change clothing. Any time missed from school counts as an absence from any classes missed during this time. If the school or student is unable to reach a parent/guardian to gain permission to leave campus the student will remain in ISS until a parent is located. School discipline guidelines may be followed.

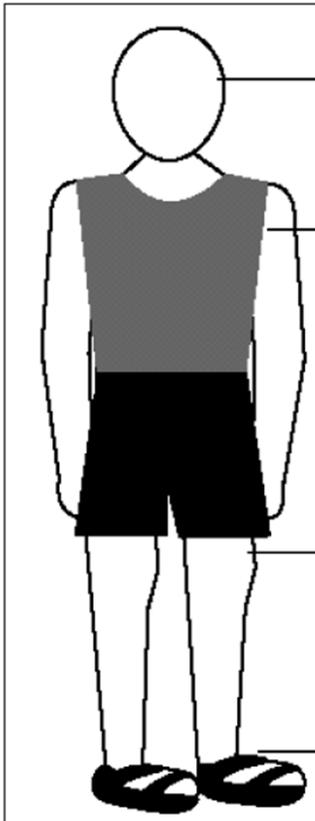
Step 2: Habitual abuse of the dress code may result in referrals, after school detention up to and including suspension.

DRESS CODE

Soap Lake MS/HS Dress Code

These guidelines apply to both male and female students. The MS/HS staff reserves the right to alter these guidelines as necessary. Student dress shall be neat and clean and must not present health or safety problems or disrupt the educational process. Clothing shall not be excessively tight, revealing, or distracting. Clothing will not reveal underclothes, such as any part of a bra (including straps), boxer shorts, etc. Students failing to meet these requirements may be sent home to dress properly or will be covered appropriately for school attendance. If this is a continual problem, then office referral procedures will be followed.

The shaded portion of this figure represents the front and back views. These parts of the body must be covered in all positions (sitting, standing, bending, reaching) while attending school.



Head: Students must remove all headwear (including sunglasses) while in the buildings.
NO HATS
NO BANDANAS

Torso: Clothing must cover stomachs, backs, shoulders, chest and undergarments. No tank tops, shirts with oversize arm holes, halter-tops, tube tops, bare midriff shirts, spaghetti strap tops or other attire which leaves the shoulders bare and/or exposes cleavage.

Legs: Shorts, skirts, dresses must be clearly longer (at least one inch) than your fingertips while arms are at your side. Undergarments must be covered.

Feet: Footwear must be worn at all times appropriate to the activity. No slippers permitted.

Other Guidelines

No hats, bandanas, sunglasses, hoods, headgear or other head covering may be worn. (Exceptions will be made for medical, religious, and other approved reasons).

Students may not wear clothing advertising or promoting alcohol, tobacco, or drugs.

Jewelry that may be dangerous may not be worn. This includes wallets or any other types of hanging chains.

Students may not wear clothing which has sexually suggestive slogans, profanity, lewd pictures or that which may be offensive to a student's religion, race or national origin.

Any items that are evidence of membership in or affiliation with a gang are not allowed. Or items promoting those associations/lifestyle.

No sleepwear or clothing that appears like sleepwear.

GENERAL INFORMATION

ASSEMBLY CONDUCT

Student attendance is expected at assemblies. Absence from assemblies will be treated as any other school absence. Skipping an assembly is considered a truancy and will be dealt with accordingly.

BACKPACKS

Students will not be permitted to use a backpack during the school day. They are permitted to use backpacks to carry books and supplies to and from school but are not permitted to carry them between classes. No backpacks of any type are to be used to transport clothing to and from the gymnasium. This includes the string type version.

Students have an opportunity to go to their lockers several times a day: before first period, passing periods, before or after lunch, and before boarding the bus at dismissal. Backpacks must remain in the student's locker.

BINDERS

Student notebooks and binders must be free of gang-related messages, profanity, and other inappropriate speech. Binders may be confiscated by the staff and replaced at student expense.

CAFETERIA

Students will follow cafeteria rules, and keep their eating area clean. Students will also eat their breakfast and lunch in the cafeteria (Eagle Hall).

CLOSED CAMPUS

Soap Lake Middle/High School is a closed campus during the lunch period. In order to keep students in a supervised, safe and orderly environment, the Soap Lake School district has established a close campus policy. Students shall not leave the school grounds at any time during the school day without written permission from their parents/guardians and school authorities. Students who leave without authorization shall be classified truant and subject to disciplinary action.

COUNSELING SERVICES

The full-time services of a guidance counselor are provided for all Soap Lake Middle/High School students.

The counselor is available to work with students in such areas as:

- Choosing school courses and working out schedules.
- Discussing educational and occupational alternatives for now and for the future.
- Dealing with personal, life, and school concerns including referrals for more specialized services, all with respect to proper confidentiality.

DANCES and ACTIVITIES

Students attending school-sponsored events are expected to act appropriately at the event. Students who are either in or out of school suspended are not allowed to attend functions. Loitering (which means hanging out at but not attending) at school events is not permitted.

DIRECTORY INFORMATION

The following are considered "directory information" and may be released to persons with legitimate and official requests without written consent: a student's name, address, telephone number, dates of attendance, and the most recent previous school attended. In most cases, "persons with legitimate and official requests" refers to military recruiters, who request information on juniors and seniors. If you would like the school to not release your student's information, please let us know.

FINES

Students will be charged fines for overdue or damaged library books, lost or damaged textbooks, sports uniforms and any other broken, damaged or lost school materials or equipment checked out to or in the care and responsibility of Soap Lake students. Unpaid fines may result in the withholding of diplomas, transcripts, and grades.

FLAG SALUTE

A flag ceremony will be conducted during daily announcements each day. Students are not required to say the Pledge of Allegiance; however, they are required to stand quietly. (RCW 28A.230.140)

FREEDOM OF EXPRESSION

Students shall enjoy the right of free verbal and written expression, providing that such expression does not disrupt the operation of the school.

For the purpose of verbal and written expression, the following guidelines are in effect:

- Distribution of written materials or presentation of an oral speech in an assembly or classroom setting may be restricted.
- Where there is evidence which reasonably supports a forecast that the expression is likely to cause material and substantial disruption of, or interference with, school activities, provided such disruption or interference cannot be prevented by reasonably available, less restrictive means; or where such expression unduly infringes upon the rights of others.
- Distribution of written material or presentation of an oral speech which is construed to be obscene shall not be permitted.
- Libelous material or speech shall not be permitted.
- Material will be considered profane when the language does not meet the standards of professional journalism as evidenced by the daily newspapers commonly distributed in the district. Sanctions will be imposed on a student when he/she engages in offensively "lewd and indecent speech".
- A publication may not violate a person's right of privacy by publicly exposing private details of such a person's life, the exposure of which would be offensive and objectionable to a reasonable person.
- A publication or oral speech, which criticizes school officials or advocates violation of school rules may be prohibited when there is evidence, which supports a forecast, that substantial disruption of school may develop.
- A publication or oral speech that advocates racial, religious, ethnic prejudice or discrimination, or seriously disparages particular racial, religious, or ethnic groups is prohibited.
- A student shall be allowed to wear buttons, badges, armbands and other insignia as a form of expression, as long as the message on the button does not violate any of the aforementioned directives.

ILLNESS/MEDICATIONS/INJURY

If a student becomes ill during school hours, every effort will be made to contact the parents. If we cannot contact the parents the emergency contact will be called. Members of our staff cannot administer medicines unless we have a doctor's authorization in writing. The medication is required to be kept in the original prescription container and locked in the school office. All medicine will be delivered to the school or collected from the school by the parent or guardian. The school nurse or secretary will either give the medicine at the proper times or give the student permission to take the medication as directed.

LOCKER USE

Lockers are the property of the Soap Lake School District. Student lockers need to be kept clean and maintained. If students wish to hang posters in their lockers, they must be appropriate in nature. Only school spirit signs may be placed on the outside of the locker. Random locker searches may be conducted without notice.

MONEY AND VALUABLES

Please do not bring large amounts of money or valuables to school. Students should see that any valuables brought to school are secure at all times. The school cannot accept responsibility for lost or stolen items.

PARKING LOT

The parking lot is public property that is under the control of the school. It is a privilege to park in the lot.

All vehicles on school property are subject to search. Use of the parking lot in any way that violates school rules or criminal law may lead to sanctions taken by the school or law enforcement.

All students who park in the school parking lot must have a valid school parking application and permit on file.

POSTERS

Signs and posters that students wish to display must first be approved by the principal. Posters displayed without authorization will be removed. Any student who posts printed material without prior approval will be subject to disciplinary action.

PROGRESS REPORTS

There are two semesters in a school year. Reports are sent every 3 weeks. Only the end-of-semester grades are posted on a student's transcript.

RUNNING START

Students who wish to attend Running Start will need to be on place to graduate. Additionally, those students will need to place in both college level English and Math, through testing at Big Bend Community College. Students state test schools will also be taken into consideration.

All Running Start students/parents will consent to signing a release so that the counselor/principal can speak to college staff regarding classes/student progress.

Students understand that if they are placed on academic probation at any time in their first year (Junior) at Big Bend that it will be at the discretion of the counselor and principal as if they are to be permitted to enroll at Big Bend the following semester. If a student is placed on probation after the fall quarter, they will return full time to the high school beginning 2nd Semester. If they are placed on probation in Winter or Spring, they will return full time at the high school, the following fall. Students placed on academic suspension, will return to the high school for the following semester.

SAFETY DRILLS

To help protect the school community, we need to practice evacuation and lockdown drills. In order for the drills to be conducted in an orderly manner, a few simple rules shall be followed. Rules are posted in each classroom and are reviewed periodically.

SCHOOL DAY

Supervision will begin 20 minutes before the start of the school day and end 20 minutes after the end of the school day. Students will be admitted to the building earlier if a specific staff member supervises the students. Only the student participating is allowed in the building. Siblings will not be permitted to hang out in the school and wait.

SCHOOL VISITATION RIGHTS FOR NON-STUDENTS

Parents and other members of the public are invited to visit schools and observe the educational program.

All visitors to a school or classroom must check in at the office on arrival to school.

The principal may withhold visitation approval if particular events such as testing would be adversely affected by a visit. Similarly, if a visitor's presence becomes disruptive, the principal or staff member may withdraw approval.

Soap Lake students are NOT allowed, to bring student visitors for the day.

SEARCHES BY TRAINED DOGS

In an effort to provide the safest learning environment possible, certified canine detection may be used to detect illegal drugs, gun powder, opiates and other substances, including but not limited to over the counter drugs. This includes lockers, backpacks and vehicles parked on district property. The use of canine detection does not constitute search under the Fourth Amendment. Alerts by certified canines can result in physical searches not including persons.

SERVICE ANIMALS

Soap Lake School District supports the use of certified service animals. Other animals or pets are to be left at home.

SKATEBOARDS and ROLLERBLADES

Skateboarding, rollerblading, or riding scooters is not allowed on the school campus at any time. Shoes with wheels are also not permitted.

STATE TESTING

Throughout the year all students are required to take state mandated assessments.

Students 6-11th grade will take a progress monitoring test (such as Interim Testing, Northwest Education Association or Aims web) in the Fall and Spring.

STUDENT IMAGES

Throughout the school year there are times when pictures or images of students will be taken. These images could be taken by the media, school district, or other educational organizations. These groups will have gained prior approval from school officials. The images will be used for educational purposes only.

STUDENT RECORDS

The school maintains current, clear, and accurate records for all students in attendance. Uniform procedures govern the collection, maintenance, storage, examination, transmittal, and destruction of all student records and any information contained therein. Only information deemed necessary to the welfare of the students and the orderly operation of the school, or that information required by law and regulation, is included in the student's official records. Student records are the property of the school district; however, they are available for inspection and review by the parents. All information relating to the individual student shall be deemed confidential and will be dealt with in a professional manner. Student records will be released upon request to a school in which the student has enrolled. Other organizations, agencies, or individuals will receive student records only upon the signed, written, and dated request of the parent, except as otherwise provided by law or district policy. This policy shall not apply to records required for reports of child abuse or neglect. All rights or consent required of parents shall be accorded to legal guardians or students who have reached majority age. A student, upon request, is entitled to a final transcript after graduation. (RCW 13.40.480)

TELEPHONE

Students who receive phone calls through the office will have messages taken by the office staff. Office and classroom telephones are for school business. In the event of an emergency, the student will be allowed to use the phone. Any other phone use must occur before or after school, between classes, or during lunch.

TRANSPORTATION/BUS USE

The district provides transportation to and from school, for field trips, activities – including athletics, to and from sports, games/meets, and any other activity approved by the School Board. The students are required to ride on district transportation when provided unless previous arrangements have been made with the appropriate school officials. The bus driver has the primary responsibility for the safety of passengers while boarding, riding on, and leaving the vehicle. Therefore, the bus driver has the final authority for regulating the behavior of all passengers on the bus. It is expected that teacher, coaches, and other school personnel supervising students while on school transportation will actively administer needed student control measures.

USE OF MOTOR VEHICLES

Driving to school is a responsibility and a privilege granted by a student's parents and the Soap Lake School District. Students must provide a legible copy of a driver's license, proof of insurance and a signed parked agreement and valid parking pass.

VENDING MACHINES

- The vending machines are available before school, and after school.
- Food and drink taken out of Eagle Hall must remain in sealed containers.
- Eating food and drinking beverages is prohibited in the hallways.
- Open food and beverages will be confiscated.

SOAP LAKE SCHOOL DISTRICT K-20 (Internet) Network Acceptable Use Guidelines

- All use of the system must be in support of education and research and consistent with the mission of the district. The district reserves the right to prioritize use and access to the system.
- Any use of the system must be in conformity to state and federal law, K-20 Network Policies, and district policy. Regardless of device used (phone, tablet, laptop or desktop computer, and so forth). Use of the system for commercial solicitation is prohibited.
- The system constitutes public facilities and may not be used to support or oppose political candidates or ballot measures.
- No use of the system shall serve to disrupt the operation of the system by others; system components including hardware or software shall not be destroyed, modified, or abused in any way.
- Malicious use of the system to develop programs or institute practices that harass other users or gain unauthorized access to any entity on the system and or damage the components of an entity on the network is prohibited.
- Users are responsible for the appropriateness of the material they transmit over the system. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited.
- Uses of the system to access, store, or distribute obscene or pornographic material is prohibited.
- Subscriptions to mailing lists, bulletin boards, chat groups, and commercial on-line services and other information services must be pre-approved by the superintendent or designee.
- System logins or accounts are to be used only by authorized owner of the account for the authorized purpose. Users may not share their account number or password with another person or leave an open file or session unattended or unsupervised. Account owners are ultimately responsible for all activity under their account. If you believe your account has been comprised, notify your teacher or principal immediately.
- Users shall not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users; misrepresent other users on the system; or attempt to gain unauthorized access to any entity on the K-20 Network.
- Communications may not be encrypted so as to avoid security review.
- Personal information such as complete names, addresses, telephone numbers, and identifiable photos should remain confidential when communicating on the system. Students should never reveal such information without permission from their teacher and parent or guardian.
- Students should never make appointments to meet people in person whom they have contacted on the system without district and parent permission.
- Students should notify their teacher or other adult whenever they come across information or messages they deem dangerous or inappropriate.
- The unauthorized installation, use, storage, or distribution of copyrighted software or materials on district computers is prohibited. All users of the K-20 Network shall comply with current copyright laws.
- Diligent effort must be made to conserve system resources. For example, users should frequently delete email and unused files, and users should promptly disconnect videoconferences on completion.
- No person shall have access to the K-20 Network without having received appropriate training, and a signed Internet Use Consent Agreement must be on file with the district. In addition, students under the age of 12 must have the approval of a parent or guardian.
- Nothing in these regulations is intended to preclude the supervised use of the network while under the direction of a teacher or other approved user acting in conformity with district policy and procedure.

From time to time, the district will make a determination on whether specific uses of the K-20 Network are consistent with the regulations stated above. Under prescribed circumstances non-student or staff use may be permitted, provided such individuals demonstrate that their use furthers the purpose and goals of the district. For security and administrative purposes, the district reserves the right for authorized personnel to review network use and content. The district reserves the right to remove an individual's network access privileges to prevent further unauthorized activity.

Updated 8/22/19 EA

Violation of any of the conditions of use may be cause for disciplinary action. Consequences of inappropriate use of the K-20 Network system may include, but are not limited to, short or long term loss of access to the internet, retraining, report to law enforcement and restitution for damages.

Progressive Discipline Chart for Internet Use

Type of Inappropriate Use	Consequences for minor violations	Consequences for moderate violations	Consequences for major violations
<ul style="list-style-type: none"> ▪ Allowing Unauthorized Use of the K-20 Network ▪ Copyright Violation ▪ Vandalism ▪ Failure to Report AUP Violations ▪ Hacking ▪ Inappropriate Content ▪ Harassment/threats towards students or staff ▪ Misrepresentation ▪ Personal Financial Gain ▪ Political Activities ▪ Product Advertisement ▪ Unauthorized Access 	<p>Short-term loss of K-20 Network access</p> <p>Restricted cell phone access on school grounds</p> <p>Verbal warning</p> <p>Retraining</p>	<p>Short-term loss of K-20 Network access</p> <p>Restricted cell phone access on school grounds</p> <p>Long-term loss of K-20 Network access</p> <p>Additional discipline may be required</p> <p>Retraining</p>	<p>Long-term loss of K-20 Network access</p> <p>Permanent loss of K-20 Network access</p> <p>Restricted cell phone access on school grounds</p> <p>Additional discipline required</p> <p>Retraining</p> <p>Report to law enforcement</p> <p>Restitution for damages</p>

FERPA FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT

Notification of rights under the Family Educational Rights and Privacy Act (FERPA) for Elementary and Secondary Institutions.

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students) certain rights with respect to the student's educational records. They are:

1. The right to inspect and review the student educational records within 45 days of the day the District receives a request for access. (Although FERPA allows 45 days to honor a request, the state policy records law {RCW 42.17.320} requires an appropriate response to a "public records" request within five business days.

Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the record may be inspected.

2. The right to request the amendment of the student's educational records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the Soap Lake School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent of eligible student of the decision and advise them to their rights to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's educational records, except the extent the FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contacted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Parents have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, D.C. 20202-4605

Discrimination

Soap Lake School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

Title IX Coordinator

Sunshine Pray- SLSD Superintendent
410 Ginkgo St. S.
509-246-1822
spray@slschools.org

Section 504/ADA Coordinator

Kandice Hansen-Elementary principal
410 Ginkgo St. S.
509-246-1323
khansen@slschools.org

Civil Rights Compliance Coordinator

Sunshine Pray-SLSD Superintendent
410 Ginkgo St. S.
509-246-1822
spray@slschools.org

Complaint Options

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to revolve your concerns.

Complaint to the School District**Step 1. Write Out Your Complaint**

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

Step 2: School District Investigates Your Complaint

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

Step 3: School District Responds to Your Complaint

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

Appeal to the School District

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

Complaint to OSPI

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

You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal.

You can send your written complaint to the Equity and Civil Rights Office at OSPI:

Email: Equity@k12.wa.us | **Fax:** 360-664-2967

Mail or hand deliver: PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

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

Other Discrimination Complaint Options

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

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

Washington State Human Rights Commission

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