

Excellent Attendance Award

So that recognition for "EXCELLENCE IN ATTENDANCE" is maintained as an honor the following will apply:

- A student must be in school every day all day (no skips or tardies) and
- A maximum of two doctor or dentist appointments during the school year will not affect excellence in attendance recognition.
- One day for the Funeral of Immediate Family will not affect excellence in attendance recognition.

III—Safety

Accidents

Accidents or safety hazards should be reported to the office immediately. A first aid kit is available in the office for minor injuries. In the event of serious illness or accident attempts will be made to notify the parent/guardian immediately for instructions. The student may be taken home, to the family doctor, or to the hospital depending on the extent of the injury.

Articles Prohibited At School

Problems arise each year because students have articles, which are hazardous to the safety of others, or interfere in some way with school procedures. Such items include toy guns, water pistols, knives, and firecrackers. These items will be taken from the student and returned upon parental request. Personal property such as **radios, I-pods, MP3 Players, cell phones, CD's, cameras, expensive watches and large sums of money** should not be brought to school. **These items have a disruptive effect on classes and are banned during class time.** Music devices are not allowed in the classrooms. Only those radios and tape decks with earphones will be allowed on school buses. The teacher will confiscate electronic devices that are disruptive in the classroom, turn them into the Office, and they will be returned at the **end of the week.**

Drills and Emergencies

Fire Drills: Fire drills are conducted regularly. To acquaint the students with the routine of evacuation, each teacher is to work out a primary and a secondary route in the event that the primary route is blocked.

The evacuation of the building should be done in an orderly quiet manner and the students are instructed not to run but to exit quickly. Teachers should take their grade books so roll can be taken if necessary to account for each student. Students and Teachers are to close all windows and doors and turn off all lights as they move toward the exits.

Students should move to at least 50 feet from the building. Teachers are to be sure that the car lanes around the school are open so fire trucks have access to all areas. Under no circumstances shall students gather around the fire equipment. Students should return to the building when directed to do so. The "ALL CLEAR" signal will be announced.

Earthquakes: In case of an earthquake, students are to remain where they are. If indoors, students should try to get against an inside wall, in a doorway or under a table, desk or bench, and remember to stay away from outside doors and windows. Students are not to run outside because of falling debris. Students outside should stay away from buildings and overhead wires and should not enter a building. Students should stay where they are until directed as to what to do next. Teachers will notify their students as to when to exit using the same procedures as a fire drill.

Electrical Outages: If there is a power failure, everyone is to remain where he/she is located. In many cases, power is restored quickly. Teachers should open doors, curtains and do anything else they can do to help light their areas of responsibility. If the problem cannot be corrected quickly, further instructions will be given as soon as possible.

Lockdowns: As a precaution for the safety of students, Raymond High School has

established "Lockdown" procedures.

Drug Dog "Sniff"

In an effort to keep Raymond High School as free from illegal drugs as possible, the school district will invite the local "drug dog", accompanied by a police officer, to periodically "sniff" for the presence of illegal drugs. If any illegal drugs are found, an investigation will follow which may result in a school district disciplinary action. All evidence will be released to the local law enforcement agency for further action.

School Closing

In the event of severe inclement weather or mechanical breakdown school may be closed or the starting time delayed. These same conditions may also necessitate an early dismissal. You will receive an informational phone call and these events will be announced on local radio and television stations. Notification will also be made on the social media such as Facebook and posted on the Raymond School District web site. If no report is heard, it can be assumed that school will be in session. PLEASE DO NOT CALL THE SCHOOL. Telephone lines must be kept open for emergencies.

IV—OPERATIONS

Academic Advisor/Guidance Counselor

Counseling services are available for every student in our school and are based on the idea of helping students better themselves. These services include assistance with educational planning, interpretation of test scores, career information, study helps, help with home, school and/or social concerns, or any question the student may feel they would like to discuss with the counselor. Many problems concerning both school and one's personal life can be helped by counseling. The school counselor or your teacher will be able to try to help you with these problems.

ASB And ID Cards

All students participating in sports, cheerleading, student council or any student activity funded by the ASB must have an ASB card. ASB cards are good for admission to home athletic events. The ASB card may also be used for identification and reduced admission fees for out of town athletic contests. ID cards provide students with identification for the Raymond Lunch Program and use of the school library. If your ASB or ID card needs to be replaced, you will be charged \$4 for the ASB and \$2 for the ID card.

Assemblies

- Pep assemblies, class assemblies, or special program assemblies are held at various times during the school year. Students are required to attend all assembly programs that occur during their regular class schedule and are to be seated in their designated areas. Failure to attend shall be considered truancy and disciplinary action will follow. Behavior expectations at assemblies are the same as any other classroom on campus. In addition all students should:
- Take care of restroom duties before entering the assembly
- Remain seated properly in their chairs throughout the entire assembly
- Stand for Pledge of Allegiance
- Respectfully pay attention to the speaker
- Remain for the entire assembly unless given special permission to leave early
- Give appropriate applause to assembly delegates
- Do not make distasteful remarks while people are talking or performing
- Wait to be excused by the Principal, ASB President or the assembly leader.

Commons

The school commons is maintained as an important part of our school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. Lunches may be purchased by cash.

Conduct in the Commons:

- Cleanliness: Return all trays and utensils to the dishwashing area when you have finished your lunch. Deposit all lunch litter in the proper garbage cans. Leave the table and floor around your place in a clean condition for others.
- Cuts: There will be no cutting into the lunch line. Violators will clean off the tables in the cafeteria at the end of lunch. There will be no saving of places in the lunch line--once you step out of line you go to the end of the line.
- Throwing: There will be no throwing of anything in the cafeteria. When discarding garbage, walk up to the garbage can and drop the garbage into the can. Anyone caught throwing anything in the cafeteria will have to clean **tables** or lose the privilege of being in the cafeteria or both.

- School meals must be eaten in the cafeteria and no food or beverage may be removed from the cafeteria. **There will not be any pop or food in any classroom or hallways.** All opened containers of food or beverage must be consumed prior to leaving the commons area. Any opened containers outside the commons area will be confiscated.

Daily Bulletins

Daily Bulletins are distributed to the teachers each day. Announcements for the daily bulletin must be submitted to the secretary in the office by 4 pm for publication the following day. The Principal must approve any announcements prior to the announcement being made over the public address system.

Dance Procedures

Dances must be planned and approved by Student Council at least two weeks before they occur. The Dance Procedure Form must be turned into the office 5 school days preceding the dance. The sponsoring club will have completed the Facilities Use form at least 3 working days before the dance. Dances will not exceed three hours in duration and will not run past midnight. At least one advisor from the sponsoring organization must be a chaperone for the dance. The advisor may check out a key to the building on Friday afternoon and is responsible for checking out and returning the moneybox. The advisor should be sure that chaperones check the building frequently. Bathrooms and the dancing area should be checked most frequently. The advisor will confirm that the local police have been notified of the dance at least three days in advance.

Directory Information

Directory information, name, photograph, address, phone number, date and place of birth, dates of attendance, participation in activities, height, weight, diplomas, awards, and previous school, may be publicly released without consent. Parents or students desiring to exclude any such information from public release should file an official request with the building principal.

Eighteen-Year-Old Checkout

Students who are 18 years old will follow the same rules for attending school as all other students. A student is not considered an adult until they have graduated from high school. They may sign themselves out of school to leave campus for illness, family emergencies, medical and dental appointments, funerals, and accidents. In order to do so they must have a signed note from guardians on file at the school allowing them to do so. Students who sign themselves out of school must leave campus. The attendance secretary and the principal will determine if the absence is excused or unexcused.

Electronic Information System Acceptable Use Guidelines:

- All use of the system must be in support of education and research and consistent with the mission of the district. 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. Use of the system for commercial solicitation is prohibited. The superintendent or designee must approve use of the system for charitable purposes in advance.
- 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 other; system components including hardware or software shall not be destroyed, modified or abused

in any way.

- Malicious use of the system to develop programs that harass other users or gain unauthorized access to entity on the system and/or damage the components of an entity on the network is prohibited.
- Users are responsible for the appropriateness and content of material they transmit or publish on the system. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited.
- Use 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.

Field Trips

A student must have his or her teachers, who are affected by the student's absence, sign the field trip permission form. Teachers can approve or disapprove a student's field trip request based on classroom participation, current grade and attendance. If any one of the student's teachers disapproves of the student request, then the student will not be eligible for that field trip. The principal has final say in field trips that have an educational value. A student who has seven (7) or more absences in a semester does not qualify to go on a school related trip. If a student receives ISS more than two (2) times during a semester, he or she may not be eligible for the school trip. A class or club advisor may set further guidelines for field trip eligibility. The principal has final oversight on all issues.

Fines

Any student who has a financial responsibility to the school or ASB for damaged textbooks or other items will receive no grades or credits from the Raymond School District until that responsibility is met. The high school will release other information as deemed necessary for transferring students, but no transcript will be released until the fines are paid.

For accounting procedures, anyone paying admission, must sign in. At the conclusion of the dance, the sponsor is to have funds for every signature on the sheet. The money should be counted and verified on the Balance Sheet included in the cash box. The money and patron signature sheet should be put in a safe place and returned to the office the next school day.

Grays Harbor College Articulation/Advanced Placement

Students who receive at least a "B" in high school, and certain vocational courses may qualify for free advanced placement credits at Grays Harbor College. See the Academic Advisor for more information.

Gymnasium Use

Students using the gymnasium must have permission and must be supervised by a teacher. Students are reminded also that they should not get on the floor with street shoes, which will mar the floor or damage the playing surface. The weight lifting area is completely off limits to all students unless a qualified weight-lifting instructor is present.

Honor Roll

The Raymond High School Honor Roll will be published four (4) times each year: First Quarter, First Semester, Third Quarter, and Second Semester. Named on the Honor Roll will be those students who have a grade point average for that grading period of 3.2 or higher in four (4) **core academic** classes. This is not to be confused with the National Honor Society, which is a separate club in the Raymond High School. Honorable mention will be

given to those students with 3.0 and above. (There will be no rounding off in the calculations.)

Only full credit courses that are graded as A, B, C, D, or F will be considered. Those students receiving an F, an Incomplete, or more than one D will not be considered for academic honors. Students must be graded (A, B, C, D, F) in four or more subjects to be considered. Special recognition will be given to those students with a 4.0 grade point average.

Lockers

Lockers are available for students to store their belongings with reasonable security. Locks are issued for each locker and lockers should be kept locked at all times. Students are cautioned against telling their combination to each other or they cannot expect their property to be safe. Students are cautioned not to keep money or other valuables in their lockers. Students are strictly responsible for their own lockers and locks. Flagrant abuse of the locker will result in a student being charged for any damage done. Missing locks will result in a fine. Any lockers, which do not operate properly, should be reported to the office immediately. School authorities have the right to search lockers when they have a reasonable belief that lockers are being used for an illegal purpose or a purpose, which violates school rules, or to locate school property.

Lost & Found

Articles found in and around the school should be turned in at the main office where the owners may claim their property by identifying it. Items will be kept until the end of the semester and then donated to local charities.

Non-Discrimination

Raymond 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 the Boy Scouts and other designated youth groups. The following employee(s) has been designated to handle questions and complaints of alleged discrimination: The Title IX Officer for the District is Tera Stephens, the Section 504 Coordinator is Cathy Anderson and the Compliance Coordinator is Dr. Steve Holland. All of these people may be reached at 1016 Commercial Street, Raymond, WA, 98577; 360-942-3415.

Once a student enters the dance, they may not leave the dance. If they do leave, they will not be readmitted. No one will be admitted into the dance one hour before the scheduled end of the dance. Students will be admitted from other schools if it is an open dance and they have proper identification indicating that they are a student. The dance area must be cleaned and returned to original condition by noon Sunday. The janitors should be contacted about cleaning supplies prior to the dance.

Only High School/Junior High students may attend. (Exception - if a visitor is registered in the office prior to the dance they may attend.) No one who is under the influence of drugs or alcohol will be permitted to enter the dance. Students under the influence of drugs/alcohol will be turned over to the police and the parents are to be notified by the advisor of the sponsoring organization. If there is any use of illegal substances the dance may end immediately. Any student caught smoking will be asked to leave the dance immediately and disciplinary action will be taken on the next school day.

Police Interviews Of Students

Should a law enforcement officer desire to interview or interrogate a student at school, the officer must attempt to obtain prior parent permission. Once this effort has been made, the principal shall permit a law enforcement officer to conduct any necessary questioning in the presence of a professional staff member. The principal shall cooperate with the officer while he/she is conducting necessary investigations. The officer shall advise and afford a student the same legal rights as an adult and the right to have a parent present during questioning if the student is twelve years of age or younger. Said permission would not be required if an emergency exists or in the case of an investigation of child abuse.

An officer is not required to have a warrant in order for the school to release the student into law enforcement custody. In the event a law enforcement officer takes a student into custody, the officer will immediately notify the parent or guardian prior to the student's release from the school campus unless: 1) prohibited by law enforcement because a case of child abuse or neglect is involved, or 2) some other similar, specified reason exists for prohibiting notification.

RHS - A Drug Free School

In the effort to create a drug free school it is important for all students and parents to understand that Raymond High School feels the use of illicit drugs and unlawful possession and use of alcohol is wrong and harmful.

In conjunction with other district security measures, a trained dog may be used to sniff the air for prohibited items. The specific areas sniffed may be lockers, unoccupied classrooms, unattended desks, bags, items, or vehicles that are on district property or at a district-sponsored event. Students who elect to park cars on district property waive an expectation of privacy and agree that the vehicle may be sniffed. A dog's alert constitutes reasonable suspicion to search and only the dog's official handler will determine what constitutes an alert by the dog. If the dog alerts on a particular item or place, the person(s) bringing the item onto district property, or who has responsibility for that place or item, will be called to the scene, if available, to witness the search by school official(s). All searches shall be made in compliance with district policy and applicable law.

It is the policy of the Raymond School District that students using alcohol or drugs or coming to school or school functions after using alcohol or drugs, or under the influence of either will be suspended immediately. Legal action will be taken through the Police Department and through the Pacific County Juvenile Offices. Any student on campus that smells of drugs or appears to be under the influence of drugs will be searched immediately and be suspended from school. Any student having any kind of drug paraphernalia in school may receive suspension. Students providing alcohol and/or drugs to other students will be disciplined as though they were actually consuming. Possession of alcohol or drugs is punishable the same as use.

Compliance with the above is mandatory. In addition all incidents will be reported to the local police authorities.

RHS - A Weapons Free School

Violence in the school is a major concern to parents and educators. Recently the Washington State Legislature agreed and enacted a law that made public and private schools "**a weapons free zone.**" It is unlawful for a person to carry onto public or private elementary or secondary school premises, school-provided transportation or areas of facilities while being used exclusively by public or private schools any firearm or any

dangerous weapon as defined in the law. Gun-free schools policy includes one-year mandatory expulsion for firearms, mandatory notification of violations by students to parents/guardians **and** Law enforcement, and allows the expulsion to be modified by the chief school district officer or designee on a case by case basis.

Rules For Riding The School Bus

These rules and regulations were prepared by the State Superintendent of Instruction by and with the advice of the Washington State Patrol and the Director of Highways for the State of Washington and apply to all school buses operating in the State of Washington.

- The driver is in full charge of the bus and pupils must obey the driver promptly and willingly.
- Pupils shall ride their regularly assigned bus at all times, unless the school authorities have granted permission. School authorities should verify with the drivers the availability of extra seating space and should not issue standees on the bus.
- Unless by written permission of parent, no pupil shall be permitted to leave the bus except at his or her regular stop.
- Each pupil may be assigned a seat in which he will be seated at all times, unless permission to change is given by the school principal and/or driver.
- Outside of ordinary conversation, classroom conduct must be observed.
- Pupils are to assist in keeping the bus clean by keeping their waste paper off the floor. Pupils must also refrain from throwing refuse out of the windows. To keep the bus clean, eating is not allowed.
- No pupil will smoke or light matches on a school bus.
- No pupil shall at any time extend his or her head, hands, or arms out of the windows, whether school bus is in motion or standing still.
- No pupil shall open a window on the school bus without first getting permission from the school bus driver.
- Pupils must see that they have nothing in their possession that may cause injury to another, such as sticks, breakable containers, and any type of firearms, straps, or pins extending from their clothing. Also, no animals are permitted on the bus, except for 'seeing eye' dogs.
- Each pupil must see that his/her books and personal belongings are kept out of the aisle. Special permission must be granted by school authorities to transport any large items.
- No pupil will be allowed to talk to the driver more than is necessary.
- No pupil shall sit in the driver's seat, nor shall any pupil be to the immediate left or right of the driver.
- Pupils are to remain seated while bus is in motion and are not to get on or off the bus until it has come to a full stop.
- Pupils must leave the bus in an orderly manner and must obey the orders of the school safety patrolman on bus duty. They must not cross the highway until given consent by the school bus driver. When boarding or leaving the bus, pupils should be in view of the driver at all times.
- Pupils must cross the highway only in front of the school bus.
- Pupils must not stand or play in the roadway while waiting for the bus.
- Pupils at the bus loading area should exercise self-discipline. Students should refrain from pushing and shoving other students.
- Pupils, who have to walk some distance along the highway to the bus-loading zone, where practical, must walk on the left-hand side facing the oncoming traffic. This will also apply to pupils leaving the bus-loading zone in the evening.
- Students' misconduct on a bus will be sufficient cause to discontinue providing bus transportation to those students involved.
- In the event of any actual emergency, emergency exit procedures, as established by the

emergency drills, will be followed. Otherwise, use of emergency exits, or tampering with emergency exits, is strictly forbidden.

- Parents of students damaging school buses will be responsible for proper reimbursement to the school districts

Schedule Changes

Once a student has registered, he or she will be granted schedule changes only when the student can demonstrate valid academic reasons for the changes. ***Schedules will not be changed after the 5th day of the semester except under unusual circumstances.***

School Visitation Rights Of Non-Students

The paramount concern of the District is the welfare of students and the orderly operation of the educational process. At the same time in order to promote understanding and communication with parents and the community at large, parents and other members of the public ought to be able to visit schools and observe the educational program. In order to encourage the latter with a minimum disruption of the educational program, the following conditions govern the visitation of non-students in the high school.

All visitors to a school or classroom shall obtain the permission of the principal or supervisor in charge. If the visit is to a classroom, the principal or supervisor may defer the approval until an appropriate time for the visit can be arranged with the teacher.

If the purpose of the classroom visitation is to observe learning and teaching activities, the visitor may be required to confer with the teacher before or after the observation to enhance understanding of the activities.

The principal or supervisor may withhold 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 supervisor may withdraw approval. In either case the principal or supervisor shall give reasons for the action.

If a dispute arises regarding limitations upon or withholding of approval for visits, the visitor shall first discuss the matter with the building principal. If the situation is not satisfactorily resolved, the visitor may request a meeting with the district superintendent.

Special Events

Sports Awards Functions At the end of each sport season there may be an awards function, which may range from assemblies to banquets, which are sponsored by the Athletic Department. Associated Student Body Office Campaign Assembly. An assembly is held where the candidates for ASB President, Vice-President, and Secretary campaign for votes. Class Night/Class Day. An evening or day assembly usually held prior to the high school graduation. Awards are distributed from many organizations in an effort to recognize the achievements of our students. This is also when each class is "moved up" to their next level.

Sporting Events/Spectator Rules

Any student spectator at an off-campus or after school event shall obey all the set rules by the sponsoring organization of the event. Everyone of school age and above must pay admission at the gate/door. Anyone found inside the field/gym without having paid admission will be asked to leave. If you come into the field/gym after once being asked to leave, you will be disciplined in school. Stay off the field/gym floor during the game, during intermissions and after the game. At football games stay behind the rope, the only ones allowed on the other side of the rope are the players and the coaching staff. If you follow

these simple rules, everyone, you and the adults, will enjoy themselves and there will be less chance of spectators being injured.

Any student violating these rules will be directed to leave. If the disorderly conduct involves alcohol, drugs, fighting, or any other unlawful act, the student's parents and proper law enforcement officers will be notified. The student will be subject to such discipline as the denial of the right to participate in any other school sponsored activity.

Students that are absent from school cannot attend extracurricular events on the day of an absence. The only exception is a doctor's appointment. Teachers at the gate/door will use their judgment.

Sports Equipment

Equipment is due immediately upon request of the coach. It must be in good condition or the athlete responsible will be financially responsible for the damage and/or repair. If any uniforms, warm-ups, sweats or equipment are lost or stolen, the athlete who was issued the item is responsible for its replacement.

Sportsmanship

Each student should follow these suggestions that will serve as a guide to carrying out his responsibility in promoting good sportsmanship.

- Consider the visiting team and fans, as well as the official, as guests and treat them as such.
- Respect the rights of all the spectators.
- Accept the officials' decisions as final.
- Support the cheerleaders with enthusiasm.
- Be modest in victory and gracious in defeat.
- Consider it a privilege and duty to encourage everyone (players and spectators) to live up to the spirit of the rules of fair play and sportsmanship.

Students should refrain from the following unsportsmanlike conduct:

- Boo or jeer officials or players at any time.
- Applaud errors by opponents or penalties inflicted upon them.
- Yell for or demand a substitution or withdrawal for any player.
- Use profane language at anytime during the game.
- Throw objects on the field or playing court.
- Criticize players or coaches for losing a game.
- Singling out and verbally harassing individual opponents.

Student Cars And Parking

Motor vehicles are to be used for the sole purpose of transportation to and from school. Student vehicles are to be parked in the student parking lot only and shall not be entered or moved during the day except as authorized by the principal. All vehicles driven to school by students must be registered in the High School Office. The speed in the parking lot is 5 MPH. Those students who drive to school must realize that parking on the school grounds is a privilege, NOT A RIGHT, and violation of any of the rules may result in indefinite suspension of the right to park on the school grounds. Serious traffic violations will be referred to the Raymond Police.

Student Council

Your Student Council provides for student activities, serves as a training experience for both leaders and followers, promotes the common good, gives students a share in the

management of school, develops high ideals of personal conduct, acts as a clearing house for student activities, seeks to interest students in school affairs and helps solve problems that may arise. Members of the council are your representatives and have direct access to the school administration. All powers of the Council are subject to the Principal's approval. Student government does not operate the school. It is a shared responsibility; the teachers and principal are responsible for operation of the school. If members of the faculty believe that proposed activities are not in the best interests of the school, they may veto them.

Student Dress

Students are asked to wear clothes that are neat, clean and suitable for school. Clothing which interferes with and/or distracts from the education process will be subject to approval by the administration. Clothes, hats, pins, buttons, patches or other articles of clothing that reference alcohol, tobacco, or illegal drugs, profane or lewd language, or would cause a disruption, or interference with the school operation are not permitted. Clothing or insignia that identify them as members of gangs or reflect gang affiliations are not permitted. Shoes must be worn at all times. P.E. attire will be confined to the gym area. Hats, bandanas, and scarves are not to be worn in the building. Sunglasses are to be worn outside the building. Tops must cover the chest, sides, and midriff and cannot expose the bare chest, belly or back. Tops that are backless, have only one sleeve/strap, and spaghetti straps are not allowed. Shorts and skirts must be at least mid-thigh minimum length. Undergarments including straps and waistbands must not be visible. Pants must be worn at the waistline. Sagging pants or extremely oversized clothing are not allowed. Pajamas and/or slippers are not to be worn. Pajama pants may be worn the last Friday of each month. Chains and spikes may not be worn.

Student Records

In compliance with the Family Educational Rights and Privacy Act of 1984 (a federal law), parents who wish to review their child's records may do so by making a request to the principal of the student's school. Adult students may also make such requests. If you feel that something in the record is inaccurate or misleading, you may ask to have it corrected, or you may have your comments added to the record. Student records shall be released to another school where the student has enrolled.

Substitute Teachers

Our school is fortunate in having capable people to help us whenever our regular teachers are ill, or are attending conferences. A substitute teacher is an important visitor whose impressions of our school will be carried into the community. Let us be certain that these are good impressions by being polite, helpful and considerate as you would be to your regular teacher.

Telephones

There are two telephones available for use by students: one is inside the main gym door and the second is on the counter in the high school office. Students are not to get out of class to make phone calls or use the classroom phones. When students are in class we will ask the caller to leave a message and we will then inform the student to call back during a class break. Messages and deliveries should be left in the office. Students will be called out of class only in an emergency. Cell phones are not to be used in any fashion in the classroom. Having a phone out in a classroom for texting, music, photos and/or communication purposes will result in the device being confiscated by the teacher and turned into the office. It will be held there until after school the following Friday unless picked up by a parent.

Use Of Lavatory

Generally, students are to use the lavatory during the breaks between periods. On an emergency basis - a student may have to go to the lavatory during a class period. In this case the teacher will provide a pass, which is good only to and from the lavatory. If a student has a medical condition necessitating the use of the restroom more often, the parents are required to bring a note from their doctor.

Visitors

To have a visitor, the student must request a Visitor's Permission Slip at least one day in advance of the visit. Each affected teacher and the principal must grant permission for the visitor before the office will grant a visitor's pass. A student may have only one guest at a time and guests may only visit for one day. According to Raymond School District policy, parents who wish to visit their student's classroom must make arrangements with the teacher(s) 24 hours in advance. This visit is to be coordinated through the principal.

Withdrawal

If it becomes necessary for a student to withdraw from school during the school term, either the parent/guardian must be present to request withdrawal or a letter from the parent/guardian stating the reason for withdrawal and the destination for student records must be presented to the high school secretary. The secretary will prepare the appropriate forms for the student. The student is responsible for taking the form to each of his/her teachers for signature and for turning in all textbooks, library books, PE locks and for paying all fines. The completed form is to be returned to the secretary for final approval by the Principal and the student should pick up a copy of his/her immunization records for your next school. Please note that Raymond High School will not release any student records if the student has an unpaid fine.

V—EDUCATIONAL PROGRAM

General

Senior high students may meet requirements for graduation through the regular program of studies, through meeting requirements of the Special Education program, and through approved college and correspondence courses, or Raymond Home-Link.

Regular Program Requirements

Successful completion of a minimum of twenty-three credits in grades 9-12 is required. One half credit is equivalent to 75 hours of instruction, including normal class changing passing time.

The required courses for graduation shall include those required by state statute, those required by State Board of Education Rules and Regulations, and those required by the Board of Directors of the Raymond School District. For details pertaining to your specific graduating class, see Policy 2410.

Class Standing

Class standing is based on the year the student entered 9th grade.

Running Start is a partnership between Grays Harbor College and Raymond High School. The program allows high school juniors and seniors to attend college classes and earn high school and/or college credit. As a "Running Start" student you pay no college tuition. However, you will need to pay for books, supplies, parking, and lab or other necessary fees. The "Running Start" student is responsible for his or her own transportation. For more information see the Academic Advisor.

Grading

Grades are issued at the end of each quarter during the school year. However, only the semester grades are recorded on the student's permanent record. (First and Second Quarter makeup the First Semester and Third and Fourth Quarter makeup the Second Semester.) At the mid-point of each quarter we also send home a progress report to inform the parent of the student's current progress.

Students with special situations may, with prior approval of the Principal, receive an "Incomplete" as a temporary grade. All "incomplete" grades must be made up within 10 school days of the end of the quarter or semester.

Grades for Teacher's Assistants, library assistants, and office assistants are standardized throughout the school. Students will receive one-half (0.5) credit per semester and the grade will be pass/fail and not figured into the grade point average. Students may be TA's only by permission of the instructor who is responsible for the supervision of the student during the class period. A student may hold only one TA position per day except for seniors who have met graduation requirements.

Transcripts

The state provides transcripts, which have standardized the grading system. In compliance with that directive we have standardized the grading system for all teachers, thus letting students and parents know that grades mean the same, regardless of class:

A	(100-95)	4.0	C+	(79-77)	2.3
A-	(94-90)	3.7	C	(76-73)	2.0
B+	(89-87)	3.3	C-	(72-70)	1.7
B	(86-83)	3.0	D+	(69-67)	1.3
B-	(82-80)	2.7	D	(66-60)	1.0
			F	(59-0)	0.0

Graduation Credit for Seventh and Eighth Grade Students - A student who completed a high school course while in the 7th or 8th grade shall be given high school credit that shall be applied to fulfilling high school graduation requirements if:

The course was taken with high school students and the student successfully passed the same course requirements and examinations as the high school students enrolled in the class; or

The course would qualify for high school credit, because the course is similar or equivalent to a course offered at a high school in the district.

Junior High Promotion

When considering the retention of 7th and 8th grade students, special attention will be given to how the students have performed in the core academic classes and their ability level as reflected in district and state tests.

Students will not be retained a second time in the same grade. Parents, teachers and principal will confer about what is in the student's best interest and what option has the greatest chance for success.

VI—STUDENT CONDUCT

An important goal of the Raymond School District is the development in students of an appreciation of the democratic way of life. The appreciation of the democratic way of life must include the study of our national heritage and opportunities for students to exercise their rights and to assume full responsibilities of citizenship. With these thoughts in mind the Raymond School District has adopted these policies and guidelines.

The effective implementation of these policy guidelines will require the good faith and cooperation of all students, parents and guardians, teachers, administrators and other patrons of the district.

Recent court decisions have greatly altered the manner in which the public schools are to be administered. The Raymond School District stands ready to administer the educational processes in our school in a way that will provide an optimum learning environment and, at the same time, protect the citizenship rights and responsibilities of all those involved in the process. All those involved, and especially the students, should fully realize that the acquisition of rights inherently carries with it additional personal responsibility.

The terms and conditions of this statement are applicable to all students in the Raymond School District, grades Kindergarten through twelve.

Student Responsibilities

Students have the responsibility to:

- pursue their course of studies.
- attend school daily and to be on time to all classes.
- be aware of all rules governing student behavior and to conduct themselves accordingly.
- express their opinion and ideas in a respectful manner so as not to libel or slander others.
- dress in a manner, which is not disruptive to the educational process nor the health and safety of themselves or others.
- conduct themselves in a manner, which will not disrupt their education nor disrupt or deprive others of their education.
- respect the rights of others and to exercise the highest degree of self-discipline in observing and adhering to established rules and regulations.
- follow established procedures in seeking changes in those policies, rules or regulations which affect them and with which they disagree.
- identify themselves, upon request, to any school district personnel or authorities in the school building, on school grounds, at school-sponsored events or on school buses.

Student Rights

No student shall be unlawfully denied an equal educational opportunity or be unlawfully discriminated against because of national origin, race, religion, economic status, sex, pregnancy, marital status, previous incarceration or physical, mental or sensory handicap. Students have the following rights subject to reasonable limitations upon the time, place and manner of exercising such rights:

- a meaningful education that will be of value to them for the rest of their lives
- expect the maintenance of high educational standards in the district.

- use established channels to voice their opinions in the development of curriculum.
- physical safety and protection of personal property.
- safe buildings and sanitary facilities.
- consult with teachers, counselors and administrators and other school personnel.
- free election of their peers in student government, and all students has the right to seek and hold office subject to the provisions of the A.S.B. constitution.
- democratic representation on advisory committees affecting students and student rights.
- advise in the development of rules and regulations to which they are subject and to be instructed on rules and regulations as related to the rights and corresponding responsibilities.
- see their own cumulative academic folder at reasonable times during school hours upon request.
- be involved in school activities provided they meet the reasonable qualifications of the sponsoring organizations.
- the constitutional right to freedom of inquiry, expression and assembly consistent with the maintenance of an orderly and efficient educational process and the limitations by law governing obscenity, libel, slander, etc.
- present petitions, complaints of grievances to school authorities and the right to prompt authoritative replies.
- expect fair and just treatment from school authorities and freedom from maltreatment and physical abuse.
- the constitutional right to be secure in their persons, papers and effects against unreasonable searches and seizures.
- a relevant education consistent with the stated district goals.
- know the requirements of the course of study and to know on what basis the grade will be determined.
- citizenship as delineated in the United States Constitution and its amendments.
- be free from the unlawful interference in their pursuit of an education while in the custody of the Raymond School District.

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

Conduct During Class

All students are required to be in class while the class is in session. This includes gym classes. If you complete showering and dressing early, you must wait in the gym until the teacher dismisses you. Anyone found out of class without a pass will be disciplined. Students leaving class without teacher permission will be placed on the discipline matrix.

Teachers release students from class, NOT the bells.

Respect for school property must be observed at all times:

- No writing on desks or tables.
- No sitting or lying on desktops, or tables
- No leaning back in chairs.
- No putting feet on desk/table tops.

Respect for one another must be observed at all times:

- No talking when a fellow student has the floor.
- No negative comments about another student.
- No horseplay in class.

Language not suitable for class will be processed through the discipline matrix.
Do class work in class quietly and when finished, remain quiet so other students can concentrate.

Students must be seated for class dismissal by the teacher.

Gum, if chewed, must stay out of sight and be quietly chewed.

Respect for school authorities must be observed at all times.

No arguing with the teachers.

Students must follow the directions of the teachers.

Self respect must be observed at all times:

No sleeping in class.

Bring supplies to class everyday (i.e. pen, pencil, text, trapper-keeper, and paper).

Be in class on time.

Student Exclusion From Class

The optimum learning atmosphere of the classroom must be maintained in order that all students may receive the highest quality education possible. Hence, any student who creates a disruption of the educational process in violation of the building disciplinary standards while under a teacher's immediate supervision may be excluded by the teacher from his or her individual classroom and instructional or activity area for all or any portion of the balance of the school day or until the principal or designee have conferred, whichever occurs first: PROVIDED; that the teacher shall have first attempted one or more alternative forms of corrective action; PROVIDED FURTHER; that the teacher shall first advise the student of the reason for the exclusion and confer with the student to the extent necessary to provide the student procedural due process of law.

Based on the above law it should be clear that a student could be permanently removed from a class, by the teacher, for exhibiting inappropriate behavior. The student could receive a failing grade and if the student cannot be placed in another class he/she will be required to depart the school grounds daily during the excluded period.

This law affects seniors primarily because if, due to their misbehavior, they are excluded from a required class, they may not be able to graduate with their class. (RCW 28A.58.1011)

Detention

Detention is a time when the student is assigned to report early before school or stay after school for any misconduct. A student is given one day's notice when detention is assigned so that transportation can be arranged. Failure to complete the detention will result in additional consequences outlined on the discipline matrix under Failure to Comply.

During detention a student must report to a designated classroom and remain silently working on assignments between 3:15 and 3:40 pm. Failure to serve detention in a proper and timely manner is disobedience and will result in discipline.

In-School Suspension and Saturday School

In **S**chool **S**uspension (ISS) **and Saturday School are** used to modify students behavior. **In** effect, both are substitutes of suspension or expulsion **and are** meant to keep the student in school. Once administered, the student must serve the ISS **or Saturday School** as scheduled or face automatic suspension until the-time has been properly served.

When assigned to either ISS or Saturday School the student is expected to arrive on time and be prepared with academic work. Students are expected to cooperate fully and failure

to do so could result in an out-of-school suspension. Students will be provided rules for ISS and Saturday School when assigned to either

Standards Of Behavior & Consequences

To help students understand what appropriate conduct is and what consequences may result from inappropriate actions, the Raymond School District has adopted standards of behavior and a consequence matrix. It defines expected behaviors and progressive consequences for not meeting those standards. The matrix is divided by Junior High expectations and High School expectations. The matrix will be applied to behavior throughout the school day both in and out of the classroom. These guidelines will also be enforced at any school related activity (athletic events, field trips, etc.).

Junior/Senior High Standards & Consequences

- Teachers do informal intervention up to and including detention
- Severity of any of the consequences may result in police involvement, which is in addition to the school consequences outlined below. Emergency Expulsion may also apply.
- Parent/Guardian notification is for all consequences.
- Short Term Suspension is 10 consecutive school days or less.
- Long Term Suspension is 11 consecutive school days to the remainder of the term.
- Expulsion is indefinite in length; student may apply for readmission.
- For all violations of Standards – possible referral to a counselor.
- Number of occurrences refer to per school year incidents

Standards	1st Occurrence Consequence	2nd Occurrence Consequence	3rd Occurrence Consequence	4th Occurrence Consequence
1. Sale or Delivery of Illegal Drugs, Alcohol and Controlled Substances	<i>Expulsion/Long Term Suspension</i> and referral to law enforcement agency. Assessment recommended for reentry	<i>Expulsion</i>		
2. Fighting, Assault and Physical Violence	<i>Jr.High :3-day minimum short term Suspension.</i> <i>High School: 5-day minimum short term suspension.</i> Non-aggressor optional <i>1-day Suspension or In School Suspension (*ISS)</i> . Police may be notified. Refer to counselor	<i>Jr. High: Short Term (up to 5 day) Suspension.</i> <i>High School: Long term suspension.</i> Parent and police notified. <i>Expulsion</i> may apply to 1 st or 2 nd offense if warranted. Refer to counselor.	<i>Jr. High: Long Term/Expulsion.</i> Police may be notified. Assessment recommended for reentry. <i>High School: Expulsions.</i> Police may be notified. Assessment recommended for reentry.	
3. Possession, Use or Under the Influence of Drug or Alcohol. Possession of Drug Paraphernalia	<i>5-day minimum Short Term Suspension.</i> Referral to police. Parent contacted. Assessment recommended.	<i>Long Term Suspension.</i> Referral to police. Assessment recommended for early reentry	<i>Expulsion</i> and police notified. Assessment recommended for reentry.	

Standards	1st Occurrence Consequence	2nd Occurrence Consequence	3rd Occurrence Consequence	4th Occurrence Consequence
4. Destruction or Abuse of Personal or School Property. RCW 28A.635.060	Student required to restore or replace or work off value. Possible *ISS/Sat. School/Short Term Suspension and/or involvement with law enforcement agencies.	Long Term Suspension. Police may be notified.	Expulsion and police notified.	
5. Possession of Dangerous Objects and or any object used in a harmful manner.	Dangerous object confiscated. Possible *ISS/Sat School/ Suspension or Expulsion. Police may be notified.	Suspension or Expulsion. Police may be notified.		
6. Possession of Dangerous Weapons RCW 9.41.250	Weapon confiscated. Long Term Suspension or Expulsion. Police notified.	Expulsion.		
7. Possession of Firearms RCW 28A.600.420	Expulsion for one calendar year. Firearm confiscated. Police notified.			
8. . Theft or Extortion	Short Term Suspension. Police may be notified. Student will be required to replace or restore.	Long Term Suspension. Police contacted. Student will be required to replace or restore.	Expulsion and police notified.	

Standards	1st Occurrence Consequence	2nd Occurrence Consequence	3rd Occurrence Consequence	4th Occurrence Consequence
9. Intimidation or Harassment	*ISS/Sat School/Short Term Suspension. Parent conference. Police may be notified.	Long Term Suspension for the balance of semester.	Expulsion.	
10. Sexual Harassment	Possible Short Term Suspension. Parent conference. Police may be notified.	Long Term Suspension for the balance of the semester.	Expulsion	
11. Disobedience, Defiance, Failure to Comply	Conference with teacher, student, principal, parent. *ISS/Sat School/ Short Term Suspension	Conference with teacher, student, principal, parent. Short Term Suspension.	Long Term Suspension.	Long Term Suspension.
12. Failure to Comply – Misbehavior at School Sponsored Events On or Off Campus	Parent, teacher, student, principal conference followed by possible *ISS or Short Term Suspension and possibly bar from future events.	Short Term Suspension. Bar from future events.	Long Term Suspension. Bar from future events.	Long Term Suspension. Bar from future events.

Standards	1st Occurrence Consequence	2nd Occurrence Consequence	3rd Occurrence Consequence	4th Occurrence Consequence
13. Inappropriate Language, (e.g. sexually explicit, use of racial or religious slurs)	*ISS/Sat School/Short Term Suspension	Short Term Suspension.	Long Term Suspension.	Long Term Suspension/Expulsion.
14. Disruptive Conduct	*ISS/Sat School/Parent Conference required.	Short Term Suspension/P arent Conference required.	Long Term Suspension/P arent Conference required.	Long Term Suspension/P arent Conference required.
15. Use or Possession of Tobacco Products on School Property. RCW 28A.210.310	2-day Suspension. Conference with principal. Parent notified. Police may be notified.	Short Term Suspension.	Long Term Suspension.	Long Term Suspension.
16. Inappropriate Dress and Appearance.	Conference/Student directed to change. Handle each individual case by administrator.	*ISS/Sat School/Short Term Suspension.	Short Term Suspension.	Long Term Suspension.
17. Inappropriate Display of Physical Affection.	Conference with students. Parents notified. Written documentation.	*ISS/Sat School	Short Term Suspension.	Short Term Suspension.
18. Failure to Pursue a Course of Study.	Teacher/Parent conference. Referral to counselor and administrator.	*ISS/Sat School/Short Term Suspension. Performance Contract. Teacher, Parent, Student conference.	Short Term Suspension. Teacher, Parent, Student conference.	Long Term Suspension. Teacher, Parent, Student conference.
19. Tardies	3rd Unexcused tardy—Teacher detention.	4th Unexcused tardy, office referral. ISS	Office referral. Sat School	Sat School plus parent conference.
20. Truancy	Detention/*ISS/Sat School Parent Notified.	*ISS/Sat School Parent conference. Prosecuting Attorney notified.	Sat School Parents notified. Prosecuting Attorney notifies.	ISS/Sat School Parents notified. Prosecuting Attorney notified.

Standards	1st Occurrence Consequence	2nd Occurrence Consequence	3rd Occurrence Consequence	4th Occurrence Consequence
21. Cheating	No Credit on test or assignment. ISS/Sat School/ short term suspension. Parent notified.	No Credit on test or assignment. 3-day short term suspension. Parent notified.	No Credit on test or assignment. 5-10 day short term suspension. Parent notified.	No Credit on test or assignment. Long term suspension. Parent notified.
22. Abusing or insulting staff	ISS/Sat School/Possible short or long term suspension. Possible police contact.	Possible Short or Long Term Suspension. Police notified.	Short or Long Term Suspension. Police notified.	
23. Failure to return school property.	Payment of fine or restitution plan.	Short Term Suspension	Long Term Suspension	

Note: Exceptional Misconduct is a prohibited conduct, which is so serious in nature that it may result in suspension and/or expulsion on the first occurrence.

The principal has the authority to rule on any discipline issue not specifically covered in this document. The administration reserves the right to determine the level at which the violation (s) will be handled based on the nature of the offense (s), the severity of the offense (s), and the prior history of the offenses committed.

As per board policy 3241, the methods employed in enforcing the rules of the school involve professional judgment. Such judgment should be:

- consistent from day to day and student to student,
- balanced against the severity of the misconduct,
- appropriate to the student’s nature and prior behavior,
- fair to the student, parent, and others, and
- effective.

Since these criteria may be in conflict, established procedures must be followed in correcting misbehavior. Appeal procedures have been established in order to provide for an opportunity for every corrective action or punishment to be reviewed by someone in authority and to instill confidence among students and parents as to the essential fairness of staff.

Students who have been suspended or have been expelled are excluded from school property and all school functions. If a suspended/expelled student needs to talk to a member of the staff, he/she is to do so by telephone.

Criminal Acts By Students

The commission of any criminal act as defined by law will cause the student to face suspension and possible criminal prosecution through legal authorities. Criminal acts are defined below.

Arson - The intentional setting of fire.

Assault - Physical threats or violence to anyone including fighting.

Fighting or acts, including verbal aggression, which reasonably could lead to a physical confrontation between students is not permitted on school property, at any school function, or while students are on their way to or from school.

Acts, including verbal aggression, which may result in physical violence will result in the student being disciplined. Acts may include gestures, signals or hand signs.

Verbal aggression may include profanity, name-calling, sexual innuendo or any rude remarks, which may cause physical aggression to result.

Burglary - Stealing of school property or personal property by breaking and entering.

Robbery - Stealing from an individual by force or threat of force.

Unlawful Interference - Interfering with school staff in the performance of their duties.

Trespass - Being present in an unauthorized place or refusing to leave when ordered to do so.

Illegal Internet Activities – Any student involved in illegal Internet activities will lose the privilege to use any school computers. Further, said student may be disciplined, suspended or expelled. All illegal Internet activities will be reported to legal authorities for possible prosecution.

VII—ATHLETIC CODE

SECTION I.

Statement To Parents

Raymond Jr/Sr High School Mission: To ensure that all students learn.

Athletic Program Philosophy:

- athletics are voluntary activities; participation is a privilege, not a right
- athletics support the academic mission of the school; they are an integral part of the instructional program
- In addition, athletics can bring:
 - individual growth and development
 - physical and mental discipline
 - teamwork, fair play and sportsmanship
 - respect for self and for others
 - respect for school rules and authorities
 - development of positive attitudes which translate into athletic successes
 - successful participation fosters successes in later life

Overall Goals are to:

promote individual and team discipline

- develop character and maturity in challenging situations
- develop teamwork, fair play and sportsmanship
- assist students in learning to be successful winners and gracious losers
- develop individual and team athletic skills

Parents' Role is to:

- desire the very best for your child
- appreciate your child's challenges
- support your child whether winning or losing
- help your child deal with adversity
- in times of frustration, encourage your child to respond appropriately
- attend each season's parent meeting and read the athletic code
- communicate with the coach, athletic director or principal as needed in a respectful manner
- help your child enjoy the experience

SECTION II.

Purpose And Objective Of The Athletic Code

Purpose: The athletic code is established in order to assist Raymond High School athletes, coaches and administrators in maintaining an athletic program which:

- Reflects the attitudes of the community
- Creates and maintains support and pride within the student body, staff, administration and community of Raymond High School
- Develops positive leadership in athletes.
- Helps to create proper team discipline. All students who participate in interscholastic

sport(s) for Raymond High School will be required to obey the athletic code.

Objectives:

- This code will be regarded as a contract between the athlete and the school.
- Cheerleaders will be considered athletes for the purpose of this code.
- This code shall be in force throughout the season and may carry over to the next season and/or school year.
- The season shall be defined as being from the time the athletic code is presented in the team meeting at the beginning of the season through the time of the awards ceremony.

SECTION III.

Coaches Expectations

Coaches are expected to follow a standard set of guidelines set forth by the Athletic Code. This is a minimum standard for coaches to follow. Coaches may at their discretion add to these standards. However, these standards should be considered the minimum.

If a player is late for practice:

- 1st time extra conditioning (coach's discretion)
- 2nd time extra conditioning (a warning of potential loss of playing time)
- 3rd time loss of playing time (coach's discretion)
- If problem persists (coach's discretion)(probation/ restriction/ suspension)

If a player is late for practice: (teacher request or school approved)

- No penalty and must contact coach about being late

If a player misses a practice: (school sponsored activity)

- coach's discretion with prior approval by coach

If a player misses a practice: (Absence)

- coach's discretion

Absence day before a game: (excused Dr. appointment, sick, parent excuse)

- coach's discretion

Student Athletes must be in attendance four full class periods in order to practice and/or be eligible to play in a game, match, or contest that day.

**Note: prior arrangements can be made with the Principal, Athletic Director, or Principal Designee for Dr. appointments or family situations to enable a student athlete to participate.

In School Suspension:

- May not practice
- Does not play in game/ match that day
- **Must complete ISS time before allowed to practice or play in next game, match, or contest**

**Note exception: during extended vacation periods (Christmas/ Spring Break) student

athlete is required to practice and **cannot** participate in games, matches, or contests.

If a player quits the team and wishes to return:

- coach's discretion

These guidelines are not to impose upon coaches' discretion. Coaches are encouraged to make up their own set of guidelines and have their student athletes read and sign such team rules.

Recommended letter requirements: High School

Football:	8 quarters Varsity Level
Volleyball:	8 games Varsity Level
Basketball:	16 quarters Varsity Level
Wrestling:	2 matches Varsity Level
Track:	11 points Varsity Level
Golf:	1 matches Varsity Level

Recommended letter requirements: Jr. High

Football:	6 quarters
Volleyball:	4 games
Basketball:	8 quarters
Wrestling:	2 matches
Track:	10 points

**SECTION IV.
Eligibility**

Students are required to meet WIAA standards for participation and, in addition for academic standards the student athlete must be enrolled in not less than three letter graded classes, have passed all classes from the previous grading quarter, and have a 2.0 GPA based on the courses taken from the previous graded quarter.

Checklist (See Appendix)

Immediately following the grading period each quarter those students not meeting the above requirements will be notified by the Athletic Director that they are ineligible to participate in extracurricular activities.

**SECTION V.
Student Code Of Conduct And Athletic Discipline Procedures**

Raymond athletes have a responsibility to themselves, their families, their coaches/advisors, the team/squad on which they participate, and to their community. Because these students are exposed to heightened risk or injury associated with participation in the sport, and because they are role models to their fellow students, they are expected to comply with more stringent rules than those found in the student conduct code applicable to students in general.

1. Serious Student Misconduct: - Any athlete who performs any act that materially interferes with, or is detrimental to, the orderly operation of a class, a school sponsored activity, or any other aspect of the education process within the Raymond School District

shall be subject to discipline. Those acts include the conduct topics defined in the current Raymond Jr/Sr High School student handbook under the heading "Serious Student Misconduct" and all written rules established by the coach of the current athletic season. Students who are assigned "In-School Suspension" will not be eligible to participate in any games or practices until all assigned days are fulfilled. The following discipline procedures may be used:

Probation:

1. This is a trial period, during which the athlete remains a part of the squad while he/she attempts to correct his/her deficiencies within a time prescribed by his/her coach(s).
2. This would be used for minor violation of the athletic code, such as: breaking eligibility rules established by the team, poor classroom conduct and violating coach's regulations.
3. If the athlete does not correct his/her deficiencies as prescribed, the probationary period is extended or the athlete is put on restriction.

Restriction:

1. This is an action taken in conjunction with the Athletic Director. Restriction means the athlete may not participate in events/contests until removed from this status by meeting specific requirements as outlined in writing by the coach and the Athletic Director.
2. This would be used for major violations of the athletic code and gross misconduct in the classroom.

Suspension:

1. This is an action taken in conjunction with the Athletic Director. Suspension means removal from the team for the remainder of the season. (*also suggested: for a period of 45 days*)
2. This would be used for behavior and or conduct detrimental to the team, school, or athlete and/or insubordination to any school personnel.

2. Criminal Acts: – Criminal acts by students, in or outside of school hours, will result in the appropriate disciplinary action.

First Offense: Any student participant found in violation of the above regulation will be immediately denied participation in any further athletic events for a period of fifteen (15) school days. The participant will continue to turn out for practice and continue to follow all team and school regulations.

Second Offense: Immediate dismissal from the team and forfeiture of the privilege to earn any school letter, certificate or awards for the remainder of the sports season.

3. Alcohol/Drugs

a. Alcohol – The consumption, possession of, selling of alcoholic beverages, or knowingly participating in and/or promoting illegal alcohol use, in or outside of school hours, is strictly forbidden and will result in the appropriate disciplinary action. If student athletes find themselves in a situation as described above, they are expected to leave immediately.

b. Drugs – The consumption, use, possession of, selling of illegal and/or dangerous drugs/narcotics (including improper use of prescription medicines), or knowingly participating in and/or promoting illegal and/or dangerous drug use, in or outside of school hours, is strictly forbidden and will result in the appropriate disciplinary action. If student athletes find themselves in a situation as described above, they are expected to leave

immediately.

First Offense: The student will be denied participation in further athletic contests for a period of 40 school/athletic participation days. The student is required to practice and attend all team functions, but may not participate in any games. After a total of 40 school/athletic participation days, the student may participate in games. Should the infraction occur with less than 40 days remaining in the season, the suspension will carry forward to the next sport season in which the student participates. When a student/athlete is reportedly involved in an alcohol or drug situation, school officials will conduct a full investigation. If the student/athlete is cooperative and truthful when first questioned regarding such a situation, the sanction will be reduced by 5 days. If the athlete (and the parent of the athlete) restricted by this section agrees to participate and to follow the recommendations resulting from a student alcohol/drug health assessment, the restriction may be reduced by 15 days. The two above listed reductions may be combined for a total reduction of 20 of the 40-day sanction. Failure to meet the recommendations of the student alcohol/drug health assessment will cause the full penalty to be instated. An athlete placed on restriction under these sections may not be removed from restriction during the above-specified time.

Any subsequent offense (alcohol/drug) during participation in grades 7 – 12: The student will be immediately dismissed from the team for the remainder of the sport season or 45 school/athletic participation days whichever is greater. The student will also forfeit the privilege to earn any school letter, certificate or award for the current season. Should the infraction occur with less than 45 days remaining in the season, the suspension will carry forward to the next sport season in which the student participates.

4. Tobacco – The use, possession of, or selling of any tobacco products (including smokeless tobacco) inside or outside of school hours is strictly forbidden and will result in the appropriate disciplinary action. This includes e-cigarettes and vapor devices.

First Offense: The student will be denied participation in further athletic contests for a period of 25 school/athletic participation days. Athletic participation days are days on which athletic contests or practices are held. During that time the student must practice and attend with the team all team functions including games, but may not participate in games. Should the infraction occur with less than 25 days remaining in the season, the suspension will carry forward to the next sport season in which the student participates. When a student/athlete is reportedly involved in a tobacco situation, school officials will conduct a full investigation. If the student/athlete is cooperative and truthful when first questioned regarding such a situation, the sanction will be reduced by 5 days.

Second Offense: The student will be immediately dismissed from the team for the remainder of the sport season or 45 school/athletic participation days whichever is greater. Should the infraction occur with less than 45 days remaining in the season, the suspension will carry forward to the next sport season in which the student participates. If the athlete (and the parent of the athlete) restricted by this section agrees to participate and to follow the recommendations resulting from a student tobacco health assessment, the restriction may be reduced to 20 days. Failure to meet the recommendations of the student tobacco health assessment will cause the full penalty to be instated. An athlete placed on restriction under these sections may not be removed from restriction during the above-specified time.

SECTION VI.

Appeal Process For Athletic Eligibility And/Or Disciplinary Action

When infractions occur within the athletic program, the following process will be followed:

A. Until the appeal process has been resolved, all penalties imposed for infractions of the athletic code shall remain in effect.

B. Upon the imposition of penalty for infraction of said rules or regulations, any aggrieved student and parents of said student shall have the right to an informal conference with the Building Hearing Committee to request that the committee refrain from enforcing the decision of the coach or ask the coach to reconsider. The Building Hearing Committee shall consist of the head coach of the sport involved, the athletic director, the high school principal, a building representative and the ASB President. If the student(s) and parent(s) do not make a written request for this informal conference within three (3) school days of the action grieved, they will have waived their right to the conference and appeal procedure. The informal conference is to be held within three (3) school days of the request and the committee shall hear the case in detail. A decision will be rendered in writing within three (3) school days of the informal conference.

C. Any student choosing to appeal their ineligibility status due to low academic performance may request in writing a Hearing before the Eligibility Committee. The committee shall be composed of the Athletic Director, Academic Councilor, student ASB President, one faculty member. In the case of a tie within the committee, the principal/principal designee will cast the deciding vote.

D. The aggrieved party may appeal the decision of the Building Hearing Committee or the Eligibility Committee to the Superintendent of Schools. If the aggrieved party does not make a written request for this hearing within three (3) school days of receipt of the above decision, they will have waived their right to the hearing and the appeal procedure. The Superintendent of Schools will hear the case in detail within five (5) school days of the request for the hearing and will render a written decision within five (5) school days of the hearing.

E. The aggrieved party may appeal the decision of the Superintendent of Schools to the Board of Directors. If the aggrieved party does not make a written request for this hearing within three (3) school days of receipt of the above decision, they will have waived their right to the hearing and the appeal procedure. The Board of Directors will hear the case in detail within ten (10) school days of the request for the hearing and will render a written decision within ten (10) school days of the hearing. The decision shall be final.

EXTRACURRICULAR PARTICIPATION

All students must pass all subjects to be able to participate in all extracurricular activities -- exception - Band. Band/Choir students who have failed a class will be allowed to perform at Band/Choir activities because those activities are considered to be part of their class.

A student who is not in attendance in at least four (4) 55-minute classes is not eligible to participate on that day, unless permission is granted in advance by the Principal or Athletic Director in the absence of the principal.

PRACTICE ATTENDANCE

Regular attendance and promptness at practice is a must. It may be necessary for a player to be either absent or late; however, common courtesy dictates that he notify his coach

sponsor in advance or have a valid excuse upon return. The amount of playing time in the game will be determined, in part, by the amount of practice missed.

AMATEUR STANDING

A player shall be an amateur as defined by the National Collegiate Athletic Association. "An amateur student athlete is one who engages in athletics for the physical, mental, social and educational benefits." In order to maintain his amateur standing he may not:

- Accept prizes of more than \$35.00 in value
- Sell or pawn his prize.
- Accept a purse of money.
- Enter a competition under a false name.
- Teach, train, or coach an athletic sport for money or any valuable consideration. For exceptions, see the Athletic Director.
- Accept payment of excessive expense allowances.
- Sign or have ever signed a contract to play professional.
- Officiate for compensation outside of the intramural program of his school.

FINANCIAL RESPONSIBILITY

Any student having a fine or financial responsibility due to an athletic activity is NOT eligible for any further athletic activities until that fine/financial responsibility is met.

"The Raymond School District complies the Family Educational Rights and Privacy Act (FERPA) to protect the privacy of student records. A full description of the Act is available from the district. FERPA does allow for "directory" information to be shared with other parties unless specifically requested by parents or students not to share such information as name, address, telephone number, etc. From time to time, there may also be student pictures published in the newspaper. If students or parents do not want such information or photos to be available, they should notify the school office and the request will be honored."

VIII—Policies

ASB Requisitions/Financial Accounting

The accounts of all classes and clubs will be maintained in the ASB Ledger. Individual class and club treasurers may keep duplicate records. A monthly ASB financial statement will be printed and distributed to anyone who wishes one.

Advisors must submit in writing all requisitions used in purchasing items for clubs or classes, to the Principal for approval and the assigning of a purchase order number. Requisitions must have attached a copy of the class/club minutes showing approval of purchase by organization. Nothing is to be purchased without an authorized requisition and purchase order.

Advisors are responsible for making sure their group has sufficient funds with which to make purchases. Classes and clubs wishing to purchase various items must have the money on hand in their current account prior to the purchase or have permission from Student Council to make the purchase.

Any advisor or student charging merchandise to a class or club without first having an approved purchase order will be personally liable for payment of the bill. Advisors are responsible for making sure that all students understand this and for supervising the financial activities of the group they advise.

When activities involve sale or the collecting of funds, the advisor is responsible to see that accurate records of all cash and/or merchandise are kept. Cash boxes may be checked out from the ASB Treasurer (with two days advance notice). The box will contain a balance sheet showing the beginning amount of cash. This balance sheet must be completed by the advisor when the cash box is returned to the ASB Treasurer. No funds will be stored in the vault without appropriate balance sheets completed and attached.

Daily Attendance

All parents, guardians or persons residing in the Raymond School District having custody of any child eight (8) years of age and under fifteen (15) years of age shall cause such child to attend the schools of this district if the child resides for the full time when the district schools are in session unless the child attends a private school for the same time or unless the Superintendent shall excuse such child from attendance because the child is physically or mentally unable to attend school or unless such child is attending a residential school operated by the Division of Institutions, Department of Social and Health Services.

Any child fifteen (15) years of age and under eighteen (18) years of age shall be subject to the same attendance requirements unless such child has already attained a reasonable proficiency in the branches required by law to be taught in the first nine grades of the public schools of this state, or the child is regularly and lawfully engaged in the useful or remunerative occupation, or the child has already met graduation requirements in accordance with the State Board of Education rules and regulations, or the child has received a certificate of educational competence under rules and regulations established by the State Board of Education under RCW 28A.04.135.

Regular school attendance is necessary for mastery of the educational program provided to students of the Raymond School District. Nonetheless, it is recognized that at times students appropriately may be absent from class. Therefore the following principles shall govern the development and administration of attendance procedures within the district:

A reasonable number of absences due to illness or a health condition, parental-approved activities, school-approved activities, family emergencies and, as required by law, disciplinary actions or short-term suspensions shall be excused.

If an absence is excused, students shall be permitted to make up all missed assignments outside of class under reasonable conditions and time limits established by the appropriate teacher(s).

The parent or school authority responsible for the absence shall verify excused absences.

Unexcused Absences

- A. Any absence from school for the majority of hours or periods in an average school day is unexcused unless it meets one of the criteria above for an excused absence.
- B. As a means of instilling values of responsibility and personal accountability, a student whose absence is not excused will experience the consequences of his/her absence through the lowering of his//her work habits grade. (A student's academic grade will not be affected if a graded activity or assignment occurs during the period of time when the student is absent, unless that assignment has not been completed by the end of the semester.)
- C. The school will notify a student's parent or guardian in writing or by telephone whenever the student has failed to attend school after one unexcused absence within any month during the current school year. The notification will include the potential consequences of additional unexcused absences.
- D. A conference with the parent or guardian will be held after two unexcused absences within any month during the current school year. A student may be suspended or expelled for habitual truancy. Prior to suspension or expulsion, the parent will be notified in writing in his/her primary language that the student has unexcused absences. A conference will be scheduled to determine what corrective measures should be taken to ameliorate the cause for the student's absences from school. If the parent does not attend the conference, the parent will be notified of the steps the district has decided to take to reduce the student's absences.
- E. Not later than the student's fifth unexcused absence in a month the district will enter into an agreement with the student and parents that establishes school attendance requirements, refer the student to a community truancy board or file a petition and affidavit with the juvenile court alleging a violation of RCW 28A. 225.010.
- F. If such action is not successful, the district will file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010 by the parent, student or parent and student no later than the seventh unexcused absence within any month during the current school year or upon the tenth unexcused absence during the current school year.
- G. All suspensions and/or expulsions will be reported in writing to the superintendent within 24 hours after imposition, preferably electronically.

- H. Lack of school attendance will not be the basis for denying credit or promotion. Lack of acceptable academic achievement will be the sole reason for such action. Because the full knowledge and cooperation of student and parents is necessary for the success of the policies and procedures, the latter shall be disseminated broadly and made available to parents and students annually.

Policies Governing Student Conduct

A violation of any one of the following Raymond School District policies will subject a student to penalties which may include "discipline", short or long-term, "suspension" or "expulsion", as may be appropriate.

CONDUCT

The following are prohibited on or adjacent to school premises or at school-sponsored activities and shall constitute cause for discipline, suspension or expulsion. (The district reserves the right to refer to the appropriate non-school agency any act or conduct of its pupils which may constitute a crime under federal, state, county or local law.)

Any act or conduct causing substantial or material disruption or obstruction of any school function or operation.

Any action, event or group of events, which constitutes a violation of federal, state or local law.

The destruction, damage or theft of school property or the property of others.

The attempt to inflict, or the actual infliction of, physical injury on any school employee, pupil or other person.

The possession, handling or transmission of any object, which can reasonably be considered a weapon.

Any act by a pupil directed toward any other pupil, teacher, administrator or other school personnel, or any other person for the purpose of intimidating or coercing them by the use of or threat of force.

The unauthorized entry to or use of any school facilities.

SEARCH AND SEIZURE

a) School Locker Inspection. School lockers are the property of Raymond School District No. 116. The school district has retained a key (the combination) for each locker and reserves the right to inspect lockers without notice to the student user. However, no locker will be opened and searched without the student being present except in an emergency.

b) Search of Individual or Individual's Locker. The school principal and his or her designee (s) may search a student's person or locker when he or she has reasonable grounds to believe the search is necessary for the maintenance of school discipline and order. Factors to be considered in determining whether such reasonable grounds exist include the student's age, history, and school records; the prevalence and seriousness of the problem to which the search is directed; the need to search without delay; and the value and reliability of the information on which the search is based.

c) Seizure of Property. Any materials not properly in a student's possession shall be taken during a search or inspection. School property shall be returned to the proper department of district employee. Property deemed a danger to the student or other students and property not lawfully in the student's possession, shall be seized and turned over to local law enforcement officers or the student's parents as determined by the school official.

d) Notification to Parents. If the student is under eighteen years of age, a student's custodial parent or guardian shall be notified if any property is taken from a student as a result of a district official concluding that the property is a danger to the student or others or that the property is not lawfully in the student's possession.

MARRIED STUDENTS

No students shall be denied the right to attend school and participate in all activities provided by the school solely because of marital status.

PREGNANT STUDENTS

No student shall be denied the right to attend school solely because of pregnancy. However, it is the prerogative of the school to request of all pregnant students a doctor's examination and recommendations regarding any appropriate limitations.

Expression Of Opinion And Distribution Of Written Material

The free expression of student opinion is an important part of education in a democratic society. Students' verbal and written expression of opinion on school premises is to be encouraged as long as it does not substantially disrupt the orderly operation of the school. The following guidelines shall be observed to assure both free expression of student opinion and the orderly conduct of school:

- a) Neither verbal, symbolic, nor written opinion shall be expressed or disseminated in such a way as to interfere with or interrupt the normal conduct of classes or the movement to and from classes.
- b) Students wishing to disseminate their opinions by distributing pamphlets, leaflets, or other written material on school property shall first submit their material to the building principal.
- c) The principal or his designee shall review the material as soon as is practicable, certainly within the same school day, to determine that the material:
 - is neither libelous nor obscene
 - is neither soliciting funds nor other form of commercialism
 - bears the name of the student proposing it for distribution
 - does not contain language or ideas of such a nature that it is reasonably probable that its distribution will cause disruption of the ordinary and necessary of school

After review by the principal or his designee, written material which satisfies the criteria in section c above, may be distributed at the time and in the places, which the principal designated to insure both a minimum interruption of the normal activities of school and the reasonable opportunity for students to disseminate their opinions.

Official school publications such as the newspaper or yearbook shall comply with the criteria established in the section c above; except that paid commercial advertisements may be included. Standards of responsible journalism, such as accuracy, completeness, and objectivity in reporting shall be observed. The advisor to the school publication shall be responsible to assure that the publication meets all standards and criteria.

Student Rights and Responsibilities Procedures

Section I - Purpose

It is the purpose of these rules to set forth the procedures of Raymond School District No. 116 in maintaining order and discipline in its schools. These rules are intended to protect and enhance the individual rights of students while reserving necessary authority in the school district, its administrators and teachers so that a proper learning atmosphere can be maintained.

Section II - Distribution of Policies and Rules Concerning Students Discipline

To insure student and parent knowledge of these rules and policies, the school district shall publish and make available to all students and parents, on an annual basis, copies of these rules. Each year the district will provide a copy of these rules to each family, or, if the Board of Directors so elects, provide notice of the general content of these rules, which specifies where a copy of the rules may be obtained.

Section III - Discipline

A. Definition. "Discipline" shall mean all forms of corrective action or punishment other than suspension and expulsion and shall include the exclusion of a student from a class or activity by a teacher or administrator for a period of time not exceeding the balance of the immediate class, subject, or activity:

PROVIDED, that the student is in the custody of a school district employee for the balance of such period.

B. Authority of School Teachers and Administrators. Each certificated teacher and each school administrator of the school district shall possess the authority to impose discipline upon a student for misconduct, which violates rules of the school district.

C. Limitations on Imposition of Discipline

1. Violation of Rule. Discipline may only be imposed for a violation of a school rule or for action as hereinafter described.

2. Effect on Academic Rank or Grade. No form of discipline shall be enforced in such a manner as to prevent a student from accomplishing specific academic grades, subject, or graduation requirements.

D. Grievance Procedure. Any students, parent or guardian who is aggrieved by the imposition of discipline shall have the right to an informal conference with the building principal or his designee for the purpose of resolving the initiation of a grievance as soon as reasonably possible. During such conference the student, parent or guardian shall be subject to questioning by the building principal or his or her designee and shall be entitled to questioning by the building involved in the matter being grieved. Subsequent to the building level grievance meeting, the student, parent or guardian, upon two-school business days prior notice, shall have the right to present a written and/or oral grievance to the Superintendent of Raymond Schools. If the issue is not resolved at this level, the student, parent or guardian, upon five school business days prior notice, shall have the right to present a written and/or oral grievance to the Board of Directors during the Board's next regular meeting. The Board shall notify the student, parent or guardian of its response to the grievance within ten school business days after the date of the meeting. The discipline action shall continue notwithstanding the implementation of the grievance procedure set forth in this section unless the principal or his or her designee elects to postpone such action.

Section IV - Tardiness and Absence

A student's academic grade or credit in a particular subject or course may be adversely affected by reason of tardiness or absences only to the extent and upon the basis that:

- 1) The student's attendance and/or participation is related to the instructional objectives or rules of the particular subject or course, and
- 2) The student's attendance and/or participation has been identified by the teacher ,in whole or in part, in the particular subject or course.

Section V - Short-Term Suspension

A. Definition. A "short-term suspension" shall mean a suspension for any portion of a calendar day up to and not exceeding ten consecutive school days. A "suspension" shall mean a denial of attendance (other than for the balance of the immediate class, subject, of activity period for "discipline" purpose) in any single subject of class, or at any full schedule of subjects or classes, or at any other type of activity conducted by or in behalf of a school district, in any combination of the foregoing, for a stated period of time. A suspension also may include a denial of admission to or entry upon real and personal property that is owned, leased, rented, or controlled by the school district.

B. Authority of School Teachers and Administrators. Each school principal and the district superintendent have authority to impose suspensions upon students for misconduct, which violates rules of the school district. Each certificated teacher and other employees of the district have authority to recommend the suspensions for misconduct, which constituted a violation of school rules.

C. Limitations. The following limitations shall apply to short-term suspensions:

1. A short-term suspension may be imposed upon a student only for the violation of school rules. The nature and circumstances of the violation must reasonably warrant a short-term suspension and the length of the suspension imposed.
2. No student shall be suspended unless other forms of corrective action or punishment reasonably calculated to modify his or her conduct have failed or unless there is good reason to believe that other forms of corrective action or punishment would fail if employed.
3. No student in the grade 5 and above programs shall be subjected to short-term suspensions for more than a total of 15 school days during any single semester. No loss of academic grades or credit shall be imposed by reason of the suspension of such a student
4. Any student subject to a short-term suspension shall be provided the opportunity upon his or her return to make up assignments and tests missed by reason of the short-term suspension if: (a) such assignments or tests have a substantial affect upon the student's semester or trimester grade or grades, or (b) failure to complete such assignments or tests will preclude the student from receiving credit for the course or courses.
5. Any student who has been suspended shall be allowed to make application for readmission at any time. Requests for readmission shall be delivered in writing to the office of the superintendent of schools. Such application shall be reviewed on a case-by-case basis.

D. Prior Conference Required - Notice to Parent

Prior to the short-term suspension of any student, a conference shall be conducted with the student as follows:

An oral or written notice of the alleged misconduct and violation of school district rules shall be provided to the student.

An oral or written explanation of the evidence in support of the allegation shall be provided to the student.

An oral or written explanation of the corrective action of punishment which may be imposed shall be provided to the student, and

The student shall be provided the opportunity to present his or her explanation.

In the event a short-term suspension is to exceed one school day, the parent(s) or guardian(s) of the student shall be notified of the reason for the student's suspension and the duration of the suspension orally and/or by letter deposited in the United States Mail as soon as reasonably possible. The notice shall also inform the parent or guardian of the right to an informal conference as hereinafter provided and that the suspension may possibly be reduced as a result of such a conference.

All short-term suspensions and the reasons therefore shall be reported in writing to the Superintendent of the school district or his or her designee within twenty-four hours after imposition of the suspension.

E. Grievance Procedure. Any student, parent or guardian who is aggrieved by the imposition of a short-term suspension shall have the right to file a grievance in the same manner as individual aggrieved by discipline. The procedure is set forth in Section III (d) above.

Section VI - Long-Term Suspension

A. Definition. A "long-term suspension" shall mean a suspension that exceeds ten consecutive days. (See VI (a) for definition of "suspension".)

B. Authority of School Teachers and Administrators. Each school principal and the school

district superintendent are authorized to impose long-term suspensions. Each certificated employee and other employees of the school district have authority to recommend suspension for such misconduct.

C. Limitations and Conditions.

1. A long-term suspension may be imposed upon a student for violation of school district rules where the nature and circumstance of the violation reasonably warrants a long-term suspension and for the length of the suspension imposed.
2. No student shall be suspended unless other forms of corrective action or punishment reasonably calculated to modify his or her conduct have failed or unless there is good reason to believe that other forms of corrective action or punishment would fail if employed.
3. The Raymond School District has policy providing for the immediate resort to long-term suspension in cases involving exceptional misconduct. "Exceptional misconduct" means misconduct which has been judged to be of such frequent occurrence, notwithstanding past attempts to control such misconduct through the use of other forms of corrective action and/or punishment, as to warrant an immediate resort to long term suspension, and/or be so serious in nature and/or serious in terms of the disruptive effect upon the operation of the school as to warrant an immediate resort to long term suspension.
4. No loss of academic grades or long-term suspension shall be imposed upon a student in the grades 5 and above programs in a manner which causes the student to lose academic grades of credit for an excess of one semester of trimester, as the case may be, during the same school year.
5. Any student who has been suspended shall be allowed to make application for readmission at any time. Applications for readmission should be submitted in writing to the office of the superintendent of the school district. Said application should set forth the reasons for which the student should be readmitted.
6. All long-term suspensions and the reasons therefore shall be reported in writing to the superintendent of the school district within twenty-four hours after the imposition of the suspension.

D. Notice and Hearing.

1. Prior to the long-term suspension of a student, written notice of an opportunity for a hearing shall be delivered in person or be certified mail to the student and to his or her parent(s). The notice shall be in substantially the form of Appendix "A" of these rules.
2. The student and/or his or her parent(s) or guardian(s) shall reply to the notice. A request for a hearing shall be provided to the school district employee specified in the notice of opportunity for a hearing, or to his or her office. A request for a hearing shall be accepted only if it is submitted in writing.

E. Pre-hearing and Hearing Process.

1. If a request for a hearing is received within the time specified in the notice, the school district shall schedule a hearing to commence within three school business days after the date upon which a request for a hearing was received.
2. The student and his or her parent(s) or guardian(s) shall have the right to:
 - a) inspect in advance of the hearing any documentation and other physical evidence which the school district intends to introduce at the hearing,
 - b) be represented by legal counsel,
 - c) question and confront witnesses,
 - d) present his or her explanation of the alleged misconduct, and
 - e) make such relevant showings by way of witnesses and introduction of documents and other physical evidence as he or she desires.
- f) The designee(s) of the school district assigned to present the district's case shall have the right to inspect in advance of the hearing any documentary and other physical evidence which the student and his or her parent(s) or guardian(s) intend to introduce at the hearing.
3. The person(s) hearing the case shall not be a witness and the guilt or innocence of the

- student shall be determined solely on the basis of the evidence presented at the hearing.
4. Either a tape-recorded or verbatim record of the hearing shall be made.
 5. A written decision setting forth the finding of fact, conclusions and the nature and duration of the long-term suspension of lesser form of corrective action or punishment to be imposed, if any, shall be provided to the student's legal counsel, or if none, to the student and his or her parent(s) or guardian(s).

Section VII - Expulsion

A. Definition. "Expulsion" shall mean a denial of attendance at any single subject or class or at any full schedule of subjects or classes, denial of attendance at any other type of activity conducted by or in behalf of a school district, and any combination of the foregoing, for an indefinite period of time. An expulsion also may include a denial of admission to or entrance upon real and personal property that is owned, leased, rented or controlled by the school district.

B. Conditions and Limitations.

1. A student may be expelled for violation of a school rule when the nature and circumstances of the violation warrant the harshness of expulsion.
2. No student shall be expelled unless other forms of corrective action or punishment would fail if employed.
3. Once the student has been expelled, the expulsion shall be brought to the attention of appropriate local and state authorities, including, but not limited to, juvenile authorities acting pursuant to Chapter 13.04 RCW in order that such authorities may address the student's educational needs.
4. Any student who has been expelled shall be allowed to make application for readmission at any time. Application should be made in writing to the office of the superintendent of schools, and should state the reasons for readmission.
5. All expulsions and the reasons therefore shall be reported in writing to the superintendent of the school district or his or her designee within twenty-four hours after the imposition of the expulsion.

C. Notice and Hearing Procedures. The notice and hearing procedures for expulsions shall be the same as for long-term suspensions.

Section VIII - Emergency Removal From a Class, Subject or Activity

1. Notwithstanding any other provision of these unless, a student may be removed immediately from a class, subject or activity by a certificated teacher or an administrator and sent to the building principle or the designated school authority: PROVIDED, that the teacher or administrator has good and sufficient reason to believe that the student's presence poses an immediate and continuing danger to the student, other students, or school personnel, or an immediate and continuing threat of substantial disruption of the class, subject, activity, or educational process of the student's school. The removal from classes, subjects, or activities shall continue only until:
 - a) the danger of threat ceases, or
 - b) the principal or designated school authority acts to impose discipline imposes short-term suspension, initiates a long-term suspension or an expulsion, or imposes an emergency expulsion, pursuant to this chapter.
2. The principal or school authority shall meet with the student as soon as reasonably possible following the student's removal and take or initiate appropriate corrective action or punishment. In no case shall the student's opportunity for such meeting be delayed beyond the commencement of the next school day. Prior to, or at the time any such student is returned to the class(s), subject(s), or activity(ies), the principal or school authority shall notify the teacher or administrator who removed the student there from of the action, which has been taken or initiated.

Section IX - Emergency Expulsion

1. Notwithstanding any other provision of these rules, a student may be expelled

immediately by the school district's superintendent to school principal in emergency situations:

PROVIDED, that the superintendent or school principal has good and sufficient reason to believe that the student's, presence poses an immediate and continuing danger to the student, other students, or school personnel or an immediate and continuing threat of substantial disruption of the educational process. An emergency expulsion shall continue until rescinded by the superintendent or his or her designee, or until modified or reversed pursuant to the hearing provisions set forth herein.

2. The student and his or her parent(s) or guardian(s) shall be notified of the emergency expulsion of the student and of their opportunity for hearing by certified letter(s) deposited in the United States Mail within twenty-four hours of the expulsion. In addition, reasonable attempts shall be made to notify the student and his or her parent(s) or guardian(s) by telephone or in person as soon as reasonably possible. Such written and oral notice shall be in substantially the form as Appendix "A".

3. A written request for hearing must be received by the superintendent of schools, or by his or her officer, on or before the expiration of the tenth school business day after receipt of the notice of opportunity for a hearing and if such request for a hearing is not received within the prescribed period of time, then the right to a hearing may be deemed to have been waived and the emergency expulsion may be continued as deemed necessary by the school district without further opportunity for the student or his or her parent(s) or guardian(s) to contest the matter.

4. If a request for a hearing within the required ten school business days was received, the school district shall immediately schedule and give notice of a hearing to commence as soon as reasonably possible and in no case, later than the third school business day after the receipt of the request for hearing. The hearing shall be conducted in the same manner and under the same rules as set forth for long-term suspensions, except as provided hereafter:

a) Within one school business day after the date upon which the hearing concludes, a decision as to whether or not the expulsion shall be continued shall be rendered, and the student's legal counsel or if none, the student and his or her parent(s) or guardian(s) shall be notified thereof by depositing a certified letter in the United States Mail. The decision shall set forth the findings of fact, the conclusions (including a conclusion as to whether or not the emergency situation giving rise to the emergency expulsion continues), and whether or not the emergency expulsion shall be continued or a lesser form of corrective action or punishment is to be imposed.

b) An emergency expulsion may be continued following the hearing on the basis that the emergency situation continues and/or punishment for the actions giving rise to the emergency expulsion in the first instance.

Section X - Appeals - Long-term Suspension and Expulsion

Appeals from decisions rendered pursuant to the rules, which impose either a long-term suspension or an expulsion upon a student, shall be governed as follows:

1. If the case was not heard and decided by the school district board of directors, the student and his or her parent(s) or guardian(s) shall have the right to appeal the decision to the board of directors. Notice indicating that the student or his parent(s) or guardian(s) shall be provided to either the office of the school district superintendent or to the office of the person who rendered the decision within three school business days after the date of receipt of the decision. The notice of appeal must be in writing.

2. If an appeal is not taken to the board of directors within the required three school business day period, the suspension or expulsion decided upon may be imposed as of the calendar day following expiration of the three school business day period.

3. If a timely appeal is taken to the board of directors, the imposition of the suspension or expulsion shall not be imposed until the appeal is decided: PROVIDED, that an emergency expulsion that is continued in accordance with these rules need not be either interrupted or stayed in the decision rendered includes a conclusion that the student continues to pose an

immediate and continuing threat of substantial disruption of the educational process of the student's school.

4. An appeal from any decision of a school board to impose or to affirm the imposition of a long-term suspension or an expulsion shall be to the courts. Whether to not the decision of a school board shall be postponed pending an appeal to superior court shall be discretionary with the school board except as ordered otherwise by a court.

Section XI - Appeals - Hearing Before School Board - Procedures

1. If a notice of appeal to the school board of directors is received as provided for herein within the required three school business days, the board shall schedule and hold an informal conference to review the matter within ten school business days after the date of receipt of such appeal notice, The purpose of the meeting shall be to meet and confer with the parties in order to decide on the most appropriate means of disposing of the appeal as provided in this section. At that time the student or the student's parent(s) or guardian(s) or legal counsel shall be given the right to be heard and shall be granted the opportunity to present such witnesses and testimony as the board deems reasonable. The board shall agree to line of the following procedures prior to adjournment or recess:

- a) Study the hearing record or other material submitted and render its decision within ten school business days after the date of the informal conference, or
- b) Schedule and hold a meeting to hear arguments based on the record before the board and render its decision within the ten school business days after the date of the informal conference, or
- c) Schedule and hold a meeting within ten school business days after the date of the informal conference for the purpose of hearing the case de novo.

2. In the event the school board of directors elects to hear the appeal de novo, the following rights and procedures shall govern the proceedings:

- a) The student and his or her parent(s) or guardian(s) shall have the right to:
 - i) inspect in advance of the hearing any documentary and other physical
 - ii) Question and confront witnesses,
 - iii) present his or her explanation of the alleged misconduct, and
 - iv) make such relevant showings by way of witnesses and the introduction of documentary and other physical evidence as he or she desires.
- b) The designee(s) of the school district assigned to present the district's case shall have the right to inspect in advance of the hearing any documents and other physical evidence that the students and his or her parent(s) or guardian(s) intend to introduce at the hearing, and
- c) Either a tape-recorded or verbatim record of the hearing shall be made.

3. Any decision by a school board of directors pursuant to this chapter to impose or to affirm, reverse, or modify the imposition of discipline, suspension, for expulsion upon a student shall be made:

- a) Only by those board members who have heard or read the evidence.
- b) Only by those board members who have not acted as a witness in the matter.
- c) Only at a meeting at which a quorum of the board is present and by a majority vote.

Student Title IX Policy

The district shall provide equal educational opportunity and treatment for all students in all aspects of the academic and activities program without regard to race, creed, color, national origin, sex, or non-program-related physical, sensory or mental disabilities. RCW 49.60 Law Against Discrimination programs shall be free from sexual harassment.

Nondiscrimination

Students, and/or parents, staff or other individuals acting on behalf of students of the district are eligible to participate in this complaint procedure. This complaint procedure is designed to assure that the resolution of real or alleged violations shall be directed toward a

just solution that is satisfactory to the complainant, the administration and the board of directors. This grievance procedure shall apply to the general conditions of nondiscrimination policy (Policy No. 3210) and more particularly to policies dealing with guidance and counseling (Policy No. 2140) co-curricular program (Policy No. 2150), and curriculum development and instructional materials (Policy No. 2020)

As Used in This Procedure

"Grievance" shall mean a complaint which has been filed by a complainant (a student, an employee, a parent or guardian) relating to alleged violations of any anti-discrimination law including Title IX regulations and Washington Administrative Code (WAC) 392-190 or Section 504 of the Rehabilitation Act of 1973, or Title VII of the Civil Rights Act of 1964.

A complaint shall mean a charge of alleging specific acts, conditions or circumstances, which are in violation of the anti-discrimination laws. A respondent shall mean the person alleged to be responsible or who may be responsible for the violation alleged in the complaint.

The primary purpose of this procedure is to secure an equitable solution to a justifiable complaint. To this end, specific steps shall be taken:

Level One

Prior to the filing of a written complaint, the complainant or affirmative action officer may request a meeting with the respondent alleged to be directly responsible for the violation and/or person with the immediate supervisor who is related to the complaint. These persons shall make reasonable efforts to meet with any student, or student representative, and the Title IX officer to discuss the issues that the student, or student representative, may wish to bring to their attention. Such a meeting shall be at the option of the complainant. If unable to resolve this issue at this meeting, the complainant may submit a written complaint to the Title IX officer.

Level Two

The complaint must be signed by the complaining party and set forth the specific acts, conditions, or circumstances alleged to be in violation. The officer shall investigate the allegations set forth within 30 calendar days of the filing of the charge. The officer shall provide the superintendent with a full written report of the complaint and the results of the investigation. The superintendent shall respond in writing to the complainant as expeditiously as possible, but in no event later than 30 calendar days following receipt of the written complaint. The superintendent shall state that the district either:

- Denies the allegations contained in the written complaint received by the district; or
- Shall implement reasonable measures to eliminate any such act, condition or circumstance.

Such corrective measures deemed necessary shall be instituted as expeditiously as possible, but in no event later than 30 calendar days following the superintendent's mailing of a written response to the complaining party.

Level Three

If a complainant remains aggrieved as a result of the action or inaction of the superintendent in resolving a complaint, the complainant may appeal to the board of the district by filing a written notice of appeal with the secretary of the board by the 10th calendar day following:

- The date upon which the complainant received the superintendent's response, or
- The expiration of the 30-calendar day response period stated in Level Two, whichever occurs first.

The board shall schedule a hearing to commence by the 20th calendar day following termination of the hearing and shall provide a copy to the complainant.

Level Four

In the event a complainant remains aggrieved with the decision of the board, the complainant may appeal the decision to any federal or state agency empowered with the authority to resolve such complaint.

Preservation of Records

The files containing copies of all correspondence relative to each complaint communicated to the district and the disposition, including any corrective measures instituted by the district, shall be retained in the office of the Title IX compliance officer for a period of 5 years.

Sexual Harassment (Policy No. 3209)

Sexual Harassment of Students Prohibited

This district is committed to a positive and productive education free from discrimination, including sexual harassment. This commitment extends to all students involved in academic, educational, extracurricular, athletic, and other programs or activities of the school, whether that program or activity is in a school facility, on school transportation or at a class or school training held elsewhere.

Definitions

For purposes of this policy, sexual harassment means unwelcome conduct or communication of a sexual nature. Sexual harassment can occur adult to student, student to student or can be carried out by a group of students or adults and will be investigated by the District even if the alleged harasser is not a part of the school staff or student body. The district prohibits sexual harassment of students by other students, employees or third parties involved in school district activities.

Under federal and state law, the term "sexual harassment" may include:

- acts of sexual violence;
- unwelcome sexual or gender-directed conduct or communication that interferes with an individual's educational performance or creates an intimidating, hostile, or offensive environment;
- unwelcome sexual advances;
- unwelcome requests for sexual favors;
- sexual demands when submission is a stated or implied condition of obtaining an educational benefit;
- sexual demands where submission or rejection is a factor in an academic, or other school-related decision affecting an individual.

A "hostile environment" has been created for a student when sexual harassment is sufficiently serious to interfere with or limit the student's ability to participate in or benefit from the school's program. The more severe the conduct, the less need there is to demonstrate a repetitive series of incidents. In fact, a single or isolated incident of sexual harassment may create a hostile environment if the incident is sufficiently severe, violent, or egregious.

Investigation and Response

If the district knows, or reasonably should know, that sexual harassment has created a hostile environment, it will promptly investigate to determine what occurred and take appropriate steps to resolve the situation. If an investigation reveals that sexual harassment has created a hostile environment, the district will take prompt and effective steps reasonably calculated to end the sexual harassment, eliminate the hostile

environment, prevent its recurrence and as appropriate, remedy its effects. The district will take prompt, equitable and remedial action within its authority on reports, complaints and grievances alleging sexual harassment that come to the attention of the district, either formally or informally. The district will take these steps every time a complaint, alleging sexual harassment comes to the attention of the district, either formally or informally.

Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services. Regardless of whether the misconduct is reported to law enforcement, school staff will promptly investigate to determine what occurred and take appropriate steps to resolve the situation, to the extent that such investigation does not interfere with an ongoing criminal investigation. A criminal investigation does not relieve the district of its independent obligation to investigate and resolve sexual harassment.

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff or other third parties involved in school district activities. Anyone else who engages in sexual harassment on school property or at school activities will have their access to school property and activities restricted, as appropriate.

Retaliation and False Allegations

Retaliation against any person who makes or is a witness in a sexual harassment complaint is prohibited and will result in appropriate discipline. The district will take appropriate actions to protect involved persons from retaliation.

It is a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

Staff Responsibilities

The superintendent will develop and implement formal and informal procedures for receiving, investigating and resolving complaints or reports of sexual harassment. The procedures will include reasonable and prompt time lines and delineate staff responsibilities under this policy.

Any school employee who witnesses sexual harassment or receives a report, informal complaint, or written complaint about sexual harassment is responsible for informing the district Title IX or Civil Rights Compliance Coordinator. All staff are also responsible for directing complainants to the formal complaint process.

Reports of discrimination and discriminatory harassment will be referred to the district's Title IX/Civil Rights Compliance Coordinator. Reports of disability discrimination or harassment will be referred to the district's Section 504 Coordinator.

Notice and Training

The superintendent will develop procedures to provide age-appropriate information and education to district staff, students, parents and volunteers regarding this policy and the recognition and prevention of sexual harassment. At a minimum sexual harassment recognition and prevention and the elements of this policy will be included in staff, student and regular volunteer orientation. This policy and the procedure, which includes the complaint process, will be posted in each district building in a place available to staff, students, parents, volunteers and visitors. Information about the policy and procedure will be clearly stated and conspicuously posted throughout each school building, provided to each employee and reproduced in each student, staff, volunteer and parent handbook. Such

notices will identify the District's Title IX coordinator and provide contact information, including the coordinator's email address.

Policy Review

The superintendent will make an annual report to the board reviewing the use and efficacy of this policy and related procedures. Recommendations for changes to this policy, if applicable, will be included in the report. The superintendent is encouraged to involve staff, students, volunteers and parents in the review process.

Procedure - Sexual Harassment of Students Prohibited

The procedure is intended to set forth the requirements of Policy 3209, including the process for a prompt, thorough, and equitable investigation of allegations of sexual harassment and the need to take appropriate steps to resolve such situations. If sexual harassment is found to have created a hostile environment, staff must take immediate action to eliminate the harassment, prevent its reoccurrence, and address its effects.

This procedure applies to sexual harassment (including sexual violence) targeted at students carried out by other students, employees or third parties involved in school district activities. Because students can experience the continuing effects of off-campus harassment in the educational setting, the district will consider the effects of off-campus conduct when evaluating whether there is a hostile environment on campus. The district has jurisdiction over these complaints pursuant to Title IX of the Education Amendments of 1972, Chapter 28A.640, RCW and Chapter 392-190 WAC.

Notice

- Information about the district's sexual harassment policy will be easily understandable and conspicuously posted throughout each school building, be reproduced in each student, staff, volunteer and parent handbook.
- In addition to the posting and reproduction of this procedure and Policy 3205, the district will provide annual notice to employees that complaints pursuant to this procedure may be filed at the district office 1016 Commercial Street, Raymond, WA 98577.

Staff Responsibilities

- In the event of an alleged sexual assault, the school principal will immediately inform: 1) the Title IX/Civil Rights Compliance Coordinator so that the district can appropriately respond to the incident consistent with its own grievance procedures; and 2) law enforcement.
- The principal will notify the targeted student(s) and their parents/guardians of their right to file a criminal complaint and a sexual harassment complaint simultaneously.

Confidentiality

- If a complainant requests that his or her name not be revealed to the alleged perpetrator or asks that the district not investigate or seek action against the alleged perpetrator, the request will be forwarded to the *superintendent* for evaluation.
- The *superintendent* should inform the complainant that honoring the request may limit its ability to respond fully to the incident, including pursuing disciplinary action against the alleged perpetrator.
- If the complainant still requests that his or her name not be disclosed to the alleged

perpetrator or that the district not investigate or seek action against the alleged perpetrator, the district will need to determine whether or not it can honor such a request while still providing a safe and nondiscriminatory environment for all students, staff and other third parties engaging in district activities, including the person who reported the sexual harassment. Although a complainant's request to have his or her name withheld may limit the district's ability to respond fully to an individual allegation of sexual harassment, the district will use other appropriate means available to address the sexual harassment.

Retaliation

Title IX prohibits retaliation against any individual who files a complaint under these laws or participates in a complaint investigation. When an informal or formal complaint of sexual harassment is made, the district will take steps to stop further harassment and prevent any retaliation against the person who made the complaint, was the subject of the harassment, or against those who provided information as a witness. The district will investigate all allegations of retaliation and take actions against those found to have retaliated.

Informal Complaint Process

Anyone may use informal procedures to report and resolve complaints of sexual harassment. Informal reports may be made to any staff member. Staff will always notify complainants of their right to file a formal complaint and the process for same. Staff will also direct potential complainants to the *Title IX Coordinator in the District Office*. Additionally, staff will also inform an appropriate supervisor or professional staff member when they receive complaints of sexual harassment, especially when the complaint is beyond their training to resolve or alleges serious misconduct.

During the course of the informal complaint process, the district will take prompt and effective steps reasonably calculated to end any harassment and to correct any discriminatory effects on the complainant. If an investigation is needed to determine what occurred, the district will take interim measures to protect the complainant before the final outcome of the district's investigation (e.g., allowing the complainant to change academic or extracurricular activities or break times to avoid contact with the alleged perpetrator).

Informal remedies may include:

- An opportunity for the complainant to explain to the alleged harasser that his or her conduct is unwelcome, offensive or inappropriate, either in writing or face-to-face;
- A statement from a staff member to the alleged harasser that the alleged conduct is not appropriate and could lead to discipline if proven or repeated;
- A general public statement from an administrator in a building reviewing the district sexual harassment policy without identifying the complainant;
- Developing a safety plan;
- Separating students; or
- Providing staff and/or student training

Informal complaints may become formal complaints at the request of the complainant, parent/guardian, or because the district believes the complaint needs to be more thoroughly investigated.

The district will inform the complainant and their parent/guardian how to report any subsequent problems. Additionally, the district will conduct follow-up inquiries to see if there have been any new incidents or instances of retaliation, and to promptly respond and appropriately address continuing or new problems. Follow-up inquiries will follow a timeline

agreed to by the district and complainant.

Formal Complaint Process

Level One – Complaint to District

Anyone may initiate a formal complaint of sexual harassment, even if the informal complaint process is being utilized. At any level in the formal complaint process, the district will take interim measures to protect the complainant before the final outcome of the district's investigation.

The following process will be followed:

Filing of Complaint

- All formal complaints will be in writing and will set forth the specific acts, conditions or circumstances alleged to have occurred and to constitute sexual harassment. The Title IX Coordinator may draft the complaint based on the report of the complainant for the complainant to review and approve. The superintendent or Title IX Coordinator may also conclude that the district needs to conduct an investigation based on information in his or her possession, regardless of the complainant's interest in filing a formal complaint.
- The time period for filing a complaint is one year from the date of the occurrence that is the subject matter of the complaint. However, a complaint filing deadline may not be imposed if the complainant was prevented from filing due to: 1) Specific misrepresentations by the district that it had resolved the problem forming the basis of the complaint; or 2) Withholding of information that the district was required to provide under WAC 392-190-065 or WAC 392-190-005.
- Complaints may be submitted by mail, fax, e-mail or hand-delivery to the district Title IX Coordinator, [*insert name/title*] at [*insert office address, telephone number and e-mail address*]. Any district employee who receives a complaint that meets these criteria will promptly notify the Coordinator.

Investigation and Response

- The Title IX Coordinator will receive and investigate all formal, written complaints of sexual harassment or information in the coordinator's possession that they believe requires further investigation. The Coordinator will delegate his or her authority to participate in this process if such action is necessary to avoid any potential conflicts of interest. Upon receipt of a complaint, the Coordinator will provide the complainant a copy of this procedure.
- Investigations will be carried out in a manner that is adequate in scope, reliable and impartial. During the investigation process, the complainant and accused party or parties, if the complainant has identified an accused harasser(s), will have an equal opportunity to present witnesses and relevant evidence. Complainants and witnesses may have a trusted adult with them during any district-initiated investigatory activities. The school district and complainant may also agree to resolve the complaint in lieu of an investigation. When the investigation is completed, the Coordinator will compile a full written report of the complaint and the results of the investigation.

Superintendent Response

- The superintendent will respond in writing to the complainant and the alleged

perpetrator within thirty (30) calendar days of receipt of the complaint, unless otherwise agreed to by the complainant or if exceptional circumstances related to the complaint require an extension of the time limit. In the event an extension is needed, the district will notify the complainant in writing of the reason for the extension and the anticipated response date. At the time the district responds to the complainant, the district must send a copy of the response to the office of the superintendent of public instruction.

- The response of the superintendent or designee will include: 1) a summary of the results of the investigation; 2) a statement as to whether a preponderance of the evidence establishes that the complainant was sexually harassed ; 3) if sexual harassment is found to have occurred, the corrective measures the district deems necessary, including assurance that the district will take steps to prevent recurrence and remedy its effects on the complainant and others, if appropriate; 4) notice of the complainant's right to appeal to the school board and the necessary filing information; and 5) any corrective measures the district will take, remedies for the complainant (e.g., sources of counseling, advocacy and academic support), and notice of potential sanctions for the perpetrator(s) (e.g., discipline).
- The superintendent's or designee's response will be provided in a language the complainant can understand and may require language assistance for complainants with limited English proficiency in accordance with Title VI of the Civil Rights Act of 1964. If the complaint alleges discriminatory harassment by a named party or parties, the coordinator will provide the accused party or parties with notice of the outcome of the investigation and notice of their right to appeal any discipline or corrective action imposed by the district.
- Any corrective measures deemed necessary will be instituted as quickly as possible, but in no event more than thirty (30) days after the superintendent's mailing of a written response, unless the accused is appealing the imposition of discipline and the district is barred by due process considerations or a lawful order from imposing the discipline until the appeal process is concluded. Staff may also pursue complaints through the appropriate collective bargaining agreement process or anti-discrimination policy.
- The district will inform the complainant and their parent/guardian how to report any subsequent problems. Additionally, the district will conduct follow-up inquiries to see if there have been any new incidents or instances of retaliation, and to promptly respond and appropriately address continuing or new problems. Follow-up inquiries will follow a timeline agreed to by the district and complainant.

Level Two - Appeal to Board of Directors

Notice of Appeal and Hearing

- If a complainant disagrees with the superintendent's or designee's written decision, the complainant may appeal the decision to the district board of directors , by filing a written notice of appeal with the secretary of the board within ten (10) calendar days following the date upon which the complainant received the response.
- The board will schedule a hearing to commence by the twentieth (20th) calendar day following the filing of the written notice of appeal, unless otherwise agreed to by the complainant and the superintendent or for good cause.
- Both parties will be allowed to present such witnesses and testimony as the board deems relevant and material.

Board Decision

- Unless otherwise agreed to by the complainant, the board will render a written decision within thirty (30) calendar days following the filing of the notice of appeal and provide the complainant with a copy of the decision.
- The decision will be provided in a language that the complainant can understand which may require language assistance for complainants with limited English proficiency in accordance with Title VI of the Civil Rights Act.
- The decision will include notice of the complainant's right to appeal to the Superintendent of Public Instruction and will identify where and to whom the appeal must be filed. The district will send a copy of the appeal decision to the office of the superintendent of public instruction.

Level Three - Complaint to the Superintendent of Public Instruction

Filing of Complaint

- If a complainant disagrees with the decision of the board of directors, or if the district fails to comply with this procedure, the complainant may file a complaint with the superintendent of public instruction.
- A complaint must be received by the Superintendent of Public Instruction on or before the twentieth (20) calendar day following the date upon which the complainant received written notice of the board of directors' decision, unless the Superintendent of Public Instruction grants an extension for good cause. Complaints may be submitted by mail, fax, electronic mail, or hand delivery.
- A complaint must be in writing and include: 1) A description of the specific acts, conditions or circumstances alleged to violate applicable anti-sexual harassment laws; 2) The name and contact information, including address, of the complainant; 3) The name and address of the district subject to the complaint; 4) A copy of the district's complaint and appeal decision, if any; and 5) A proposed resolution of the complaint or relief requested. If the allegations regard a specific student, the complaint must also include the name and address of the student, or in the case of a homeless child or youth, contact information.

Investigation, Determination and Corrective Action

- Upon receipt of a complaint, the Office of the Superintendent of Public Instruction may initiate an investigation, which may include conducting an independent on-site review. OSPI may also investigate additional issues related to the complaint that were not included in the initial complaint or appeal to the superintendent or board.
- Following the investigation, OSPI will make an independent determination as to whether the district has failed to comply with RCW 28A.642.010 or Chapter 392-190, WAC and will issue a written decision to the complainant and the district that addresses each allegation in the complaint and any other noncompliance issues it has identified. The written decision will include corrective actions deemed necessary to correct noncompliance and documentation the district must provide to demonstrate that corrective action has been completed.
- All corrective actions must be completed within the timelines established by OSPI in the written decision unless OSPI grants an extension. If timely compliance is not achieved, OSPI may take action including but not limited to referring the district to appropriate state or federal agencies empowered to order compliance.

A complaint may be resolved at any time when, before the completion of the investigation, the district voluntarily agrees to resolve the complaint. OSPI may provide technical assistance and dispute resolution methods to resolve a complaint.

Level Four - Administrative Hearing

A complainant or school district that desires to appeal the written decision of the Office of the Superintendent of Public Instruction may file a written notice of appeal with OSPI within thirty (30) calendar days following the date of receipt of that office's written decision. OSPI will conduct a formal administrative hearing in conformance with the Administrative Procedures Act, Chapter 34.05, RCW.

Other Complaint Options

Office for Civil Rights (OCR), U.S. Department of Education

OCR enforces several federal civil rights laws, which prohibit discrimination in public schools on the basis of race, color, national origin, sex, disability, and age. File complaints with OCR within 180 calendar days of the date of the alleged discrimination.

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

Washington State Human Rights Commission (WSHRC)

WSHRC enforces the Washington Law Against Discrimination (RCW 49.60), which prohibits discrimination in employment and in places of public accommodation, including schools. File complaints with WSHRC within six months of the date of the alleged discrimination.

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

Mediation

At any time during the complaint procedure set forth in WAC 392-190-065 through 392-190-075, a district may, at its own expense, offer mediation. The complainant and the district may agree to extend the complaint process deadlines in order to pursue mediation.

The purpose of mediation is to provide both the complainant and the district an opportunity to resolve disputes and reach a mutually acceptable agreement through the use of an impartial mediator. Mediation must be voluntary and requires the mutual agreement of both parties. It may be terminated by either party at any time during the mediation process. It may not be used to deny or delay a complainant's right to utilize the complaint procedures.

Mediation must be conducted by a qualified and impartial mediator who may not: 1) Be an employee of any school district, public charter school, or other public or private agency that is providing education related services to a student who is the subject of the complaint being mediated; or 2) Have a personal or professional conflict of interest. A mediator is not considered an employee of the district or charter school or other public or private agency solely because he or she serves as a mediator.

If the parties reach agreement through mediation, they may execute a legally binding agreement that sets forth the resolution and states that all discussions that occurred during the course of mediation will remain confidential and may not be used as evidence in any subsequent complaint, due process hearing or civil proceeding. The agreement must be signed by the complainant and a district representative who has authority to bind the district.

Training and Orientation

A fixed component of all district orientation sessions for staff, students and regular volunteers will introduce the elements of this policy. Staff will be provided information on recognizing and preventing sexual harassment. Staff will be fully informed of the formal and informal complaint processes and their roles and responsibilities under the policy and procedure.

Certificated staff will be reminded of their legal responsibility to report suspected child abuse, and how that responsibility may be implicated by some allegations of sexual harassment. Regular volunteers will get the portions of this component of orientation relevant to their rights and responsibilities.

Students will be provided with age-appropriate information on the recognition and prevention of sexual harassment and their rights and responsibilities under this and other district policies and rules at student orientation sessions and on other appropriate occasions, which may include parents.

As part of the information on the recognition and prevention of sexual harassment staff, volunteers, students and parents will be informed that sexual harassment may include, but is not limited to:

- Demands for sexual favors in exchange for preferential treatment or something of value;
- Stating or implying that a person will lose something if he or she does not submit to a sexual request;
- Penalizing a person for refusing to submit to a sexual advance, or providing a benefit to someone who does;
- Making unwelcome, offensive or inappropriate sexually suggestive remarks comments, gestures, or jokes; or remarks of a sexual nature about a person's appearance, gender or conduct;
- Using derogatory sexual terms for a person;
- Standing too close, inappropriately touching, cornering or stalking a person; or
- Displaying offensive or inappropriate sexual illustrations on school property.

Policy and Procedure Review

Annually, the superintendent or designee will convene an ad hoc committee composed of representatives of certificated and classified staff, volunteers, students and parents to review the use and efficacy of this policy and procedure. The compliance officer will be included in the committee. Based on the review of the committee, the superintendent will prepare a report to the board including, if necessary, any recommended policy changes. The superintendent will consider adopting changes to this procedure if recommended by the committee.