

2022-2023 Student Handbook

“Good Homes Make Good Schools”

The Tenino 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 trained dog guide or service animal and provides equal access to the Boy Scouts of America and designated youth groups. The following positions have been designated to handle questions and complaints of alleged discrimination: Title IX and Civil Rights Compliance Coordinator 360-264-3400 PO Box 4024 Tenino, WA 98589. Section 504/Special Services Coordinator 360-264-3408 PO Box 4024 Tenino, WA 98589.

LETTER OF INTRODUCTION

Dear Parents and Guardians:

As the Parkside Principal, I am excited to be a part of your child's educational foundation. Your child's welfare and academic development is the priority of Parkside Elementary. We encourage your active involvement in all of the activities and academic programs.

We are looking forward to personally meeting and welcoming you and your child to our school.

Sincerely,

Mr. Brock Williams
Principal

Translation services are available for all school district documents.

Please notify the Tenino School District Office at 360-264-3400 if you need district or school communications translated into your native language.

Por favor notifique a la Oficina del Distrito Escolar de Tenino al 360-264-3400 si necesita que las comunicaciones del distrito o de la escuela se traduzcan a su idioma native.

INFORMATION BY TELEPHONE

| | |
|---|--------------|
| Parkside Elementary School | 360-264-3800 |
| Parkside FAX Machine | 360-264-3838 |
| District Office | 360-264-3400 |
| Food Services: Ms. Stephens | 360-264-3416 |
| First Student Transportation: Ms. Damkaer | 360-339-4370 |
| Special Education: Mrs. Jewell | 360-264-3424 |
| Superintendent: Mr. Endicott | 360-264-3400 |

WEBSITE

Parkside Elementary School's Website: <http://www.teninosd.org/o/parkside-elementary>

SCHOOL HOURS

| | |
|--------------|-----------|
| Office Hours | 7:30-3:45 |
| Class Hours | 8:15-2:35 |

BOARD OF DIRECTORS

Mr. Barr Mr. Bergin Mr. Hilton Mrs. Reeves-Rush. Mrs. Schiewe, Board Chair

SCHOOL DISTRICT ADMINISTRATIVE STAFF

Mr. Endicott, Superintendent
Mrs. Hedden, Administrative Assistant
Mr. Fleming, Director of Maintenance

Mrs. Jewell, Asst. Superintendent
Mrs. Padgett, Executive Director of Business & Operations
Mrs. Thoren, Payroll

PARKSIDE STAFF

Principal

Mr. Williams

Secretary

Mrs. Bradley
Mrs. Dafoe

Nurse

Mrs. Gustafson

Kindergarten

Mrs. Hussey
Mrs. Kaiser
Miss Parsons
Mrs. Schow
Ms. Williams

First Grade

Ms. Backman
Mr. Bates
Ms. Slease
Mrs. Uglick/Miss Anderson

Second Grade

Ms. Donohue
Mrs. Kerrigan
Mrs. Ryckman
Mr. Schlessler

Dedicated Substitute:

Miss Anderson

Targeted Learning Center (TLC)

Mr. Perry

Intensive Learning Center (ILC)

Mrs. Holly Johnson

Preschool Teacher

Mrs. Dougherty

Music

Mrs. Hart

P.E./Social Skills

Mr. Thummel

Psychologist

Mrs. Chasity Johnson

Title I/LAP

Mrs. Taylor

Librarian

Mrs. Taylor

Counselor

Mrs. Mattson

Speech

Miss Masters

Occupational Therapy

Ms. Watkins - OT
Mrs. Winkelman -COTA

Educational Assistants

Ms. Bacon (ILC)
Mrs. Barr (TLC)
Mrs. Branagan (Preschool)
Mrs. Faccione (Title 1 and Library)
Mrs. Hanna (Preschool)
Mrs. Schoelkopf (ILC)
Mrs. Severse (Title 1/LAP)
Mrs. Southard (Preschool)

Mrs. Spahr (Title 1/LAP)
Mrs. Stidham (Title 1/LAP)
Mrs. Stott (Title 1/LAP)
Mrs. Swidecki (Title 1/LAP)
Mrs. Tobin (Title 1/LAP)
Mrs. Whalen (TLC)

Custodian

Mr. Olson

Breakfast/Lunch Servers

Mrs. Oravits

Maintenance and Grounds

Mr. Fleming
Mr. Dickinson
Mr. Goldenstein
Mr. Grayless
Mr. Hand

ARRIVAL TIME

Students should not be dropped off at school before 8:00 a.m. Supervision of the children is not available until that time. Please drop your child off near the back gate (near the crosswalk on Park Ave). Do not drop them off until the gate is open at 8:00 by a Parkside Staff member. If you arrive after the gate is shut at 8:15 please drop your child off at the front door (on Central Ave) so they can get a tardy slip.

Parkside Elementary must place their lunch order by 9:00 a.m. each day. If you know your child is going to be late and will need a lunch please call us before 9:00 a.m. If your child comes to school late and didn't order a lunch before this time they will need to wait until all of the other students have received their lunch. They will get fed but it might not be what was on the menu for the day.

EARLY RELEASE DAYS

Students are scheduled to have several "Early Release Days" this school year. Some of these days will be used to allow staff time to learn and grow as professionals and to help us maintain ourselves as a high performing school and district. The staff learning time will be linked to our school and district's highest priority goals as set forth in our School Improvement Plan and our District's Strategic Plan. We want to continue to reach high achievement for all of our students. Thanks for your support in making this happen for our children. Dismissal on these days will be 11:30. Please reference the School District Calendar for these dates. We will also notify you in advance via our Skyward, email system.

CLOSED CAMPUS

Students shall remain on school grounds from the time of their arrival until the close of school unless officially excused. During the school day, parents or guardians are to sign their child out of the building at the school office.

STUDENT DROP OFF/PICK UP PROCEDURES

Deliver and pick up your children on Park Avenue before and after school. All of Central Ave. are reserved for buses. We are anxious to teach students this routine to prevent confusion and accidents. The clear division of cars and buses will prevent students from trying to dash between buses across Central Avenue.

ABSENCES

If a student must be absent from school due to illness or emergency, parents are asked to telephone the school before 8:30 a.m. to report the absence. If no call is received, the school will telephone parents as soon as possible to make sure they are aware of the student's absence. Parkside follows this policy to ensure students' safety. If we have had no parent contact regarding a student's absence, please send a written excuse signed by a parent or guardian upon returning to school. Tardy students are to report directly to the office for a late slip in order to be admitted to class.

Absences due to Illness, Health Condition, Family Emergency or Religious Observances: The parent/guardian is expected to notify the school office on the morning of the absence or send a note stating the reason for the absence, the date of absence and their signature on the note upon the students return to school. If the school is not notified by phone or email before the student returns to school, or a note upon his/her return to school, the absence will be unexcused.

Excessive Absences: If a student is absent 20 school days either excused or unexcused, the school may require a note from a medical professional before excusing any further absences, and may also file a truancy petition with juvenile court.

IMPORTANT NOTE!!

It is important for you to know that there are legal ramifications for students who miss school often or have excessive tardies. (After two unexcused absences in a month, the administration may request a parent conference. After seven absences in a month or ten unexcused in a school year, the administration is required to file a petition for truancy with Thurston County Juvenile Court (RCW 28A255.010).

STUDENT SAFETY

A part of Parkside's nurturing environment is our concern for your child's safety. Please help us with the following:

1. Notify the school office when your child will be absent or tardy. Please call the school before 8:30 a.m. in the morning. **360-264-3821 is the Attendance Line. (Call day or night – leave message)**
2. Notify the school when there is a change of address or telephone numbers and if there are changes in who can pick up, etc. This information needs to be kept up to date in case of emergencies.
3. Come to the office to sign your child out when you pick him/her up during the school day for appointments, etc.
4. Write a note or call when your child is to go anywhere other than his/her regular destination at the end of the day or will be picked up by someone other than yourself. We will not accept a child's statement.
5. We are a closed campus. Students cannot leave the school grounds from 8:00 a.m. to 2:35 p.m. unless they have been signed out in the office.

CUSTODY DOCUMENTATION

Custody issues are an acute concern for the safety of elementary children. In order to honor parent requests on this issue, Parkside Elementary School must have legal documentation on file. If you have legal documentation concerning the custody of your child, please notify us in person and present a copy of the documentation for our files. Without legal documentation, we cannot withhold information about or access to your child from a biological parent. Please allow us to protect your child by providing us with current information.

PARENT/GUARDIAN VISITS

(This may need to be modified due to COVID)

Parents and guardians are always welcome and are encouraged to visit Parkside Elementary School. It is typically helpful if you would contact your child's teacher prior to visiting the classroom.

We ask that all parent volunteers and visitors sign in at the office before going to the classroom. You will be given a VIP sticker to wear so we will be able to keep track of the visitors at our school.

Parents and guardians may join their child for lunch any day. If someone other than a parent will have lunch with your child, please make arrangements with the teacher ahead of time.

We encourage parents not to work in the school everyday. The mission of education is to build children that can function in society independently. This starts early in a child's educational process.

VOLUNTEERS

As partners in education, volunteers are always invited and needed to assist students and teachers in a variety of ways. Don't be shy! Lend a helping hand at school or at home. A cordial invitation is extended to you. Come in and help make a difference. We need you!

All volunteers are required annually to complete the Tenino School District Volunteer Application form and provide a copy of their driver's license. Forms are available in the Parkside office. Once you have a volunteer assignment, please sign in at the office and pick up your volunteer/visitor identification tag. We request that all cell phone ringers be turned off while in classrooms to minimize disruptions. Volunteer forms can be picked up in the Parkside Elementary Office.

LUNCH/BREAKFAST

Hot lunches are served daily to students in all grades except half-day kindergarten. Children eat a hot lunch or sack lunch under the supervision of their teacher or educational assistant in the classroom. Lunch and milk can be purchased in the morning before school in the MP Room. Tickets may not be purchased on credit. Free or reduced lunches are available for those families who meet the criteria for the program.

Breakfast will be served from 8:00 to 8:15 in the multipurpose room. Free and reduced breakfasts are available to those who qualify. Please call 360-264-3821 if you think you may qualify for free/reduced meals.

| | | | |
|-----------------------------|------------------|--------------|-------------|
| 2022-23 School Year Prices: | <u>Breakfast</u> | <u>Lunch</u> | <u>Milk</u> |
| Daily | \$1.95 | \$2.90 | \$0.75 |

Lunch served: 11:30 Kindergarten
 11:45 1st Grade
 12:00 2nd Grade

UNINTERRUPTED BLOCK OF INSTRUCTION TIME

From 8:15-11:30 a.m. teachers will integrate reading, spelling, writing, science, and social studies. The afternoon class time will consist mostly of lunch, recess, math instruction, art, physical education, music, and library time.

We are asking you to schedule doctor, dentist, and other appointments on late start days as much as possible or in the afternoons if at all possible. This will allow students to stay with their class during the morning's intense instructional time.

PICTURES

We like to promote our school and students. At times we have pictures and names of students in district and local newspapers, school and district websites, as well as other social media forums. If you prefer that your child's picture not be placed in the above, please write a letter to the school indicating this. This needs to be done annually. Please turn those into Mrs. Dafoe in Office.

REPORT CARDS

At Parkside we have November and March parent-teacher conferences. Formal Report Cards go home at the end of each Semester (Late January/Early February and the Last Day of School. Progress reports will also be handed to parents at the November and March Parent/Teacher Conferences. Any time you have a question about your child's progress, please feel free to contact your child's teacher at 360-264-3800.

HOME WORK

Your child will have weekly homework assigned by the classroom teacher. This homework will come home in the Penguin folder and should be turned in on the day it is due each week (as set-up by the teacher.) The homework assignments turned in on time will make up your child's homework grade on progress reports and report cards. If your child is absent on the day homework is due, he/she must turn it in on his/her first day back to school after the absence. Homework turned in late will not receive credit. It is important to develop good homework habits at Parkside. If there is an emergency and your child can't turn in their homework on time, please contact the school as soon as possible. Exceptions will be taken on a case-by-case basis.

TOYS/TRADING CARDS/CELL PHONES

Students are not to bring toys (unless directed by their teacher due to COVID issues), playground equipment, radios, electronic games, trading cards, cell phones, toy guns, or dangerous objects, etc. to school from home except on show and share days as determined by the teacher. This will prevent them from being lost, broken, stolen, or traded. Toys often get in the way of learning in the classroom. (Under no circumstances can a child bring a toy gun or dangerous object to school.) If a child must bring a cellphone, please notify the classroom teacher of the reason and then it must be turned off and left in your child's backpack during the school day.

PETS IN THE CLASSROOM

Any dog, cat, or ferret that is brought to school should be accompanied with proof of having updated vaccinations, including their rabies shots. Animals under 3 months of age cannot be handled by children. (OSPI-DOH Health and Safety Guide) Pet visits must be pre-approved by teacher and principal three days in advance of the pets visit.

LOST AND FOUND

Our lost and found is located in the office. If your child has lost something, please have him/her check to see if it has been turned into the office. Parents are also welcome to come in and check for these items. Parents are urged to put their child's name on their possessions as these are often not claimed. Twice yearly, articles not claimed are given to charitable organizations. Students are highly encouraged to tie their coat around their waist during recess instead of just dropping it and running off and playing.

WORD OF THE MONTH

The Word of the Month will be used in all grade levels. The Word of the Month will help students develop confidence, self-esteem, total wellness, social skills, and a healthy lifestyle. Each classroom sets positive goals and rewards, and individual students are recognized during our Friday Assemblies.

POSITIVE RECOGNITION

We want to recognize good behavior. Therefore, we will strive to acknowledge and reward those students who consistently follow the school rules. Ways in which good behavior may be rewarded include:

1. Teacher or principal praise and recognition.
2. Special privileges.
3. Recognition/comment on report cards and parent/teacher conferences.
4. Positive Penguin Buttons and Certificates.
5. Stickers.
6. Parents notified - written comments.
7. Call to parents.
8. Recognition Assemblies.
9. Lunch with the Principal.
10. Individual classrooms have their own rewards for good behavior.

CLASSROOM PLACEMENT PROCESS

It is the responsibility of the building principal in cooperation with the current teacher to determine which classrooms, and therefore, which teachers the students will be placed with the following year. In the best interest of students, the priority in organizing those classrooms will be guided heavily by iReady data, DIBELS data, and classroom-based assessments, and the student's ability to meet state standards will also be given heavy consideration.

Other indicators that we consider are equalization of skill levels, gender balance, academic success in reading and math, classroom behavior, and any special needs requirements that may vary from special education support to the clustering of highly capable students. Input from the Social Skills Teacher, School Nurse, and any specialists who may have observed the students, is collected and pooled. Parent recommendations will need to blend with these considerations.

The placement protocol considers equalizing class balance and, consequently, teacher names are not identified in the process.

Parent comments about their child's learning style start at the top of the process. Parents are invited to complete a form that will be available at the Parkside office the four days following Memorial Day. We open this process on Tuesday at 7:30 a.m. and will close this period at 3:30 p.m. on Friday. Parents can describe the environment that best supports their child's learning style. We will attempt to honor parent comments but we cannot guarantee placement concerns if it disrupts the overall balance of classes.

STUDENT DISCIPLINE

Dear Parents:

We would like to share with you some ideas regarding student discipline for the coming year. Just as we believe it is important to reinforce students who do well, we also believe it is important to provide consequences for students who are disruptive or break school rules. The Parkside staff, therefore, has developed three rules which we believe will help to make our expectations clear and will also help to make school a happy place for all. These rules are as follows:

1. Be Respectful
2. Be Responsible
3. Be Safe
4. Always Kind

The teachers will discuss the above rules with all the students. We request that you also discuss these rules with your children as well as the more specific rules on the following page, to be certain they understand each of them.

If a student chooses not to follow any of the above rules, he/she will be corrected by a staff member and may receive disciplinary consequences. If the student continues to disobey these rules or is involved in violations of a serious nature, he/she may lose recess privileges or be suspended or expelled from school. No student will be kept after school unless the parent has been notified beforehand. Other disciplinary measures consistent with board policy and state regulations may also result.

Students may be given a warning or timeout for disobeying minor rules. If the student disobeys major school/ playground rules they will receive an Attention Principal Slip.

We attempt to maintain good communication with parents at all times. If significant behavioral concerns arise, we will not hesitate to contact you by phone or letter. We will also attempt to notify you when your child has achieved high levels of citizenship or academic performance.

Thank you for your help and support. Please feel free to contact us at 264-3800 to discuss this policy or any other matter.

Sincerely,

Mr. Brock Williams

IMPORTANT NOTE: Critical information on student discipline, suspension, and expulsion as outlined by Tenino School District Board Policies, Washington State Administrative Code (WAC) and Revised Code of Washington State (RCW) is available in the Building or District Office upon request. It can also be found online at: bit.ly/TSD_Student_Rights_and_Responsibilities

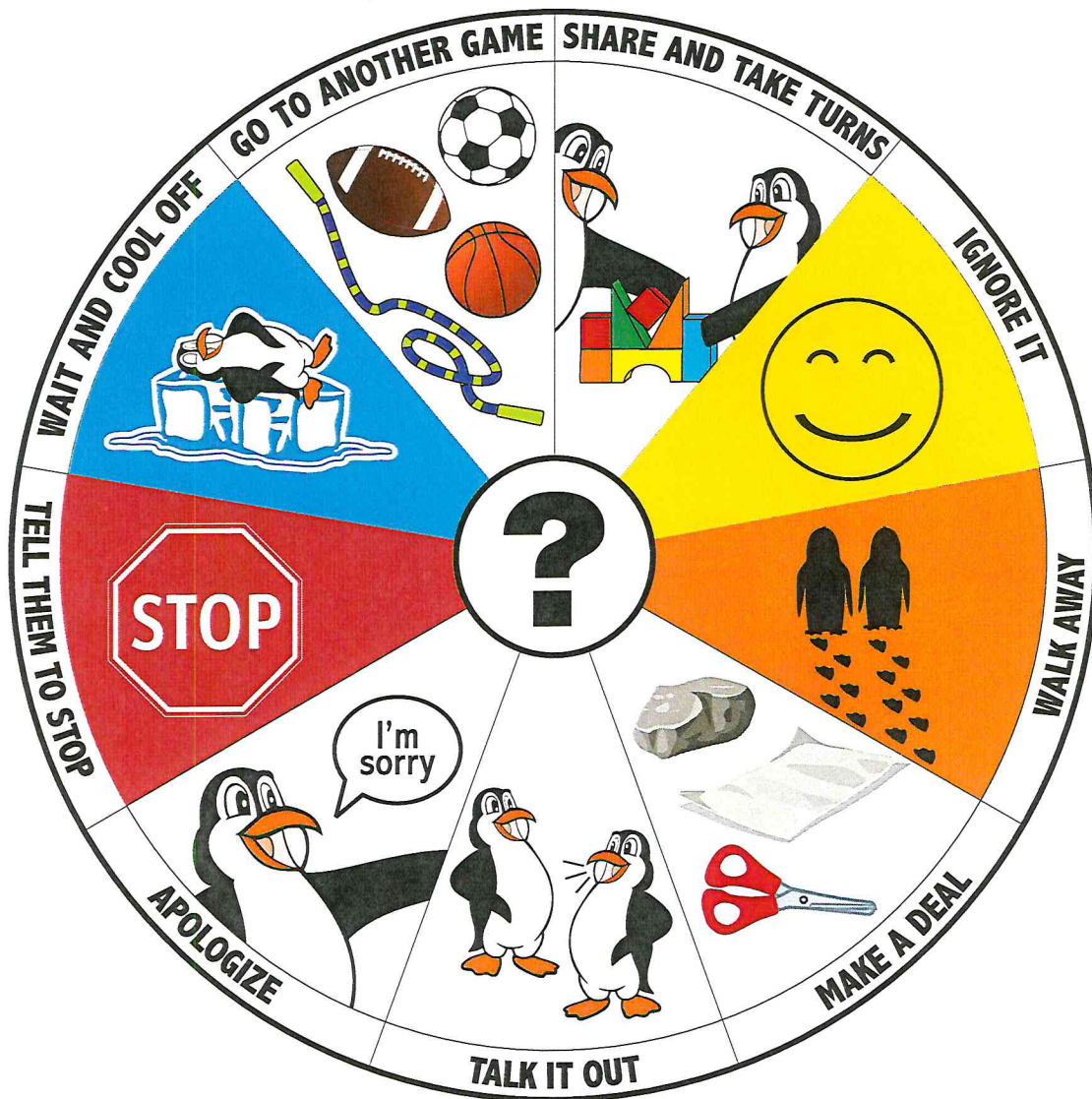
School Expectations

| | Be Respectful | Be Responsible | Be Safe |
|-------------------|--|---|---|
| Assembly | <p>Pay attention</p> <p>Participate</p> <p>Quiet on command</p> | <p>Follow directions</p> <p>Appropriate responses</p> <p>Sit on bottom</p> | <p>Walk with class</p> <p>Take a safe path</p> <p>Keep body to yourself</p> |
| Hallway | <p>Keep hands & feet to yourself</p> <p>Voices off</p> <p>Quiet waves</p> | <p>Pay attention</p> <p>Keep up with student in front of you</p> <p>Keep hands & feet off walls</p> | <p>Walk in line</p> <p>Face forward</p> <p>Listen to directions</p> |
| Lunch Line | <p>Keep hands & feet to yourself</p> <p>Voices off - unless saying your name and thank you</p> | <p>Wait patiently</p> <p>Both hands on lunch tray</p> <p>Pick up garbage</p> | <p>Eat in classroom</p> <p>Let adults dump trays</p> <p>Walk</p> |
| Office | <p>Be polite</p> <p>Voice off</p> | <p>Wait to be helped</p> <p>Say please and thank you</p> <p>Return directly to class</p> | <p>Keep hands and feet to yourself</p> <p>Sit appropriately in chairs</p> |

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|-------------------|---|--|--|--|
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| | | | | |
| Playground | Be Respectful | Be Responsible | Be Safe | |
| | <p>Wait your turn in line</p> <p>Share equipment</p> <p>Win and lose positively</p> | <p>Line up when bell rings</p> <p>Return all equipment</p> <p>Listen to instructions</p> | <p>Walk on blacktop</p> <p>Body in control</p> <p>Report injuries</p> | |
| Restroom | <p>Give people privacy</p> <p>Voices off</p> <p>Wait your turn</p> | <p>Flush toilet</p> <p>Wash hands (1 pump of soap & 1 swipe of paper towel)</p> <p>Paper towels in garbage can</p> | <p>Walk directly to and from</p> <p>Keep water & soap in sink</p> <p>Report problems</p> | |
| Classroom | <p>Listen</p> <p>Raise your hand</p> <p>Talk when appropriate</p> | <p>Keep your desk area clean</p> <p>Finish your work</p> <p>Be on time</p> | <p>Use materials appropriately</p> <p>Walk</p> <p>Report safety problems</p> | |

PROBLEM SOLVING WHEEL

Try at least 2 of these ideas
when you have a problem:



After you have tried at least 2 solutions
OR
in an emergency...

GET AN ADULT TO HELP

PARKSIDE RULES FOR STUDENTS

All students are expected to follow the school rules. Any school district employee has full authority to correct any student when action by the student warrants it.

When you are at school:

1. Show respect for others and follow instructions given by staff.
2. Play safely on the playground. This means there will be no fighting or "play fighting."
3. Settle differences peacefully: Use the Problem the Problem Solving Wheel or get help from an adult.
4. Leave rocks, sticks, and other dangerous objects on the ground.
5. Leave knives, guns, and other unsafe objects at home.
6. Leave toys, toy weapons, trading cards, cell phones, and other electronic equipment at home.
7. Do not chew gum or candy.
8. Do not use bad language.
9. When on the playground stay away from puddles, mud, time out area, and out of bounds areas. (Out of bound areas: the hill, near the fence, stairs, and any area marked by cones.)
10. No spitting.
11. While on the Playground
 - * Take turns on equipment and use equipment safely.
 - Jump ropes are for jumping only.
 - Big Toy rules are: Leave blue rubber pieces inside the wood structure No playing tag on the big toys.
 - Slides are to be used by sitting down on your bottom, feet first PLEASE! One at a time on the slide, wait for the person in front of you to reach the bottom and get off the slide. Do not hang on any part of the slides.
 - Balance Beam, and Bars are "One Way Only."
 - Balls:
 - Rubber balls and basketballs need to be used on the blacktop.
 - Soccer balls should be kicked in the field (Groups of 2 or 3 students)
 - Footballs should be thrown in the field. (Groups of 2 or 3 students)
12. You need to have a pass to enter the building during recess.
13. When the bell rings, stop what you are doing and put away your equipment. Once your equipment is put away line up quickly in your classroom lines. (DON'T forget your coats.)
14. New students will be given an orientation to the playground by a playground assistant or their classroom teacher.
15. During the rainy season students need to have a coat at school to wear at recess. As we know the weather changes at the drop of the hat and students must be prepared for it. If the student doesn't have a coat and it's too cold for them to be outside we will have the student read a book quietly in the office.
16. Students who violate the dangerous weapons regulations of the Tenino School District discipline policies are subject to a minimum one (1) calendar year expulsion, with the possible case-by-case modification by the Superintendent.

PARKSIDE ELEMENTARY SCHOOL AND THE TENINO SCHOOL DISTRICT IS A WEAPON, DRUG, AND ALCOHOL-FREE ZONE.

When you are in the building PLEASE:

1. Walk
2. Turn voices off in the hallways - other students are in class learning.
3. Keep your hands and feet to yourselves.
4. Treat other people with respect.
5. Take care of all property (building and personal property).

When you are in the classroom:

Teachers will set rules for their own classroom and consequences if the rules are broken. These may vary from room to room.

When you are in the restroom:

1. Quiet voices
2. Only one person in a stall at a time
3. Flush the toilet when you are finished
4. Wash your hands and put the paper towel in the garbage can when done.

We will be working hard to teach students three basic rules of safety and courtesies:

1. Be Respectful
2. Be Responsible
3. Be Safe

Staff will be teaching these rules and clarifying as needed.

DISCIPLINE REFERRAL TO THE PRINCIPAL

If a student demonstrates continuous inappropriate behavior in the classroom and/or on the playground and intervention appears to be ineffective, the student will be referred to the principal. Referrals are to be taken very seriously. A problem solving approach is attempted to avoid future occurrences. Parents will be notified by phone and/or in writing. In this way, mutual assistance can be offered to promote appropriate school behavior. Students who exhibit threatening behaviors will be referred immediately.

The use and/or possession of alcohol, drugs, or tobacco products is prohibited. Alcohol, drugs, or tobacco use is defined as bringing, carrying, drinking, chewing or smoking of any of the above-mentioned products. The use of any kind of pipe, cigar, cigarette, or any other tobacco related paraphernalia, or the chewing or sniffing of a tobacco products at school or school sponsored event/activities, or while a passenger in district vehicles, or on school property is considered in violation of this rule.

Any violation will be an immediate referral to the principal. The principal shall determine the level of discipline, based off of School District and/or State Guidelines.

Consequences for major infractions at Parkside Elementary School

| Infraction | 1st Offense | 2nd Offense | 3rd Offense | 4th Offense |
|---------------------------------------|--|-------------------------------|-------------------------------|-------------------------------|
| Academic Ethics (Cheating) | 1 Recess | 2 Recesses | 3 Recesses | 4 Recesses |
| Repeated Horseplay | 1 Recess | 2 Recesses | 3 Recesses | 4 Recesses |
| Damage of Property | 1 Recess | 2 Recesses | 3 Recesses | 4 Recesses |
| Disruptive Behavior | 1 Recess | 2 Recesses | 3 Recesses | 4 Recesses |
| Inappropriate Language | 1 Recess | 2 Recesses | 3 Recesses | 4 Recesses |
| Leaving Area without Permission | 1 Recess | 2 Recesses | 3 Recesses | 4 Recesses |
| Drugs/Tobacco/Alcohol | Follow TSD Board Policy | Follow TSD Board Policy | Follow TSD Board Policy | Follow TSD Board Policy |
| Threat | 1 Recess | 2 Recesses | 3 Recesses | 4 Recesses |
| Defiance | 1 Recess | 2 Recesses | 3 Recesses | 4 Recesses |
| Fighting | 1 Recess | 3 Recesses | 4 Recesses | 6 Recesses |
| Harassment, Intimidation, Bullying | 1 Recess | 3 Recesses | 4 Recesses | 6 Recesses |
| Theft | 1 Recess | 3 Recesses | 4 Recesses | 6 Recesses |
| Obscene Act | 2 Recesses | 3 Recesses | 4 Recesses | 6 Recesses |
| Weapons | Students who violate the dangerous weapons regulations of the Tenino School District discipline policies are subject to a minimum of one (1) calendar year expulsion, with the possible case-by-case modification by the Superintendent. | | | |
| Serious Misconduct | Follow TSD Board Policy | Follow TSD Board Policy | Follow TSD Board Policy | Follow TSD Board Policy |

* The principal has the right to modify some consequences on a case-by-case basis while following the Tenino School District Board Policies.

PROBLEMS WITH SCHOOL

While we promise to do our best, there are times when problems or differences occur. When this happens, parents are encouraged to take the following steps:

1. **Listen to your child** and his/her concern. Be sure to ask questions that will help you to “get the full picture” including events leading up to the situation, as well as the frequency and seriousness of the problem. It is often enlightening to ask, “what will the other person say was the problem and how do they feel?”
2. Students are taught to talk problems over, looking for solutions; to walk away when problems begin to escalate; and to ask an adult for help when necessary. The people simply “talking about it” can resolve many common problems.
3. Arrange a time to **meet with the teacher or staff member** directly involved. Those directly involved in the concern need to be directly involved in the solution.
4. **Obtain the facts** from “both sides” and **listen carefully**. Blaming or finding fault only makes things worse. Remember that most issues arise due to miscommunication or misunderstanding.
5. Keep the discussion **focused on solutions...** usually there are several ways to resolve an issue, so try to be open to a variety of alternatives.
6. If you’ve tried the above steps with no success or feel that the nature of the problem requires principal involvement, feel free to contact the office. A chat over the phone or a meeting with the principal may be helpful, but remember to contact the teacher or staff member first whenever possible. **We care about you and your child and will work with you in a professional and responsive manner.**

BUS GUIDELINES

Students should arrive at morning bus stops at least 10 minutes prior to the scheduled arrival of the bus. They must wait a safe distance from the road, respect other’s property, and behave appropriately. Failure to behave appropriately can result in the loss of bus riding privileges. **Riding a school bus is a privilege, not a right.**

Parents often request that their child have permission to ride a different bus home or get off at a different stop. A written request, which includes the following information, must accompany any such request:

1. Your child’s name.
2. Bus number they will be riding
3. Where to get off and/or with whom
4. Date this is to take place
5. The date the note was written, and
6. Parent signature

This note must be taken to the office so that we are aware of the change. We will write out a Bus Pass and return it to your child to give to the bus driver. Should you have further questions about bus expectations, consequences, and routing, please call **First Student Transportation at 360-399-4370.**

HEALTH INFORMATION

The Nurse’s office is located in the main office. The nurse is responsible for the maintenance of health records, routine health checks, hearing and vision screening, parental contact concerning health problems, care of minor injuries, and she assists in teaching health curriculum. Please call the school nurse if your child is absent from school due to a communicable disease. Precautions may need to be taken to protect other children.

ILLNESS

When your child is ill the evening before or day of school, please keep him/her at home. Children who run a fever, vomit, experience diarrhea, coughing, sore throat or other cold/flu related symptoms are not ready for a rigorous day of school. **Students need to be fever free and without flu symptoms for 24 hours before returning to school. (WA State and Thurston County COVID- Protocols change regularly and we will be following them as they evolve.)**

MEDICATION

Washington State law authorizes Parkside Elementary to administer medication to students during school hours. It is our policy that such medication will only be administered when failure to receive the medication may result in the student being unable to attend school and/or being well enough to participate in learning activities. Medication is defined as all drugs whether prescription or over-the-counter, including cough drops.

A physician's order indicating medication to be given, directions for administration including dates, and parent/guardian request form must accompany all medications and be renewed yearly. To insure the safety of all children, parents/guardians are to deliver the medication to school in its original container with a label that includes the student's name, physician's name, drug name and dosage. Students are not to carry their own medication to school unless a physician's authorization is on file at the school. You will find a copy of the appropriate form on the following page.

Late Starts – If your child takes morning medication at school then you should make sure they take their medication at home before coming to school on Late Start mornings.

DISASTER PLANNING/MEDICATIONS

Student's daily medication issues must be addressed at all times. There are two elements to consider: 1) the school should have at least a three day supply of medications on hand for students who take medications during the school day; and 2) the parents need to identify medications that students normally take only at home of which the missing of three days of medications would pose a serious health risk for the student or others. The parents must then provide a three-day supply of these medications and the necessary parent and physician requests and instructions for these medications.

ADMINISTRATION OF MEDICATION AT SCHOOL

The Tenino School District administers medications to students during the school day when the failure to receive the medication may result in the student being unable to attend school or being well enough to participate in school activities. Over-the-counter medication must be provided to the school office staff in its original container with the student's name written on the bottle. Prescription medication must be provided in its original container with the label stating the student's name, licensed health provider name, drug name and dosage.

Medication must be provided to the school office staff directly by the parent or guardian.

If a student must receive prescribed or non-prescribed oral medication at school the parent or guardian must submit a written authorization accompanied by a written request from a licensed health provider prescribing within the scope of his or her prescriptive authority. If the medication will be administered for more than fifteen (15) consecutive days, the health provider must also provide written, current, and unexpired instructions for the administration of the medication. The authorization shall be valid for no more than the current school year.

The school principal may grant permission for a student to carry his or her emergency medication and self-administer the medication after consulting with the school nurse following the receipt of a written request from the health provider and student's parent or guardian.

Emergency/Disaster Preparedness: Parents and guardians of students with serious health risks shall provide the school with a three-day supply of medication for use in the case of an emergency.

If you have any questions in regard to administration of medication at school, please feel free to contact me at (360) 280-6137.

Sincerely,

Brooke Gustafson, RN
Tenino School District Nurse

TENINO SCHOOL DISTRICT

FAX TO: Parkside 264-3838 Tenino Elementary 264-3738
Tenino Middle 264-3638 Tenino High 264-3538

AUTHORIZATION FOR ADMINISTRATION OF MEDICATION AT SCHOOL

Please complete a separate form for each order including prescription and non-prescription medication.

Student Name: _____ DOB: _____
School: _____ Grade: _____ Teacher: _____

**THIS PORTION TO BE COMPLETED BY THE LICENSED HEALTH PROFESSIONAL (LHP)
PRESCRIBING WITHIN THE SCOPE OF THEIR PRESCRIPTIVE AUTHORITY**

Diagnosis for which medication is given: _____

| Name of Medication | Dosage | Time of day to be taken |
|--------------------|--------|-------------------------|
| _____ | _____ | _____ |

If given WHEN NEEDED, describe indications: _____

| | | | |
|---------|-----|---------|----------------------------------|
| Patient | May | May Not | keep above medication on person |
| | May | May Not | self-administer above medication |

Side effects of drug to be expected: _____

I request and authorize the above named student to be administered the aforementioned oral medication in accordance with the instructions noted above from ____/____/____ to ____/____/____ (not to exceed the current school year) as there exists a valid health reason making administration of the medication advisable during school hours.

LHP Signature: _____ Date: _____

Licensed Health Professional Name (print) _____

Telephone Number: _____

MEDICATION MUST BE SUPPLIED TO THE SCHOOL IN THE ORIGINAL CONTAINER AND THE WRITTEN AUTHORIZATION MUST MATCH EXACTLY THE INFORMATION ON THE CONTAINER.

THIS PORTION TO BE COMPLETED BY THE PARENT/GUARDIAN

I certify I am the parent or legal guardian of the aforementioned student and request/authorize the school to administer medication to the above named student in accordance with the Licensed Health Professional's instructions for the period ____/____/____ to ____/____/____ (date) (not to exceed the current school year) and to share information about this medication and diagnosis with school staff on a "need to know" basis.

I give permission for my child to carry this Medication/Inhaler/Epi-Pen on person at school. Yes No
I give permission for my child to self-administer this Medication/Inhaler/Epi-Pen at school. Yes No

Late-Start Days Student will/will not receive their a.m. dose of _____ at school.

Early Release Days Student will/will not receive their dose of _____ at school.

Parent/Guardian Signature _____ Date Signed _____ Work Phone _____ Home Phone _____

REVIEWED BY _____ (SCHOOL NURSE) DATE _____



| August 2022 | | | | | | |
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| September 2022 | | | | | | |
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| October 2022 | | | | | | |
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| November 2022 | | | | | | |
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| December 2022 | | | | | | |
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| January 2023 | | | | | | |
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Tenino School District #402
301 Old Hwy 99 N | PO Box 4024
Tenino, WA 98589
Phone: (360)264-3400 | Fax: (360)264-3438
www.teninosd.org

Dates to Remember

| | |
|-----------------|--------------------------------|
| Aug 30-Sept 1,6 | Teacher In-Service |
| Aug 31 | TES/TMS Open House 5:30-7pm |
| Sep 5 | Labor Day |
| Sep 6 | PES Open House 5:30-7pm |
| Sep 7 | First Day of School |
| Oct 14 | District In-Service Day |
| Nov 11 | Veterans Day |
| Nov 24-25 | Thanksgiving Vacation |
| Dec19-Jan 2 | Winter Break |
| Jan 16 | Martin Luther King Jr. Day |
| Feb 1 | End of Semester/Semester Break |
| Feb 20 | President's Day |
| April 3-7 | Spring Break |
| May 29 | Memorial Day |
| June 9 | THS Graduation |
| June 16 | Last Day of School |
| July 4 | Independence Day |

Conferences

| | |
|-----------|--------------------|
| Nov 7-10 | Fall Conferences |
| Mar 28-31 | Spring Conferences |

No School
 Holiday
 Conferences
 Teacher In-Service Days
 First & Last Day of School
THS THS Graduation

Contact Information

| | |
|------------------------------|---------------|
| Parkside Elementary | (360)264-3800 |
| Tenino Elementary | (360)264-3700 |
| Tenino Middle School | (360)264-3600 |
| Tenino High School | (360)264-3500 |
| First Student Transportation | (360)339-4370 |

Building Hours

| | | |
|------------|--------------------|------------------------|
| | Regular Day | Early Dismissal |
| PES | 8:15-2:35pm | 8:15-11:30am |
| TES | 8:20-2:50pm | 8:20-11:40am |
| TMS | 8:20-2:55pm | 8:20-11:45am |
| THS | 8:25-3:00pm | 8:25-11:50am |

| February 2023 | | | | | | |
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| March 2023 | | | | | | |
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| April 2023 | | | | | | |
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| May 2023 | | | | | | |
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| June 2023 | | | | | | |
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| July 2023 | | | | | | |
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| | |
|---------|--|
| Book | Tenino Schools Policy Manual |
| Section | 3000 Students |
| Title | Sexual Harassment of Students Prohibited |
| Number | 3205 |
| Status | Active |
| Adopted | December 18, 2017 |

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.

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.

Legal References: 20 U.S.C. 1681-1688
 WAC 392-190-058 Sexual harassment
 RCW 28A.640.020 Regulations, guidelines to eliminate discrimination — Scope
 — Sexual harassment policies

Last Modified by Jennifer Bourke on January 3, 2018



| | |
|---------|--|
| Book | Tenino Schools Policy Manual |
| Section | 3000 Students |
| Title | Sexual Harassment of Students Prohibited Procedure |
| Number | 3205P |
| Status | Active |
| Adopted | December 11, 2017 |

This procedure is intended to set forth the requirements of Policy 3205, 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 *[insert address of district administrative office]*.

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 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 *[insert Title IX Coordinator's name and contact information]*. 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 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 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.
- 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.

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

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.

Last Modified by Jennifer Bourke on January 3, 2018



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| Book | Tenino Schools Policy Manual |
| Section | 3000 Students |
| Title | Prohibition of Harassment, Intimidation, and Bullying |
| Number | 3207 |
| Status | Active |
| Adopted | June 25, 2012 |
| Last Revised | October 23, 2017 |

The district is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers, and patrons that is free from harassment, intimidation, or bullying. "Harassment, intimidation, or bullying" means any intentionally written message or image - including those that are electronically transmitted - verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability or other distinguishing characteristics, when an act:

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

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation, or bullying.

"Other distinguishing characteristics" can include but are not limited to: physical appearance, clothing or other apparel, socioeconomic status, and weight.

"Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

Behaviors/Expressions

Harassment, intimidation, or bullying can take many forms including, but not limited to slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats or other written, oral, physical, or electronically transmitted messages or images.

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by other district policies or building, classroom or program rules.

Training

This policy is a component of the district's responsibility to create and maintain a safe, civil, respectful, and inclusive learning community and shall be implemented in conjunction with comprehensive training of students, staff and volunteers.

Prevention

The district will provide students with strategies aimed at preventing harassment, intimidation, and bullying. In its efforts to train students, the district will seek partnerships with families, law enforcement, and other community agencies.

Interventions

Interventions are designed to remediate the impact on the targeted student(s) and others impacted by the violation, to change the behavior of the perpetrator, and to restore a positive school climate.

The district will consider the frequency of incidents, developmental age of the student, and severity of the conduct in determining intervention strategies. Interventions will range from counseling, correcting behavior and discipline, to law enforcement referrals.

Retaliation/False Allegations

Retaliation is prohibited and will result in appropriate discipline. It is a violation of this policy to threaten or harm someone for reporting harassment, intimidation, or bullying.

It is also a violation of district policy to knowingly report false allegations of harassment, intimidation, and bullying.

Students or employees will not be disciplined for making a report in good faith. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

Compliance Officer

The superintendent will appoint a compliance officer as the primary district contact to receive copies of all formal and informal complaints and ensure policy implementation. The name and contact information for the compliance officer will be communicated throughout the district.

The superintendent is authorized to direct the implementation of procedures addressing the elements of this policy.

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|------------------|---------------------------|---|
| Legal Reference: | RCW 28A.300.285 | Harassment, intimidation, and bullying prevention policies |
| | RCW 28A.600.480 | Reporting of harassment, intimidation, or bullying – Retaliation prohibited – Immunity |
| | RCW 9A.36.080 | Malicious Harassment – Definition and criminal penalty |
| | RCW 28A.642 | K-12 Education – Prohibition of discrimination |
| | RCW 49.60 | Discrimination – Human Rights Commission |
| | | Dear Colleague Letter, 2010 |
| | U.S. Depart. of Education | http://www2.ed.gov/about/offices/list/ocr/letters/colleague-201010.html |

Last Modified by Paula Perryman on December 8, 2017



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|--------------|---|
| Book | Tenino Schools Policy Manual |
| Section | 3000 Students |
| Title | Prohibition of Harassment, Intimidation, & Bullying Procedure |
| Number | 3207P |
| Status | Active |
| Adopted | June 25, 2012 |
| Last Revised | October 23, 2017 |

A. Introduction

The Tenino School District strives to provide students with optimal conditions for learning by maintaining a school environment where everyone is treated with respect and no one is physically or emotionally harmed.

In order to ensure respect and prevent harm, it is a violation of district policy for a student to be harassed, intimidated, or bullied by others in the school community, at school sponsored events, or when such actions create a substantial disruption to the educational process. The school community includes all students, school employees, school board members, contractors, unpaid volunteers, families, patrons, and other visitors.

Student(s) will not be harassed because of their race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability, or other distinguishing characteristics.

Any school staff who observes, overhears, or otherwise witnesses harassment, intimidation, or bullying or to whom such actions have been reported must take prompt and appropriate action to stop the harassment and to prevent its reoccurrence.

B. Definitions

Aggressor – is a student, staff member, or other member of the school community who engages in the harassment, intimidation, or bullying of a student.

Harassment, intimidation, or bullying – is an intentional electronic, written, verbal, or physical act that:

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

Conduct that is "substantially interfering with a student's education" will be determined by considering a targeted student's grades, attendance, demeanor, interaction with peers, participation in activities, and other indicators.

Conduct that may rise to the level of harassment, intimidation, and bullying may take many forms, including, but not limited to, slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, ostracism, physical attacks or threats, gestures, or acts relating to an individual or group whether electronic, written, oral,

or physically transmitted messages or images. There is no requirement that the targeted student actually possess the characteristic that is the basis for the harassment, intimidation, or bullying.

Incident Reporting Form - may be used by students, families, or staff to report incidents of harassment, intimidation, or bullying. A sample form is provided on the Office of Superintendent of Public Instruction's (OSPI) School Safety Center Web site: <http://www.k12.wa.us/SafetyCenter/BullyingHarassment/default.aspx>.

Retaliation – when an aggressor harasses, intimidates, or bullies a student who has reported incidents of bullying.

Staff – includes, but is not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, classified staff, substitute and temporary teachers, volunteers, or paraprofessionals (both employees and contractors).

Targeted Student – is a student against whom harassment, intimidation, or bullying has allegedly been perpetrated.

C. Relationship to Other Laws

This procedure applies only to RCW 28A.300.285 – Harassment, Intimidation and Bullying prevention. There are other laws and procedures to address related issues such as sexual harassment or discrimination.

At least four Washington laws may apply to harassment or discrimination:

1. RCW 28A.300.285 - 12 Education--Harassment, Intimidation and Bullying
2. RCW 28A.640.020 - Sexual Harassment
3. RCW 28A.642 - Prohibition of Discrimination in Public Schools
4. RCW 49.60.010 - The Law against Discrimination

The district will ensure its compliance with all state laws regarding harassment, intimidation or bullying. Nothing in this procedure prevents a student, parent/guardian, school or district from taking action to remediate harassment or discrimination based on a person's gender or membership in a legally protected class under local, state, or federal law.

D. Prevention

1. Dissemination

In each school and on the district's Web site the district will prominently post information on reporting harassment, intimidation, and bullying; the name and contact information for making a report to a school administrator; and the name and contact information for the district compliance officer. The district's policy and procedure will be available in each school in a language that families can understand.

Annually, the superintendent will ensure that a statement summarizing the policy and procedure is provided in student, staff, volunteer, and parent handbooks, is available in school and district offices and/or hallways, or is posted on the district's Web site.

Additional distribution of the policy and procedure is subject to the requirements of Washington Administrative Code 392-400-226.

2. Education

Annually students will receive age-appropriate information on the recognition and prevention of harassment, intimidation, or bullying at student orientation sessions and on other appropriate occasions. The information will include a copy of the Incident Reporting Form or a link to a Web-based form.

3. Training

Staff will receive annual training on the school district's policy and procedure, including staff roles and responsibilities, how to monitor common area, and the use of the district's Incident Reporting Form.

4. Prevention Strategies

The district will implement a range of prevention strategies including individual, classroom, school, and district-level approaches.

Whenever possible, the district will implement evidence-based prevention programs that are designed to increase social competency, improve school climate, and eliminate harassment, intimidation, and bullying in schools.

E. Compliance Officer

The district compliance officer will:

1. Serve as the district's primary contact for harassment, intimidation, and bullying.
2. Provide support and assistance to the principal or designee in resolving complaints.
3. Receive copies of all Incident Reporting Forms, discipline Referral Forms, and letters to parents providing the outcomes of investigations.
4. Be familiar with the use of the student information system. The compliance officer may use this information to identify patterns of behavior and areas of concern.
5. Ensure implementation of the policy and procedure by overseeing the investigative processes, including ensuring that investigations are prompt, impartial, and thorough.
6. Assess the training needs of staff and students to ensure successful implementation throughout the district, and ensure staff receive annual fall training.
7. Provide the OSPI School Safety Center with notification of policy or procedure updates or changes on an annual basis.
8. In cases where, despite school efforts, a targeted student experiences harassment, intimidation, or bullying that threatens the student's health and safety, the compliance officer will facilitate a meeting between district staff and the child's parents/guardians to develop a safety plan to protect the student. A sample student safety plan is available on the OSPI Web site: <http://www.k12.wa.us/SafetyCenter/default.aspx>.

F. Staff Intervention

All staff members shall intervene when witnessing or receiving reports of harassment, intimidation or bullying. Minor incidents that staff are able to resolve immediately, or incidents that do not meet the definition of harassment, intimidation, or bullying, may require no further action under this procedure.

G. Filing an Incident Reporting Form

Any student who believes he or she has been the target of unresolved, severe, or persistent harassment, intimidation, or bullying, or any other person in the school community who observes or receives notice that a student has or may have been the target of unresolved, severe, or persistent harassment, intimidation, or bullying, may report incidents verbally or in writing to any staff member.

H. Addressing Bullying – Reports

Step 1: Filing an Incident Reporting Form

In order to protect a targeted student from retaliation, a student need not reveal his identity on an Incident Reporting Form. The form may be filed anonymously, confidentially, or the student may choose to disclose his or her identity (non-confidential).

Status of Reporter

a. Anonymous

Individuals may file a report without revealing their identity. No disciplinary action will be taken against an alleged aggressor based solely on an anonymous report. Schools may identify complaint boxes or develop other methods for receiving anonymous, unsigned reports. Possible responses to an anonymous report include enhanced monitoring of specific locations at certain times of day or increased monitoring of specific students or staff. (Example: An unsigned Incident Reporting Form dropped on

a teacher's desk led to the increased monitoring of the boys' locker room in 5th period.)

b. Confidential

Individuals may ask that their identities be kept secret from the accused and other students. Like anonymous reports, no disciplinary action will be taken against an alleged aggressor based solely on a confidential report. (Example: A student tells a playground supervisor about a classmate being bullied but asks that nobody know who reported the incident. The supervisor says, "I won't be able to punish the bullies unless you or someone else who saw it is willing to let me use their names, but I can start hanging out near the basketball court, if that would help.")

c. Non-confidential

Individuals may agree to file a report non-confidentially. Complainants agreeing to make their complaint non-confidential will be informed that due process requirements may require that the district release all of the information that it has regarding the complaint to any individuals involved in the incident, but that even then, information will still be restricted to those with a need to know, both during and after the investigation. The district will, however, fully implement the anti-retaliation provision of this policy and procedure to protect complainants and witnesses.

Step 2: Receiving an Incident Reporting Form

All staff are responsible for receiving oral and written reports. Whenever possible staff who initially receive an oral or written report of harassment, intimidation, or bullying shall attempt to resolve the incident immediately. If the incident is resolved to the satisfaction of the parties involved, or if the incident does not meet the definition of harassment, intimidation, or bullying, no further action may be necessary under this procedure.

All reports of unresolved, severe, or persistent harassment, intimidation, or bullying will be recorded on a district Incident Reporting Form and submitted to the principal or designee, unless the designee is the subject of the complaint.

Step 3: Investigations of Unresolved, Severe, or Persistent Harassment, Intimidation and Bullying

All reports of unresolved, severe, or persistent harassment, intimidation, or bullying will be investigated with reasonable promptness. Any student may have a trusted adult with them throughout the report and investigation process.

- a. Upon receipt of the Incident Reporting Form that alleges unresolved, severe, or persistent harassment, intimidation or bullying, the school or district designee will begin the investigation. If there is potential for clear and immediate physical harm to the complainant, the district will immediately contact law enforcement and inform the parent/guardian.
- b. During the course of the investigation, the district will take reasonable measures to ensure that no further incidents of harassment, intimidation, or bullying occur between the complainant and the alleged aggressor. If necessary, the district will implement a safety plan for the student(s) involved. The plan may include changing seating arrangements for the complainant and/or the alleged aggressor in the classroom, at lunch, or on the bus; identifying a staff member who will act as a safe person for the complainant; altering the alleged aggressor's schedule and access to the complainant, and other measures.
- c. Within two (2) school days after receiving the Incident Reporting Form, the school designee will notify the families of the students involved that a complaint was received and direct the families to the district's policy and procedure on harassment, intimidation, and bullying.

- d. In rare cases, where after consultation with the student and appropriate staff (such as a psychologist, counselor, or social worker) the district has evidence that it would threaten the health and safety of the complainant or the alleged aggressor to involve his or her parent/guardian, the district may initially refrain from contacting the parent/guardian in its investigation of harassment, intimidation, and bullying. If professional school personnel suspect that a student is subject to abuse and neglect, they must follow district policy for reporting suspected cases to Child Protective Services.
- e. The investigation shall include, at a minimum:
 - i. An interview with the complainant.
 - ii. In interview with the alleged aggressor.
 - iii. A review of any previous complaints involving either the complainant or the alleged aggressor.
 - iv. Interviews with other students or staff members who may have knowledge of the alleged incident.
- f. The principal or designee may determine that other steps must be taken before the investigation is complete.
- g. The investigation will be completed as soon as practicable but generally no later than five (5) school days from the initial complaint or report. If more time is needed to complete an investigation, the district will provide the parent/guardian and/or the student with weekly updates.
- h. No later than two (2) school days after the investigation has been completed and submitted to the compliance officer, the principal or designee shall respond in writing or in person to the parent/guardian of the complainant and the alleged aggressor stating:
 - i. The results of the investigation.
 - ii. Whether the allegations were found to be factual.
 - iii. Whether there was a violation of policy.
 - iv. The process for the complainant to file an appeal if the complainant disagrees with results.

Because of the legal requirement regarding the confidentiality of student records, the principal or designee may not be able to report specific information to the targeted student's parent/guardian about any disciplinary action taken unless it involves a directive that the targeted student must be aware of in order to report violations.

If a district chooses to contact the parent/guardian by letter, the letter will be mailed to the parent/guardian of the complainant and alleged aggressor by United States postal service with return receipt requested unless it is determined, after consultation with the student and appropriate staff (psychologist, counselor, social worker) that it could endanger the complainant or the alleged aggressor to involve his or her family. If professional school personnel suspect that a student is subject to abuse or neglect, as mandatory reporters they must follow district policy for reporting suspected cases to Child Protective Services.

If the incident is unable to be resolved at the school level, the principal or designee shall request assistance from the district.

Step 4: Corrective Measures for the Aggressor

After completion of the investigation, the school or district designee will institute any corrective measures necessary. Corrective measures will be instituted as quickly as possible, but in no event more than five (5) school days after contact has been made to the families or guardians regarding the outcome of the investigation. Corrective measures that involve student discipline will be implemented according to district policies 3207/3204—student discipline. If the accused aggressor is appealing the imposition of discipline, the district may be prevented by due process considerations or a lawful order from imposing the discipline until the appeal process is concluded.

If in an investigation a principal or principal's designee found that a student knowingly made a false allegation of harassment, intimidation, or bullying, that student may be subject to corrective measures, including discipline.

Step 5: Targeted Student's Right to Appeal

1. If the complainant or parent/guardian is dissatisfied with the results of the investigation, they may appeal to the superintendent or his or her designee by filing a written notice of appeal within five (5) school days of receiving the written decision. The superintendent or his or her designee will review the investigative report and issue a written decision on the merits of the appeal within five (5) school days of receiving the notice of appeal.
2. If the targeted student remains dissatisfied after the initial appeal to the superintendent, the student may appeal to the school board by filing a written notice of appeal with the secretary of the school board on or before the fifth (5) school day following the date upon which the complainant received the superintendent's written decision.
3. An appeal before the school board or disciplinary appeal council must be heard on or before the tenth (10) school day following the filing of the written notice of appeal to the school board. The school board or disciplinary appeal council will review the record and render a written decision on the merits of the appeal on or before the fifth (5) school day following the termination of the hearing, and shall provide a copy to all parties involved. The board or council's decision will be the final district decision.

Step 6: Discipline/Corrective Action

The district will take prompt and equitable corrective measures within its authority on findings of harassment, intimidation, or bullying. Depending on the severity of the conduct, corrective measures may include counseling, education, discipline, and/or referral to law enforcement.

Corrective measures for a student who commits an act of harassment, intimidation, or bullying will be varied and graded according to the nature of the behavior, the developmental age of the student, or the student's history of problem behaviors and performance. Corrective measures that involve student discipline will be implemented according to district policies 3207/3204—student discipline.

If the conduct was of a public nature or involved groups of students or bystanders, the district should strongly consider schoolwide training or other activities to address the incident.

If staff have been found to be in violation of this policy and procedure, school districts may impose employment disciplinary action, up to and including termination. If a certificated educator is found to have committed a violation of WAC 181-87, commonly called the Code of Conduct for Professional Educators, OSPI's Office of Professional Practices may propose disciplinary action on a certificate, up to and including revocation. Contractor violations of this policy may include the loss of contracts.

Step 7: Support for the Targeted Student

Persons found to have been subjected to harassment, intimidation, or bullying will have appropriate district support services made available to them, and the adverse impact of the harassment on the student shall be addressed and remedied as appropriate.

I. Immunity/Retaliation

No school employee, student, or volunteer may engage in reprisal or retaliation against a targeted student, witness, or other person who brings forward information about an alleged act of harassment, intimidation, or bullying. Retaliation is prohibited and will result in appropriate discipline.

J. Other Resources

Students and families should use the district's complaint and appeal procedures as a first response to allegations of harassment, intimidation, and bullying. However, nothing in this procedure prevents a student, parent/guardian, school, or district from taking action to remediate discrimination or harassment based on a person's membership in a legally protected class under local, state or federal law. A harassment, intimidation, or bullying complaint may also be reported to the following state or federal agencies:

- OSPI Equity and Civil Rights Office
(360) 725-6162
Email: equity@k12.wa.us
www.k12.wa.us/Equity/default.aspx
- Washington State Human Rights Commission
1 (800) 233-3247
www.hum.wa.gov/index.html
- Office for Civil Rights, U.S. Department of Education
Region IX (206) 607-1600
Email: OCR.Seattle@ed.gov
www.ed.gov/about/offices/list/ocr/index.html
- Department of Justice Community Relations Service
1 (877) 292-3804
www.justice.gov/crt/
- Office of the Education Ombudsman
1 (866) 297-2597
Email: OEOinfo@gov.wa.gov
www.governor.wa.gov/oeo/default.asp
- OSPI Safety Center
(360) 725-6044
<http://www.k12.wa.us/SafetyCenter/BullyingHarassment/default.aspx>

K. Other District Policies and Procedures

Nothing in this policy or procedure is intended to prohibit discipline or remedial action for inappropriate behaviors that do not rise to the level of harassment, intimidation, or bullying as defined herein, but which are, or may be, prohibited by other district or school rules.

Last Modified by Paula Perryman on December 8, 2017



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|--------------|------------------------------|
| Book | Tenino Schools Policy Manual |
| Section | 3000 Students |
| Title | Nondiscrimination |
| Number | 3210 |
| Status | Active |
| Adopted | July 20, 2000 |
| Last Revised | January 22, 2018 |

The District will provide equal educational opportunity for all students in all aspects of the academic and activities program without discrimination based on race, religion, creed, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation, gender expression or identity, marital status, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability. The district will provide equal access to the Boy Scouts and other designated youth groups.

As required by law to ensure that there is equal opportunity for all students, the district will provide continuous notice of nondiscrimination, and will provide annual notice of the district's discrimination complaint procedures to students, parents and employees.

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| Legal References: | Chapter 28A.640 RCW | Sexual Equality Discrimination prohibition |
| | Chapter 28A.642 RCW | Human rights commission |
| | Chapter 49.60 RCW | |
| | Chapter 392-190 WAC | Equal Educational Opportunity – Unlawful Discrimination Prohibited |
| | WAC 180-400-215 | Student Rights |

Last Modified by Jennifer Bourke on January 23, 2018



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| Book | Tenino Schools Policy Manual |
| Section | 3000 Students |
| Title | Nondiscrimination Procedure |
| Number | 3210P |
| Status | Active |
| Adopted | December 5, 2017 |

Anyone may file a complaint against the district alleging that the district has violated anti-discrimination laws. This complaint procedure is designed to assure that the resolution of real or alleged violations are directed toward a just solution that is satisfactory to the complainant, the administration and the board of directors. This grievance procedure will apply to the general conditions of the nondiscrimination policy (Policy 3210) and more particularly to policies dealing with guidance and counseling (Policy 2140), cocurricular program (Policy 2150), service animals in schools (Policy 2030) and curriculum development and instructional materials (Policy 2020). As used in this procedure:

- A. **Grievance** means a complaint which has been filed by a complainant relating to alleged violations of any state or federal anti-discrimination laws.
- B. **Complaint** means a written charge alleging specific acts, conditions or circumstances, which are in violation of the anti-discrimination laws. 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 handdelivery to any district, school or to the district compliance officer responsible for investigating discrimination complaints. Any district employee who receives a complaint that meets these criteria will promptly notify the compliance officer.
- C. **Respondent** means 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 will be taken. The district is prohibited by law from intimidating, threatening, coercing or discriminating against any individual for interfering with their right to file a grievance under this policy and procedure and from retaliating against an individual for filing such a grievance.

A. Informal Process for Resolution

Anyone with an allegation of discrimination may request an informal meeting with the compliance officer or designated employee to resolve their concerns. Such a meeting will be at the option of the complainant. If unable to resolve the issue at this meeting, the complainant may submit a written complaint to the compliance officer. During the course of the informal process, the district must notify complainant of their right to file a formal complaint.

B. Formal Process for Resolution

Level One: Complaint to District

The complaint must set forth the specific acts, conditions or circumstances alleged to be in violation. Upon receipt of a complaint, the compliance officer will provide the complainant a copy of this procedure. The compliance officer will investigate the allegations within 30 calendar days. The school district and complainant may agree to resolve the complaint in lieu of an investigation. The officer shall provide the superintendent with a full written report of the complaint and the results of the investigation.

The superintendent or designee will respond to the complainant with a written decision as expeditiously as possible, but in no event later than 30 calendar days following receipt of the written 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 decision of the superintendent or designee will include: 1) a summary of the results of the investigation; 2) whether the district has failed to comply with anti-discrimination laws; 3) if noncompliance is found, corrective measures the district deems necessary to correct it; and 4) notice of the complainant's right to appeal to the school board and the necessary filing information. 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.

Any 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 unless otherwise agreed to by the complainant.

Level Two – Appeal to the Board of Directors

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 shall 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 shall be allowed to present such witnesses and testimony as the board deems relevant and material. 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 of the board will be provided in a language 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

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.

1. 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.
2. A complaint must be in writing and include: 1) A description of the specific acts, conditions or circumstances alleged to violate applicable anti-discrimination 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.

3. 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.

C. Mediation

At any time during the discrimination 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 discrimination 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.

D. 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, will be retained in the office of the compliance officer for a period of six years.



In compliance with the requirements of Every Student Succeeds Act (ESSA) the Tenino School District would like to inform you that you may request information about the professional qualifications of your student's teacher(s) or instructional paraprofessional(s).

A. The following information may be requested for teacher(s):

1. Whether the teacher has met Washington teacher certification requirements for the grade level and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or other provisional status through which Washington qualifications or certification criteria have been waived.
3. The college major and any graduate certification or degree held by the teacher.
4. Whether the student is provided services by paraprofessionals, and if so, their qualifications.

B. The following information may be requested for instructional paraprofessional(s): Paraprofessionals must work under the supervision of a certified teacher. In schools that operate a schoolwide program, all para-professionals must meet professional qualifications. In a Targeted Assistance program, any paraprofessional who is the direct supervision of a certificated teacher must meet the professional qualifications.

Para-educators can provide a copy of their high school diploma — transcripts are not necessary. Schools that operate a Title I, Part A program must have a high school diploma or GED and completed the following:

1. Completed at least two years of study at an institution of higher education; or
2. Obtained an associate's or higher degree; or
3. Pass the ETS Para Pro Assessment. The assessment measures skills, and content knowledge related to reading, writing and math;
4. Completed previously the apprenticeship requirements and must present a journey card or certificate. The portfolio and apprenticeships are no longer offered for enrollment; however, the Office of Superintendent of Public Instruction (OSPI) will continue to honor this pathway.

If you wish to request information concerning your child's teacher's and instructional paraprofessional's qualification, please contact the Tenino School District, Jennifer Bourke at 360-264-3400.