

2023-2024

Student Handbook

Tenino Middle School



Home of the Knights

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 Welcome

Hi TMS Knights and Families,

Welcome to another great year at TMS. It's going to be a year full of learning and fun activities. We are continuing to offer more elective opportunities and clubs for students. We have after school programs, club time on ACT days, activity nights, concerts, and many other opportunities to participate in school. We'll also be focusing on supporting student learning in the classroom and after school using the PAPER online tutoring program.

I encourage students to get involved in clubs or sports and to find their community here at TMS. Parents, consider joining the PTSA and volunteering here at TMS. We're always looking for help in different ways and parent help is always welcome.

I want all of our students to leave TMS having found what they are passionate about and to have developed the skills they need to pursue that passion. Our staff will be working with them to explore their interests and career options so they can make the most of their High School and Beyond plan and their time in the Tenino schools.

Please keep in contact with Mrs. Bullough and I about ways that we can help or what we can do to make this year better.

Sincerely,

Rand Hodgson
Principal

TENINO MIDDLE SCHOOL VISION STATEMENT: To be the premier middle school in Washington State -- inspiring students to achieve their fullest potential

Tenino Middle School Mission Statement: TMS will:

- Use high yield teaching strategies to increase all student achievement
- Integrate Social Emotional Learning across all content areas
- Use proactive positive interventions across academics, behavior, and attendance
- Use a strength-based, student centered approach with all students
- Create a community that is safe, inclusive, and welcoming
- Develop foundational skills to be successful in their post-secondary plans
- Create authentic relationships through collaboration with families and community stakeholders to prepare Tenino for the future

School Hours

Office Hours	7:30AM-3:30PM
Student Class Time	8:20AM-2:55PM

Students can enter the building and cafeteria at 8 AM.

Contact Numbers

Office	360-264-3600
Rand Hodgson, Principal	360-264-3611
Lindsey Bullough, Secondary Program Administrator	360-264-3612
Lyssa Hopkins, Counselor	360-264-3625

Attendance Information

Please call the office to report absences. Please be sure to leave your student's complete name, your name, your relationship, and reason for the absence. If your student is absent, and you forget to call the front office, please send a written note, explaining the absence, with your child when they return. Students should turn in this written excuse to the front office staff.

APPOINTMENTS/EARLY DISMISSALS:

When a dental, medical, court, or family appointment makes it necessary for a student to leave school early, the student must bring a note signed by their parent or guardian stating the reason and time for the early dismissal. The attendance staff will issue a dismissal note. This note should be presented to the teacher at the early dismissal time; the student will report directly to the office. *For security reasons, parents or guardians must always come into the office and sign the student out of the building.*

LATE ARRIVALS:

Students arriving late should first go to the office. Those with a note from a parent/guardian will be marked "excused tardy"; those without a note will be marked "unexcused tardy." Students must submit a note within 48 hours in order to be excused. Three unexcused late arrivals could result in a parent/guardian contact.

UNEXCUSED ABSENCES OR TRUANCY:

The Becca Bill, which is state law, requires Tenino Middle School to report unexcused absences of seven (7) or more days in any given month, or ten (10) days in a school year, to the juvenile court system.

TARDIES:

Tardy/Late (less than 10 minutes late to class) are counted per semester. Students with 3 tardies will receive a verbal warning. 6 tardies will result in a lunch detention. 9 tardies will result in after-school detention and a contact home. 12 or more tardies will result in an in-person conference with guardians and an attendance contract.

COMMUNICATION

Parents/Guardians are always invited to conference with administrators and teachers throughout the year through a scheduled appointment. You may also call and request a teacher's voice mail or contact staff via email accounts. You can also view current information about events at Tenino Middle School by accessing the district web page at www.teninosd.org.

STAFF CONTACT INFORMATION: To email a staff member, use their full last name, first initial of first name, then the extension of "@tenino.k12.wa.us". For example: smithj@tenino.k12.wa.us.

PARENT/GUARDIAN COMMUNICATION

PARENT/GUARDIAN CONFERENCES:

Parent/Guardian conferences are scheduled each year for all students and as needed throughout the year. These conferences allow for the teaching staff and parents/guardians to exchange observations and information that will result in positive academic and social growth by the students. Parent/Guardian conferences in the fall will be held the last week of Oct. Spring conferences are the last week of March. During conference weeks, school will be dismissed early at 11:45 a.m. *We encourage parents or guardians to schedule other conferences as needed.*

PROGRESS REPORTS:

Parents or guardians are encouraged to maintain a regular schedule of monitoring their child's progress. Skyward family access is a great way to monitor academic progress between progress reports. The access form for this online service is available in our office. Please contact the teachers if you need assistance in monitoring academic progress.

REPORT CARDS:

Report cards are posted electronically on Skyward a week after the end of each semester. For the current 2022-23 school year, our semesters end February 1st and June 16th.

GENERAL INFORMATION

SCHOOL SUPPLIES:

Students are responsible for providing their own school supplies. Please do not bring permanent markers, “White Out” (correction fluid), laser pointers, or compasses to school. If needed, they will be provided. All materials should be labeled with the student name in permanent marker before bringing supplies to school.

SCHOOL CLOSURE:

For information on school delays or closures due to inclement weather, the following radio and TV stations will be notified of school status information:

FM Stations: KGY 96.9, KXXO 96.1, KMNT 102.9, KAYO 99.3

AM Stations: KGY 1240, KELA 1470, KITI 1420 TV Stations: KING 5, KOMO 4, KIRO 7, KCPQ 13

To receive information about inclement weather affecting Tenino schools via text message or email please sign up for *Flash Alert* at <http://www.flashalert.net/>. If you do not receive an automated call, in addition to the Flash Alert, please notify the school. Unless reported to the contrary, you may assume Tenino Schools are operating normally.

CONTACT INFORMATION:

Please always provide the office with your most up-to-date information. Please make sure your student also knows how to reach you.

SCHOOL MEAL PROGRAM:

The hot lunch program is maintained as a vital part of the health program. To encourage good nutrition, well-balanced breakfasts and lunches are offered. For the 23-24 school year, TMS has been identified as qualifying for the Community Eligibility Provision of the National School Lunch and School Breakfast Program. This means all students can eat breakfast and lunch at no cost to TMS families.

FINES:

Students are responsible for books, sports uniforms, class fees, and equipment used at Tenino Middle School. Students will be charged for lost/damaged middle school property and unpaid class fees. Any unpaid charges follow the student throughout high school. Eighth graders will not receive promotion certificates and will not be allowed to participate in the promotion ceremony unless all charges are paid.

FEES/COSTS:

Some classes may have a fee attached. NSF (non-sufficient funds) checks will incur the current bank fee.

Students are required to purchase an ASB card to participate in school activities. ASB cards cost \$25 per student.

SPORTS PARTICIPATION FEE:

The sports participation fee helps pay for uniform(s), equipment, transportation, and referee costs. The fee for one (1) sport at TMS is \$35.00 per season. The district maximum for families with student athletes at the middle and/or high school is \$250.00.

SCHOOL GUIDELINES

A.S.B. CARDS:

Student athletes and student activity participants are required to purchase a \$25 Associated Student Body card. All students are encouraged to show school pride by purchasing and using an A.S.B. card. TSD sets the card price. It provides free admission to home high school and middle school sporting events. The card includes a student photo and can be used for identification.

P.E. CLOTHES/PARTICIPATION:

All students need socks for participation in P.E. and it is recommended they have a separate pair of non-marking gym shoes for P.E. classes. All shoes worn in the gym must be non-marking shoes. Students who are unable to participate in P.E due to illness or injury may be assigned alternative assignments until they can return to regular activities.

LOST AND FOUND:

Students who find lost articles are asked to bring them to the office. When students are missing an item, they are to check the lost and found. Items remaining unclaimed at the end of each semester will be given to charity.

VISITORS/VOLUNTEERS AT SCHOOL:

Parents/Guardians and other adults are always welcome to visit Tenino Middle School. All visitors are to report to the office and register before going anywhere in the building. Visits to classrooms must be approved by the teacher and administration prior to the visit. For the safety of all students, volunteers are required to complete a packet each school year including the Tenino School District Volunteer Application and background check form. This packet is to be turned in to the TMS main office to be reviewed for approval. During school hours or special events at TMS, students not enrolled at Tenino Middle School are not to visit the campus. Visitors to the school need to follow local and state health guidelines.

NON-SCHOOL RELATED ITEMS

All non-school related items (e.g. toys, portable gaming systems, etc) should not be brought to school. If they are brought to school they should remain in the student's backpack or locker during class time. Use of these items during school time, without staff permission, may result in those items being confiscated until the end of the day.

CAMERA/CELLPHONE CAMERA/VIDEO USE:

The possession of cellphones and cameras are strictly prohibited in locker rooms and restrooms. Camera use in other areas of the school is limited to classroom projects with permission from a teacher. Students are required to obtain permission from individuals before photographing or recording them.

CELL PHONES & PERSONAL TECHNOLOGY:

Students may bring cellphones and other personal technology devices (e.g. smartwatch, airpods, etc.) to school with the understanding that these phones will remain put away during class time, and are subject to teachers' classroom expectations. Phones are to be silenced during school hours. Students may not use cell phones/personal tech at any point during class time except with teacher permission or for a pre-planned technology-related activity. Students may use cell phones during passing time and during lunch time. If a student is feeling sick during the school day they will use the phone in the nurse's office to call home. Cell phones are not allowed in the restrooms. Students are required to leave their cell phone in the classroom when they use the restroom.



Cell Phone	Chromebook
1st Offense: Student takes cell phone to the office: cell phone is put in phone locker and phone may be picked up at the end of the period	1st Offense: verbal warning
2nd Offense: Student takes cell phone to office; cell phone is put in phone locker and phone may be picked up at the end of the day	2nd Offense: student turns in chromebook to office, and picks up chromebook at end of day
3rd Offense: Student takes cell phone to office; puts cell phone in phone locker, parent must pick up phone	3rd Offense: student turns in chromebook to office, appropriate consequence is served, and student picks up chromebook at the end of the day
4th Offense: Student, parent/guardian and school meeting to set up cell phone contract	4th Offense: student, parent/guardian, & school meeting to set up a chromebook contract

HALL PASSES/RESTROOM USE:

In order to help keep the school safe, all students must sign in and out of class using the E-Hallpass system. Students must also obtain permission from the teacher to use the restroom or go anywhere outside the classroom.

SCHOOL TELEPHONE USE AND MESSAGES:

All arrangements to stay after school for non-school related activities or to go home with a friend should be made in advance with written permission from a parent/guardian. Students may use the office telephone during class time with teacher permission.

Parents/Guardians may call the office if there is an emergency or urgent message they wish their child to receive. The message will be delivered to the student. Students will not be called out of class for a phone call except for emergencies.

BUS INFORMATION:

Riding a school bus is a privilege, not a right. Students are expected to be on their best behavior at all times when riding school buses, follow current health guidelines, and follow the directions of the bus driver. The Tenino School District contracts with First Student for its bussing needs. Any inquiries regarding busing issues can be directed to First Student at 360.339.4370.

BUS PASSES:

Students wishing to ride a bus home with a friend or receive a ride from someone other than a parent/guardian need a signed note from a parent/guardian. Notes should include bus number, the name of the student, and the name and address of the new destination. The office must receive all notes and verbal requests from parents/guardians before 2:30 P.M. No one will be allowed to ride a different bus or receive a ride from another parent/guardian or student without a signed office pass.

MEDIA CENTER/LIBRARY:

Students may visit the Media Center/Library with their class, in small groups, or as individuals with a pass. The Media Center/Library is available for student use until 3:00 P.M. daily with permission. Food, gum, and drinks are not acceptable in the Media Center/Library.

TECHNOLOGY:

Students and their parents/guardians must sign and turn in to the office the Acceptable Use Policy of the Tenino School District in order to use any school computer. Users of school computers are reminded that the computers are for school use only – games, personal email, and other personal websites are not appropriate unless part of a class project and approved by the teacher. Inappropriate use of school computers may result in having their chromebook and computer access revoked and may also result in disciplinary action.

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 forums. If

a parent/guardian does not want their students' picture to be used in the forums listed, a form from the middle school office will need to be completed. This will need to be done annually.

CLOSED CAMPUS:

Tenino Middle School is a closed campus from the time of arrival to the last bell of the school day. Students may not leave campus once they arrive. A student who needs to leave the campus during the school day must have a parent/guardian sign them out through the school office. When a student returns to the campus, they must be checked in through the school office.

DELIVERIES TO STUDENTS:

Deliveries to students from non-guardians, or delivery companies (e.g. GrubHub, DoorDash, etc.) are not permitted. Deliveries will be denied and guardians will be notified. Deliveries from family members are permitted with prior approval from the student's primary guardian.

BIKES, SKATEBOARDS, ROLLERBLADES, ETC:

While on school property all wheeled transportation will be walked. Wheeled transportation needed in the case of injury or disability may be used.

STUDENTS SELLING GOODS:

Students may not sell goods during the school day.

HEALTH INFORMATION

If your child is feeling sick or showing symptoms of illness, they are to stay home until they are symptom free and feeling better.

NURSE:

Our school 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/guardian contact concerning health problems, care of injuries, and assisting in teaching health curriculum. Please call the school nurse if your student is absent from school due to a communicable disease. Precautions may need to be taken to protect other children.

ILLNESS:

When your student is ill the evening before or day of school, please keep them at home. Students 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. They need at least twenty-four (24) hours rest before returning to school.

MEDICATION:

Washington State law authorizes Tenino Middle School to administer medication to students during school hours if medically necessary and the proper paperwork from a doctor has been completed and turned in to the office. 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 ensure 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 at school unless a physician's authorization is on file at the school.

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 (3) day supply of medications on hand for students who take medications during the school day and 2) the parents/guardians need to identify medications that students normally take only at home of which the missing of three (3) days of medications would pose a serious health risk for the student or others. The parents/guardians must then provide a three (3) day supply of these medications and the necessary parent/guardian and physician requests and instructions for these medications.

ACADEMIC INFORMATION

Student academic growth is the responsibility of the student, parents/guardians, and the school staff. Each teacher has a set of rules and expectations for class. Class assignments are to

be completed by their due dates. Parents/Guardians may contact the student's teacher with any questions, comments, or concerns about their student's academic progress via phone or email.

In addition, parents/guardians may monitor their children's progress through Skyward. Go to: www.teninosd.org. Click on SKYWARD. The login ID is first name.last name. Click on "forgot password"; if first time user go to "set up password". Parents/guardians can select email notifications so progress reports can get sent each week.

PERFORMANCE STANDARDS:

The Tenino School District expects all students to meet high academic standards. Academic standards are designed to establish clear and specific expectations for students. Students must advance from one (1) course of study to the next, based upon their performance and achievement. They must pass classes, maintain good attendance, and demonstrate appropriate behavior. Computed grade values are based on the following scale:

A = 90-100 %	B = 80-89 %	C = 70-79%	D = 60-69 %	F = 50-59 %
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Teachers may base their grades on total points or weighted categories. Grading policies are listed in each class syllabus. Students who do not turn in enough work may receive a grade of NEE, meaning Not Enough Evidence. This means the teacher did not have enough information to assess where the student was in their learning.

LATE WORK POLICY:

Acceptance of late work is at the discretion of the teacher and is detailed in the class syllabus. Late work past the semester it was due will not be accepted. Students who have an excused or school related absence from school will still have one (1) day for every day that they are absent to turn in any work they have missed. Work missed due to absences is still required to be completed by the student.

SCHOOLWORK REQUEST GUIDELINES:

All schoolwork requests must be called into the office by 9:30 a.m. You are welcome to leave a message on our main line at 360.264.3600. Schoolwork requests received after 9:30 a.m. can be picked up the following day. Schoolwork requests that have been called in before 9:30 a.m. can be picked up in the office between 3:00-3:30 p.m. the same day. Students should also email their teacher for information about assignments.

ACADEMIC DISHONESTY

The goal of school work is to have students think on their own, to deepen their learning, master standards, and show their understanding of the material. Students are expected to be academically honest in all their work. Knowingly submitting the work of others or of AI programs as one's own work is a violation of district policy.

Artificial intelligence apps and websites are useful tools to help students increase their understanding or to generate new ideas. Students may use artificial intelligence websites to

generate ideas, gather information or to find examples. Students may not turn in assignments completed by AI.

If a teacher suspects that a student has been academically dishonest they will follow the disciplinary procedures for academic dishonesty.

Special Education Referral

If a guardian suspects that their student may have a skill deficit due to a disability, then the guardian may make a referral to the Student Assistance Team by completing the [Student Assistance Request Form](#).

STUDENT EXPECTATIONS

DRESS CODE PHILOSOPHY

Tenino Middle School's student dress code supports equitable educational access and is written in a manner that does not reinforce stereotypes. To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently and in a manner that does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

Our values are:

- All students should be able to dress comfortably for school and engage in the educational environment without fear of or actual unnecessary discipline or body shaming.
- All students and staff should understand that they are responsible for managing their own personal "distractions" without regulating individual students' clothing/self expression.
- Student dress code enforcement should not result in unnecessary barriers to school attendance.
- School staff should be trained and able to use student/body-positive language to explain the code and to address code violations.
- Teachers should focus on teaching without the additional and often uncomfortable burden of dress code enforcement.
- Reasons for conflict and inconsistent and/or inequitable discipline should be minimized whenever possible.

Our student dress code is designed to accomplish several goals:

- Maintain a safe learning environment in classes where protective or supportive clothing is needed, such as chemistry/biology (eye or body protection), dance (bare feet, tights/leotards), or PE (athletic attire/shoes).
- Allow students to wear clothing of their choice that is comfortable.

- Allow students to wear clothing that expresses their self-identified gender.
- Allow students to wear religious attire without fear of discipline or discrimination.
- Prevent students from wearing clothing or accessories with offensive images or language, including profanity, hate speech, and pornography.
- Prevent students from wearing clothing or accessories that denote, suggest, display or reference alcohol, drugs or related paraphernalia or other illegal conduct or activities.
- Prevent students from wearing clothing or accessories that will interfere with the operation of the school, disrupt the educational process, invade the rights of others, or create a reasonably foreseeable risk of such interference or invasion of rights.
- Prevent students from wearing clothing or accessories that reasonably can be construed as being or including content that is racist, lewd, vulgar or obscene, or that reasonably can be construed as containing fighting words, speech that incites others to imminent lawless action, defamatory speech, or threats to others.
- Ensure that all students are treated equitably regardless of race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

DRESS CODE

Tenino Middle School expects that all students will dress in a way that is appropriate for the school day or for any school sponsored event. Student dress choices should respect the District's intent to sustain a community that is inclusive of a diverse range of identities. The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). The school district is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size. Any restrictions to the way a student dresses must be necessary to support the overall educational goals of the school.

1. Certain body parts must be covered for all students at all times.

Clothes must be worn in a way such that genitals, buttocks, breasts, and nipples are fully covered with opaque fabric. However, cleavage does not have coverage requirements. All items listed in the "must wear" and "may wear" categories below must meet this basic principle.

2. Students Must Wear*, while following the basic principle of Section 1 above:

- A **Shirt** (with fabric in the front, back, and on the sides under the arms), **AND**
- **Pants/jeans or the equivalent** (for example, a skirt, sweatpants, leggings, a dress or shorts), **AND**
- **Shoes.**

**Courses that include attire as part of the curriculum (for example, professionalism, public*

speaking, and job readiness) may include assignment-specific dress, but should not focus on covering bodies in a particular way or promoting culturally-specific attire. Activity-specific shoes requirements are permitted (for example, athletic shoes for PE).

3. Students may wear, as long as these items do not violate Section 1 above:

- Hats. Hats must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff.
- Religious headwear
- Hoodie sweatshirts (wearing the hood overhead is allowed, but the face and ears must be visible to school staff).
- Fitted pants, including opaque leggings, yoga pants and “skinny jeans”
- Pajamas
- Ripped jeans, as long as underwear and buttocks are not exposed
- Tank tops, including spaghetti straps; halter tops
- Athletic attire
- Visible waistbands on undergarments or visible straps on undergarments worn under other clothing (as long as this is done in a way that does not violate Section 1 above).

4. Students Cannot Wear:

- Violent language or images.
- Images or language depicting/suggesting drugs, alcohol, vaping or paraphernalia (or any illegal item or activity).
- Bullet proof vest, body armor, tactical gear, or facsimile.
- Hate speech, profanity,
- Images or language depicting/suggesting pornography,
- Images or language depicting/suggesting lewd acts
- Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups (e.g. swastikas, confederate flags, racial or religious slurs, sexual innuendos, gang related messages, firearms).
- Swimsuits (except as required in class or athletic practice).
- Accessories that could be considered dangerous or could be used as a weapon.
- Any item that obscures the face or ears (except as a religious observance or as personal protective equipment (PPE)).

These dress code guidelines shall apply to regular school days and summer school days, as well as any school-related events and activities. Student athletic apparel will be defined by safety and competitive performance standards.

FRAGRANCES:

Many students and staff have sensitivity to fragrances in perfumes, aftershaves, colognes, deodorants, hand lotions, and hair products. Students are strongly encouraged to be reasonable in their use of such products. Misuse of such products will require offending students to wash off the fragrance and could result in disciplinary consequences.

GUEST TEACHERS:

Students are expected to be on their most appropriate behavior when their classes are covered by a substitute teacher.

FOOD AND BEVERAGE:

Food, candy, drinks, snacks, etc. are allowed in the commons or cafeteria only, unless approved and supervised by a staff member. Gum chewing is allowed at the discretion of the classroom teacher. No food or beverage is allowed in the hallways, computer labs, or library/media center, field, or courtyard except under special circumstances.

LOCKERS

All students will be assigned a school locker, and students with a P.E. class will also be assigned a P.E. locker. Students may decorate the inside of their locker with school appropriate decorations. Students will not share lockers with other students. Students will only use school provided locks on their lockers. Lockers are school property and may be searched at any time and without notification of the student or guardian. Students will be held responsible for any illegal or banned items in their lockers. Lockers may not be shared between students.

SOCIAL MEDIA

Any posts to social media platforms, text messages, or online sites that cause a disruption of the school day will result in disciplinary action. Online bullying, harassment, or threats will result in appropriate disciplinary action, and possible referral to law enforcement.

BACKPACKS

Students may bring backpacks to school but may not bring them into the classroom unless authorized by the principal or as part of a support plan. Students will store their backpacks in their lockers. Athletic bags may be stored on the shelves around the outside of the library.

DISCIPLINE INFORMATION

Tenino Middle School students recognize that self-discipline is the best discipline. The TMS staff recognizes that students develop as they grow and mature, and need to learn to make appropriate decisions concerning their behavior. It is the responsibility of staff to reinforce students' good behavior patterns and promote the use of discipline with equity and consistency for all. Students should behave in a manner that will be a credit to themselves, the school, and the community. This responsible conduct and positive concern for others is essential in creating a safe environment that is conducive to learning. No student has the right to interfere with the education of others.

Students are expected to review and discuss school discipline goals and rules with their parents/guardians. The involvement of home support is critical in the implementation of a building-wide discipline plan. We believe the major role of parents/guardians in school discipline is to show continued interest and support for their student's educational experience.

SCHOOL WIDE DISCIPLINE PLAN:

It is the intent of the Tenino Middle School staff to create a caring and positive atmosphere for our students. We find a partnership between staff, parents/guardians and students is the best way to create a healthy learning environment for maximum student success.

Our student discipline plan provides a continuum of interventions providing support and consequences. Seat assignments, counseling, before and after school detention, trash pickup, community service, parent/guardian calls, and parent/guardian classroom shadowing are among the ways that students are encouraged to modify their behavior.

Students may be immediately referred to the office when a student's behavior is illegal, dangerous to himself/herself and/or others, is a major disruption to the learning environment, or when student behavior toward a staff person is insubordinate.

REVIEW OF THE STUDENT MANAGEMENT SYSTEM:

Each year, the student management system at Tenino Middle School is reviewed by staff members. The Tenino Middle School staff is committed to a process of continual improvement of the student management system to better meet the needs of all students.

STUDENT RESPONSIBILITIES:

In order for there to be a positive school environment for students to learn at their best, students are expected to follow both classroom and school rules. We encourage students at Tenino Middle School to take pride in their efforts. Throughout the day, our staff members help students put the school-wide **R.E.A.L.M.** expectations and other positive behavior initiatives into action.

STAFF RESPONSIBILITIES:

Tenino Middle School instructional staff strive to provide classrooms that allow students to thrive. Because each teacher structures classroom activities a little differently, teachers will clearly communicate their behavioral expectations (and possible consequences for misbehavior) for their classroom to the students.

The school staff will also teach TMS students the school-wide expectations for passing times, break time, lunches, media center use, and other school procedures and activities.

PARENT/GUARDIAN RESPONSIBILITIES:

The support and cooperation of parents and/or guardians is needed to effectively help each student reach their fullest potential. The major role of the parents/guardians in assisting with school discipline and responsibility is to consistently demonstrate interest and support in their child's progress in school. When children see that parents/guardians support their best efforts, they are given a real incentive to strive for excellence.

	TMS Behavior Expectations					
	Classrooms	Lunch	Hallways	Restrooms	Library	Offices
R espect	*Voice level 0-2 *Follow all classroom electronic device usage rules *Use manners appropriate to formal environment *Appropriate language	*Voice level 0-2 *Be considerate to others *Wait in line patiently *Be friendly and considerate	*Voice level 0-1 *Be friendly and considerate *Use normal speaking voice *Keep hands to yourself	*Voice level 0-1 *Respect others privacy *Be considerate to others *Respect facilities and school property	*Voice level 0-1 *Check out all materials *Leave food and drink in your backpack *Respect the needs and space of others	*Voice level 0-1 *Respectfully approach staff *Check in with secretaries *Be polite and considerate of others
E mpathy	*Honor the educational needs of everyone *Be respectful of others' ideas and needs	*Use good table manners *Encourage others to join your table *Leave a clean table for the next person *Attend your own lunch time	*Use non-offensive language and keep conversations school appropriate *Respect school and others' property	*Keep restrooms clean *Keep restroom walls free of writing or drawings *Keep cell phones put away while using bathroom	*Take care of borrowed materials/books *Respect and keep library clean and organized *Return books in a timely manner	*Be Patient *Speak in a respectful, kind manner to office staff *Patiently wait your turn
A ccountability	*Be in assigned seat and begin entry task when the bell rings *KEEP backpacks in locker *Follow teachers' expectations *Homework ready and finished	*Do not throw food *Use hand sanitizer, wash hands *Clean table *Eat only the food YOU brought; no sharing w/ others	*Walking ONLY *Walk on right *Keep locker locked and tidy	*Wash your hands with soap & water *Tell office if there is a problem *Use restroom closest to you	*Be mindful of cords & straighten up furniture/ equipment when done *Stay on task *Use all materials and resources according to TSD guidelines	*Have a purpose for going to the office *Bring classroom hallway pass

L eadership	*Actively participate in class *Offer to help others	*Be friendly and patient *Use your best manners *Help others	*Be considerate of others *Be to class on time	*Return to class promptly and quietly *Inform an adult if there is an issue with the restrooms	*Ask for help when needed *Use your best manners	*Be friendly and patient *Use your best manners *Help others
M ake a difference	*Be a positive role model to others *Set a good example	Be patient with others and lunch ladies Stay after to help clean	*Stay on the right *Keep hallways clean & tidy *No horseplay	Leave restroom cleaner than when you arrived	*Be patient during material checkout *Use your best manners	*Walk by quietly when in hallways *Use your best manners

Board Policies

Tenino Schools Policy Manual Section 3000 Students: Sexual Harassment of Students Prohibited Code 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**

BookTenino Schools Policy Manual Section 3000 Students: Sexual Harassment of Students Prohibited Procedure Code3205P 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.*

Tenino Schools Policy Manual Section 3000 Students: Prohibition of Harassment, Intimidation, and Bullying Code 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.

**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

**U.S. Depart. of
Education**

Dear Colleague Letter, 2010

<http://www2.ed.gov/about/offices/list/ocr/letters/colleague-201010.html>

**Tenino Schools Policy Manual Section 3000 Students: Prohibition of Harassment, Intimidation, & Bullying Procedure Code 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:

- a. *Physically harms a student or damages the student's property.*
- b. *Has the effect of substantially interfering with a student's education.*
- c. *Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment.*
- d. *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>.

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 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: An interview with the complainant. In interview with the alleged aggressor. A review of any previous complaints involving either the complainant or the alleged aggressor. 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:*

The results of the investigation.

Whether the allegations were found to be factual.

Whether there was a violation of policy.

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: OEInfo@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.

Tenino Schools Policy Manual Section 3000 Students: Nondiscrimination Code 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.

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

Tenino Schools Policy Manual Section 3000 Students: Nondiscrimination Procedure
Code 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), co-curricular 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.



Tenino Middle School

I have read, understand and will follow the Tenino Middle School Handbook.

Student Name (printed): _____

Student Signature: _____

Guardian Name (printed): _____

Guardian Signature: _____

Date: _____