

Hoquiam School District

Central Elementary School

"Home of the Bears"



Student Handbook

2024-2025

CENTRAL ELEMENTARY STAFF ARE SO GLAD OUR STUDENTS ARE HERE!

HOQUIAM SCHOOL DISTRICT MISSION

“The Hoquiam School District will provide a high quality of education for all, tailored to the unique abilities of each student to ensure their successful life pursuits.”

CENTRAL ELEMENTARY MISSION

Through meaningful and supportive relationships, we will provide ALL students the opportunities to succeed. We will relate with compassion, educate with diligence, and empower for success. We will never give up on our kids. We believe ALL kids can succeed!

STUDENT RESPONSIBILITIES AND DUTIES

This handbook is to inform and guide students, parents and staff as to the expectations and regulations which are necessary for safe and efficient operation of Central Elementary School. Students will be responsible for appropriate behavior at all times. In order to maintain and advance this mission, it is the responsibility and duty of each student to pursue his/her course of studies, comply with written rules of common school district which are adopted pursuant to and in compliance with WAC 180-40-225 and RCW 28A.600.010, and submit to reasonable corrective action or punishment imposed by a school district and its agents for violation(s) of such rules.

CENTRAL ELEMENTARY STAFF

<u>Staff Name</u>	<u>Title</u>	<u>Phone Number</u>	<u>EMAIL</u> <u>@hoquiam.net</u>
Laurie Gordon	Principal	360-538-8230	lgordon
Lisa Munger	Office Coordinator	360-538-8230	lmunger
<u>Staff Name</u>	<u>Title</u>	<u>Phone Number</u>	<u>EMAIL</u> <u>@hoquiam.net</u>
Shannon Ramsey	2nd Grade Teacher	x1312	sramsey
Shannon Jacobson	2nd Grade Teacher	x1311	sjacobson
Karen Cruzan	2nd Grade Teacher	x1310	kcruzan
Paige Folkers	3rd Grade Teacher	x1309	pfolkers
Daphne Nelson	3rd Grade Teacher	x1308	dnelson
Myka Wayman	3rd Grade Teacher	x1304	mwayman
Nikki Gaddis	4th Grade Teacher	x1305	ngaddis
Shanon Albert	4th Grade Teacher	x1306	salbert
Rebecca Richardson	5th Grade Teacher	x1301	rrichardson
Sarah Grajales	5th Grade Teacher	x1302	sgrajales
Jessica Buell	Special Ed Resource	x1338	jbuell
Deb Bortel	Intervention Specialist	x1323	dbortel
Shon Schreiber	P.E. Teacher	x1331	sschreiber
Grace Littke	Music Teacher	x1324	glittke
Jenny Sturgill	Counselor	x1333	jsturgill
Marlys Arthur	Library/Intervention	x1307	marthur
Kelce Boggs	Sped Support	360-580-8230	kboggs
Heather Bozich	Academic Support	360-538-8230	hbozich
Alex Falla	Academic Support	360-538-8230	afalla
Randy Goulet	Academic Support	360-538-8230	rgoulet

Alexia Hugelen	Academic Support	360-538-8230	ahugulen
Tammy Reynvaan	Academic Support	360-538-8230	treynvaan
Erica Robinett	Academic Support	360-538-8230	erobinett
Inneska Radomska	Spanish Interpreter	360-538-8230	iradomska
Mickey Lane	Head Custodian	360-538-8230	mlane
Shane Stone	Assistant Custodian	360-538-8230	Shane.stone
Melanie Gillham	Head Cook	360-538-8230	mgillham
Rhianna Cullican	District Nurse	360-581-5905/1003	rcullican
Amanda Pontius	School Nurse	x1003	amanda.pontius

Please Note: During instructional time, teachers will not answer the phone listed by their name. If you have an urgent message or need, please call the Central School Office at 538-8230. Office hours are 8:00 A.M. to 3:30 P.M. daily during school hours.

DAILY SCHEDULE

8:00-8:25	Before School Recess
8:25 – 8:45	Breakfast in the Classroom
8:45-10:00	Morning Academics, Support Classes, Intervention
9:55-10:10	2/3 Grade Recess
10:15-10:30	4/5 Grade Recess
10:30-Lunch	Morning Academics, Support Classes, Intervention
11:00-12:30	Lunch/Recess Rotation
Lunch-1:30	Afternoon Academics, Support Classes, Intervention
1:30-1:45, 2:00-2:15	$\frac{2}{3}$ & $\frac{4}{5}$ Recess
3:00	Dismissal

90 Minute FRIDAY PLC EARLY RELEASE SCHEDULE

8:00-8:25	Before School Recess
8:25 – 8:45	Breakfast in the Classroom
8:45-10:00	Morning Academics, Support Classes, Intervention
10:00-10:15	2/3 Grade Recess
10:20-10:35	4/5 Grade Recess
10:30-11:12	Morning Academics, Support Classes, Intervention
11:00-12:30	Lunch/Recess Rotation
Lunch-1:30	Afternoon Academics, Support Classes, Intervention
1:30	Dismissal

90 Minute EARLY RELEASE SCHEDULE 11/27, 12/20, 6/17

8:00-8:25	Before School Recess
8:25 – 8:45	Breakfast in the Classroom
8:45-10:00	Morning Academics, Support Classes, Intervention
10:00-10:15/10:20-10:35	Recess
11:00-12:30	Lunch & Recess Rotation
1:30	Dismissal

ACADEMIC AND SOCIAL EMOTIONAL GOALS

Central Staff has made a commitment to the academic success of each and every one of our students. We are dedicated to ensuring that all of our students make academic progress. Furthermore, social and emotional wellness is our highest priority - students are connected to our school through the autonomy, mastery, and purpose that is provided by the staff, and we will meet each student where they are in the moment we are with them.

We have developed a school improvement plan to help guide our efforts for student achievement which includes reviewing research and using best practices, organizing systematic interventions for struggling students, implementing regular classroom assessments to monitor student progress, designing positive and proactive learning opportunities through a neural lens, and increasing parent involvement and participation in school activities.

ASSEMBLIES

Bearfest and other assemblies will be held throughout the school year at Central for student recognition and educational events. Parents may be invited or choose to attend and are welcome to join us in celebrating our Central Bear team. Parents must check in through the office to attend.

There are behavior expectations in place for assemblies - the 4 Bs

	LOOKS LIKE	SOUNDS LIKE
BE KIND	Facing Forward: Be an encouraging audience	Clap appropriately Use Silent Cheer
BE SAFE	Keep hands, feet, and objects to yourself: Walking Feet	Zero Conversation to hear directions
BE RESPECTFUL	Hats off <i>Listen to the speaker</i> Eyes on the speaker <i>Sit criss-cross so the person behind you can see</i>	Be an encouraging audience <i>Use listening ears</i> “Can you see?”
BE RESPONSIBLE	Respond to the quiet signal <i>Respond to the speaker</i>	Zero conversation <i>Follow the speaker’s directions</i>

Attendance/Absences

Attendance is essential in order for students to have the maximum opportunity for success. When students are in class, they gain knowledge from instruction and build upon their own knowledge. Students that are enrolled in a public school between the ages of 8 and 17 must attend full time in accordance with Washington State truancy laws (Please see RCW 28A.225.010 for more information and School Board Policy 3121, 3122, 3222P). It is the parent/guardians responsibility to ensure their student is in attendance when school is in session. Attendance is one of the biggest indicators of school success. Students who attend school regularly are naturally exposed to more than those who are routinely absent. Furthermore, absences can quickly add up. A student who misses an average of twelve days a year from kindergarten through twelfth grade will miss 156 days of school which nearly translates to an entire year. Attendance is taken every day and daily attendance is encouraged. Attend Today! Achieve Tomorrow!



BECCA Law

- A. One (1) unexcused absence. The school must inform the parent/guardian when there is one unexcused absence. This is often done by a “robo call” phone call home.

Please be sure your telephone number is current with the school district.

- B. Three (3) unexcused absences. After two unexcused absences within a month, the school is required to request a conference with the parent/legal guardian and

student to discuss the causes of the unexcused absences and solutions to prevent further absences.

- C. Five (5) unexcused absences in one month. A referral to the Community Engagement Board to enter into a written truancy agreement with the family, where the parent/guardian, student and school agree on steps to resolve the attendance problem.
- D. Seven (7) unexcused absences within a month or ten (10) unexcused absences in a school year. The school district is compelled to file a petition of truancy with the juvenile court and make a referral to the Community Engagement Board.

Excused Absences

If a student is going to be absent, please call the school at 360-538-8230 before 9:00am the day of absence. An absence may be excused within 48 hours and is considered unexcused after that. Unexcused absences past the first 48 hours may not be excused by a parent/guardian without special conditions and approval by the principal.

If an absence is excused, the student will be permitted to make up all missed assignments outside the class under reasonable time limits established by the teacher.

The following are valid excuses for student absences or tardies:

- Participation in a school-approved activity
- Medical appointments (including but not limited to medical, counseling, dental, or optometry) Please bring a note from the dr. when returning to school.
- Illness, health condition, family emergency, or religious purpose
- Mandated court appearances
- Pre-arranged absence agreed upon by principal and parent/guardian (pre-arranged absences are an agreement between the school, student, and student's family in regards to a student's pre-planned absence.)
- Absence directly related to the students homeless status
- Short term suspension

Unexcused Absences

All absences other than those listed above are considered unexcused. In order to instill the values of attendance, responsibility and accountability, students are required to be at school. Absences that do not meet state, school, or Board Policy are unexcused.

The following are examples of absences or tardies that are not excused:

- Baby-sitting
- Car trouble
- Over-sleeping
- Salon appointments
- Missing the bus

Attendance Support The staff at Central have great interest in supporting students when they struggle with attendance. We will help students and families make every effort to be at school and will provide phone calls home, teacher-parent contact, a support specialist, referral to a student support team, academic help and community services.

CHECKING IN/OUT OF SCHOOL

For the safety of all students and staff, students arriving late or leaving early must go through the main office, sign in/out and have verbal contact with office personnel to verify the student's arrival or departure and the authority to take the student (RCW 28A.605.010 and SBP 3124). Parents cannot pick up students from the playground, classes, bus lines or other areas without permission.

BIRTHDAYS

Parents/guardians are invited to bring birthday treats to school to share with the class. Please make arrangements with the classroom teacher. Treats must be purchased at a store and come to school in store packaging, and will be brought to the office with the student's name and teacher's name attached. **Please keep in mind some of our students have serious food allergies.** Talk with your child's teacher to determine what foods should be avoided.

BUS GUIDELINES AND EXPECTATIONS

Students riding Hoquiam School District buses are under the care and authority of the bus driver (WAC 392-145-035, SBP 6605). If students fail to follow safety and behavior guidelines while waiting for the bus, riding the bus or transferring between buses, it may result in the loss of the privilege of riding the bus, and may include other disciplinary action. In order to assure the safety of students while on the bus, the following rules shall apply at all times:

1. The driver is in charge of the bus and pupils at all times. Students riding the bus must obey the driver promptly.
2. Pupils shall ride their regularly assigned bus at all times unless permission has been given by the school via parents/guardians.
3. Other than the pre-arranged permission, no student shall be permitted to leave the bus except at his/her stop.
4. Students may be assigned seats by the bus driver or principal and must abide by this until otherwise notified.
5. Students will use low voices while on the bus and will not yell, scream or cause the bus driver to be distracted.
6. Students will keep the bus clean and will not throw anything on the floor or leave anything in the seats. Nothing will be thrown out the windows.
7. Matches, lighters or items such as fireworks are not permitted on the bus.
8. No part of the body will be put through the windows at any time.
9. Students may not have any item on the bus which could injure themselves or other people (i.e. sticks, glass, knives, firearms, pins, tacks or needles).

10. All books, bags or personal items must stay with the student and cannot block the aisles, be thrown or block emergency exits.
11. All students will remain seated and will not move around while the bus is moving.
12. Students will stay in the sight of the driver or adult supervisors at all times and never walk between buses or behind the bus.
13. While waiting for the bus, students will stay in line and will not play on the road or around other vehicles.
14. In the event of an emergency, emergency exits and procedures will be used by all students to exit the bus safely.
15. Any behavior issues on the bus will be reported to the school administrator and students may receive warnings or other discipline.
16. While waiting for the bus after school, students will need to report to their assigned line, check in with the staff member and wait in line/cafeteria until their bus arrives. They may not leave the area or school grounds.
17. Riding any bus other than the one assigned requires a parent phone call or note to be provided to the school office manager before 1:00 P.M.
- 18. Students will not be allowed to make phone calls after school to try and change their bus route for that day. Please help your child to make arrangements early.**

If your student receives a written referral from the bus driver, it is sent to the school.

The first infraction will be a warning unless it is a severe issue. The second infraction can result in a one day suspension from riding the bus (both a.m. and p.m.). A third infraction will result in one to five (1-5) days of bus suspension. Depending on the severity, the consequences may be adjusted. All students will be safe at all times. For any specific questions, please contact the bus garage at 538-8270.

SCHOOL GUIDELINES AND EXPECTATIONS

Central staff believe all students can behave appropriately at school. Our school community requires respect, responsibility and resourcefulness. Parent/guardian participation and support is vital to the academic and social success of all students. The Four B's (Be Kind, Be Safe, Be Responsible, Be Respectful) encourages student success and increased parent/guardian participation in that success. In order for students to learn and grow in the area of behavior, the school staff, students and families will work together to provide role models and consistency.

- The classroom teacher is responsible for managing behavior in the classroom. Each teacher has classroom expectations and procedures. In addition, there is a school-wide set of expectations developed at Central.
- Every staff member has the responsibility of helping students meet school-wide expectations.
- Students will consistently be encouraged and given support to make positive choices.
- Parent/guardian involvement is a key to maintaining appropriate student behavior.

The 4 Bs Emerson, Lincoln and Central have agreed to have four guiding principles for students. Teachers incorporate these principles into the routines and expectations in their classrooms. In addition, there are routines and expectations for common areas in our schools.

These are some examples of our behavior expectations and charts to communicate these expectations as well as examples of what the behavior looks like.

Be Kind, Be Safe, Be Respectful and Be Responsible				
	ASSEMBLIES		CAFETERIA	
	Looks like:	Sounds like:	Looks like:	Sounds like:
BE KIND	Facing forward <i>Be an encouraging audience</i>	Clap appropriately <i>Use silent cheer</i>	Polite conversations <i>Use manners</i> Honor boundaries	"Thank you" <i>"Please"</i> "Can I help you?"
BE SAFE	Keep hands, feet, and objects to yourself <i>Walking feet</i>	Zero conversation to hear directions <i>"Excuse me"</i>	Eat your own food	Whisper voice in line <i>Level 2 voice for shoulder and face partners</i> Quiet feet
BE RESPECTFUL	Hats off <i>Listen to the speaker</i> Eyes on the speaker <i>Sit criss-cross so the person behind you can see</i>	Be an encouraging audience <i>Use listening ears</i> "Can you see?"	Make room for others, not just friends <i>Proper manners</i>	Polite responses to conversations
BE RESPONSIBLE	Respond to the quiet signal <i>Respond to the speaker</i>	Zero conversation <i>Follow the speaker's directions</i>	Ready with your number <i>Stay in your seat</i> Eating <i>Sitting</i>	Appropriate voice level

	HALLWAYS		PLAYGROUND	
	Looks like:	Sounds like:	Looks like:	Sounds like:
BE KIND	Wave <i>Hold the door for the person behind you</i>	Say “Thank you”	Help others <i>Share</i> Welcoming to all “ <i>Would you like to play with us?</i> ” “Do you want to share?”	Friendly tone of voice “ <i>Good game!</i> ” “Thank you for playing with me!”
BE SAFE	Keep hands, feet, and objects to yourself <i>Looking forward</i> Walking feet <i>Keep a safe distance between people</i> Stay in your lane	Quiet bodies <i>0-1 Voice level</i>	Keep hands, feet, and objects to yourself <i>Use games and equipment properly</i>	Report unsafe objects (glass...) found on playground to staff
BE RESPECTFUL	Look at hallway displays with your eyes <i>Leave a space between you and others, but keep up</i>	“Excuse me” <i>Quiet feet</i>	Follow all staff directions the first time given <i>Take turns</i>	Use appropriate and positive language
BE RESPONSIBLE	Listening and following directions <i>Go directly where you need to go in a timely manner</i>	Quiet signal to peers	Follow procedures (i.e. line, swings, 4-square, etc.) <i>Take care of equipment</i> Put all equipment away after use <i>Solve small disagreements independently</i>	Report unresolved disagreements and injuries to staff “ <i>I am sorry.</i> ” “I did not mean to upset you.” “ <i>I forgive you.</i> ” “I will put that away.” “ <i>Thank you for apologizing.</i> ”

Appropriate Dress Central Elementary School encourages students to dress comfortably and appropriately for school and the weather. Below are district expectations regarding attire worn at school (SBP 3224):

1. All articles of clothing must be free of any references to tobacco, drugs, alcohol, sex, gangs, profanity or anything disruptive to the learning process, implied or explicit.
2. Clothing that interferes with the learning environment will be addressed as needed. Hats and hoods are not allowed inside the building at this time. Pajamas are only to be worn during specific celebrations. Please leave blankets, snuggies, stuffed animals, slippers etc at home.
3. Students will need tennis shoes for P.E., (please see your child's PE teacher for specific information).

Cell Phone Use Phones should be stored in lockers from 8:30 until 3:00. If a teacher takes a phone it will be sent to the office and the student will be able to pick it up at the end of the school day. A parent conference may be necessary if it becomes a chronic issue. Central is not responsible for lost or stolen cell phones.

Bullying/Harassment/Intimidation Central Elementary School is committed to a safe and civil educational environment for all students, employees, volunteers and patrons, 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.
- (RCW 9A.36.080)

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 gender identity.

Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. "Intentional acts" refers to the individual's choice to engage in the act whether or not the impact or results were intended.

Cyber-bullying is not allowed. Harassing another student by using e-mail or other on-line methods is not acceptable and can be subject to school discipline.

Anyone may use informal procedures to report and resolve complaints of harassment, intimidation or bullying. In addition, anyone may initiate a formal complaint of harassment, intimidation or bullying, even if the informal complaint process is being utilized (SBP 3207, RCW 28A.300.285, WAC 392-190-059). Please see SBP 3207 for more information, or visit:

<http://hoquiam.schoolwires.net/cms/lib01/WA01001145/Centricity/domain/9/hsd-policies-procedures/>

Our Schools Protect Students from Harassment, Intimidation, and Bullying (HIB)

Schools are meant to be safe and inclusive environments where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities. This section defines HIB, explains what to do when you see or experience it, and our school's process for responding to it.

What is HIB?

HIB is any intentional electronic, written, verbal, or physical act of a student that:

- Physically harms another student or damages their property;
- Has the effect of greatly interfering with another student's education; or,
- Is so severe, persistent, or significant that it creates an intimidating or threatening education environment for other students.

HIB generally involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. HIB is not allowed, by law, in our schools.

How can I make a report or complaint about HIB?

Talk to any school staff member (consider starting with whoever you are most comfortable with!). You may use our district's reporting form to share concerns about HIB. The report can be found in the link at the bottom of our district [website](#) but reports about HIB can be made in writing or verbally. Your report can be made anonymously, if you are uncomfortable revealing your identity, or confidentially if you prefer it not be shared with other students involved with the report. No disciplinary action will be taken against another student based **solely** on an anonymous or confidential report.

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our district also has a HIB Compliance Officer Mike Villarreal at 360-538-8200 that supports prevention and response to HIB.

What happens after I make a report about HIB?

If you report HIB, school staff must attempt to resolve the concerns. If the concerns are resolved, then no further action may be necessary. However, if you feel that you or someone you know is the victim of unresolved, severe, or persistent HIB that requires further investigation and action, then you should request an official HIB investigation.

Also, the school must take actions to ensure that those who report HIB don't experience retaliation.

What is the investigation process?

When you report a complaint, the HIB Compliance Officer or staff member leading the investigation must notify the families of the students involved with the complaint and must make sure a prompt and thorough investigation takes place. The investigation must be completed within 5 school days, unless you agree on a different timeline. If your complaint involves circumstances that require a longer investigation, the district will notify you with the anticipated date for their response.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must provide you with the outcomes of the investigation within 2 school days. This response should include:

- A summary of the results of the investigation
- A determination of whether the HIB is substantiated
- Any corrective measures or remedies needed
- Clear information about how you can appeal the decision

What are the next steps if I disagree with the outcome?

For the student designated as the “targeted student” in a complaint:

If you do not agree with the school district’s decision, you may appeal the decision and include any additional information regarding the complaint to the superintendent, or the person assigned to lead the appeal, and then to the school board.

For the student designated as the “aggressor” in a complaint:

A student found to be an “aggressor” in a HIB complaint may not appeal the decision of a HIB investigation. They can, however, appeal corrective actions that result from the findings of the HIB investigation.

For more information about the HIB complaint process, including important timelines, please see the district’s *HIB Policy 3207 and Procedure 3207P*.

Our School Stands Against Discrimination

Discrimination can happen when someone is treated differently or unfairly because they are part of a **protected class**, including their race, color, national origin, sex, gender identity, gender expression, sexual orientation, religion, creed, disability, use of a service animal, or veteran or military status.

What is discriminatory harassment?

Discriminatory harassment can include teasing and name-calling; graphic and written statements; or other conduct that may be physically threatening, harmful, or humiliating. Discriminatory harassment happens when the conduct is based on a student’s protected class and is serious enough to create a hostile environment. A **hostile environment** is created when conduct is so severe, pervasive, or persistent that it limits a student’s ability to participate in, or benefit from, the school’s services, activities, or opportunities.

To review the district’s *Nondiscrimination Policy 3210 and Procedure 3210P*, by visiting our [website](#).

What is sexual harassment?

Sexual harassment is any unwelcome conduct or communication that is sexual in nature and substantially interferes with a student’s educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they must submit to unwelcome sexual conduct or communication to gain something in return, such as a grade or a place on a sports team.

Examples of sexual harassment can include pressuring a person for sexual actions or favors; unwelcome touching of a sexual nature; graphic or written statements of a sexual nature; distributing sexually explicit texts, e-mails, or pictures; making sexual jokes, rumors, or suggestive remarks; and physical violence, including rape and sexual assault.

Our schools do not discriminate based on sex and prohibit sex discrimination in all of our education programs and employment, as required by Title IX and state law.

To review the district’s *Sexual Harassment Policy 3205 and Procedure 3205P*, visit our [website](#).

What should my school do about discriminatory and sexual harassment?

When a school becomes aware of possible discriminatory or sexual harassment, it must investigate and stop the harassment. The school must address any effects the harassment had on the student at school, including eliminating the hostile environment, and make sure that the harassment does not happen again.

What can I do if I'm concerned about discrimination or harassment?

Talk to a Coordinator or submit a written complaint. You may contact the following school district staff members to report your concerns, ask questions, or learn more about how to resolve your concerns.

Concerns about discrimination:

Civil Rights Coordinator: Mike Villarreal, Superintendent mvillarreal@hoquiam.net
325 W. Chenault Ave
Hoquiam, WA 98550
360-538-8200

Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator: Jason Ihde, Principal jihde@hoquiam.net
700 Wood Ave
Hoquiam, WA 98550
360-538-8255

Concerns about disability discrimination:

Section 504 Coordinator: Jason Ihde, Principal jihde@hoquiam.net
700 Wood Ave
Hoquiam, WA 98550
360-538-8255

Concerns about discrimination based on gender identity:

Gender-Inclusive Schools Coordinator: Jason Ihde, Principal jihde@hoquiam.net
700 Wood Ave
Hoquiam, WA 98550
360-538-8255

To **submit a written complaint**, describe the conduct or incident that may be discriminatory and send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights coordinator. Submit the complaint as soon as possible for a prompt investigation, and within one year of the conduct or incident.

What happens after I file a discrimination complaint?

The Civil Rights Coordinator will give you a copy of the school district's discrimination complaint procedure. The Civil Rights Coordinator must make sure a prompt and thorough investigation takes place. The investigation must be completed within 30 calendar days unless you agree to a different timeline. If your complaint involves exceptional circumstances that require a longer investigation, the Civil Rights Coordinator will notify you in writing with the anticipated date for their response.

When the investigation is complete, the school district superintendent or the staff member leading the investigation will send you a written response. This response will include:

- A summary of the results of the investigation
- A determination of whether the school district failed to comply with civil rights laws
- Any corrective measures or remedies needed
- Notice about how you can appeal the decision

What are the next steps if I disagree with the outcome?

If you do not agree with the outcome of your complaint, you may appeal the decision to the superintendent, school board of directors, and then to the Office of Superintendent of Public Instruction (OSPI). More information about this process, including important timelines, is included in the district's Nondiscrimination Procedure 3210P and Sexual Harassment Procedure 3205P.

I already submitted an HIB complaint – what will my school do?

Harassment, intimidation, or bullying (HIB) can also be discrimination if it's related to a protected class. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will notify

the Civil Rights Coordinator. The school district will investigate the complaint using both the Nondiscrimination Procedure 3210P and the HIB Procedure 3207P to **fully resolve your complaint**.

Who else can help with HIB or Discrimination Concerns?

Office of Superintendent of Public Instruction (OSPI)

All reports must start locally at the school or district level. However, OSPI can assist students, families, communities, and school staff with questions about state law, the HIB complaint process, and the discrimination and sexual harassment complaint processes.

OSPI School Safety Center (For questions about harassment, intimidation, and bullying)

- Website: ospi.k12.wa.us/student-success/health-safety/school-safety-center
- Email: schoolsafety@k12.wa.us
- Phone: 360-725-6068

OSPI Equity and Civil Rights Office (For questions about discrimination and sexual harassment)

- Website: ospi.k12.wa.us/policy-funding/equity-and-civil-rights
- Email: equity@k12.wa.us
- Phone: 360-725-6162

Washington State Governor's Office of the Education Ombuds (OEO)

The Washington State Governor's Office of the Education Ombuds works with families, communities, and schools to address problems together so every student can fully participate and thrive in Washington's K-12 public schools. OEO provides informal conflict resolution tools, coaching, facilitation, and training about family, community engagement, and systems advocacy.

- Website: www.oeo.wa.gov
- Email: oeoinfo@gov.wa.gov
- Phone: 1-866-297-2597

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

The U.S. Department of Education, Office for Civil Rights (OCR) enforces federal nondiscrimination laws in public schools, including those that prohibit discrimination based on sex, race, color, national origin, disability, and age. OCR also has a discrimination complaint process.

- Website: <https://www2.ed.gov/about/offices/list/ocr/index.html>
- Email: orc@ed.gov
- Phone: 800-421-3481

Our School is Gender-Inclusive

In Washington, all students have the right to be treated consistent with their gender identity at school. Our school will:

- Address students by their requested name and pronouns, with or without a legal name change
- Change a student's gender designation and have their gender accurately reflected in school records
- Allow students to use restrooms and locker rooms that align with their gender identity
- Allow students to participate in sports, physical education courses, field trips, and overnight trips in accordance with their gender identity
- Keep health and education information confidential and private
- Allow students to wear clothing that reflects their gender identity and apply dress codes without regard to a student's gender or perceived gender
- Protect students from teasing, bullying, or harassment based on their gender or gender identity

To review the district's Gender-Inclusive Schools Policy 3211 and Procedure 3211P, visit our [website](#). If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator: Jason Ihde,

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information above on page 12.

Disruptive Conduct Students should not disrupt the learning process for their peers or staff. Any behavior that does not reflect the “Four Bs” would be considered disruptive.

Any person who insults or verbally abuses a staff member anywhere on the school premises while they are carrying out their official duties, shall be guilty of a misdemeanor (RCW 28A.635.010). Any threat or intimidation to any staff member can be considered a gross misdemeanor. Any violent act against any staff member is cause to remove the student, emergency expel them and contact the police department (RCW 28A.635.090 & SBP 3240).

Disruptive Devices Items such as squirt guns, firecrackers, lighters, matches, water balloons, skateboards, laser pointers, or roller skates are not allowed at school. All students must turn over the item to staff when requested as a matter of safety. Items will be taken from the student and can only be returned to a parent/guardian.

Lockers All students will be provided a locker to use for their bag/backpack or other items. Students are not allowed to place a lock on the locker and should not leave anything of high value in the locker (i.e. money, iPad). Lockers are the property of the school and should be cared for by the student without any damage being left. Any damage will be the student’s responsibility to repair or replace. Lockers may also be searched should there be reasonable suspicion of anything illegal or dangerous in them (RCW 28A.600.210 through 28A.600.240 and RCW 28A.60.0220). If the expectations for proper use of the locker are not followed refer to Central’s Progressive Discipline policy.

Student backpacks need to go into the student’s locker and should not go to the classroom. The student’s lunch bag/box may go to the classroom to be placed in the lunch bucket. Backpacks, lunch bags/boxes may be searched if there is a concern or report of dangerous or inappropriate items being brought to school.

DISCIPLINE

We work hard to provide a supportive, positive environment at Central and help each student to achieve their personal best. We look at each student as an individual and set clear guidelines to help them demonstrate safe, kind, respectful, and responsible behavior. We recognize and respect the diversity of backgrounds inherent in all of our students. There are four levels of our process:

Level I – Low level Behaviors. We will give the student an opportunity to gain a clear understanding of expectations for school behavior. These behaviors include things like talking too much in class, being rude or disrespectful, being unkind, not being responsible, or not following directions.

Level II – Mid Level Behaviors. We will provide the behavior expectations again. We will determine the need for interventions. Minor consequences may be assigned. These behaviors include things like being uncooperative, making inappropriate comments, refusing to follow directions.

Level III – High Level Behaviors. We will provide the behavior expectations again. Interventions and consequences will be assigned. Consequences may include school suspension, loss of privileges, alternate recesses, or other appropriate measures to address the behavior. The parents will be notified.

These behaviors include things like dishonesty, inappropriate behavior, defiance, disrespect, not being responsible, theft, intimidation, fighting or unsafe behavior.

Level IV – Severe Behaviors. Severe Behavior is when a student significantly disrupts the learning environment, refuses to submit to a reasonable request, or is a danger to himself/herself or others. Under these circumstances, and/or after several interventions have been used, the student will be removed from the classroom and/or excluded from school. They may be suspended or expelled depending on the severity of the problem. The student will be placed on a behavior plan upon returning to school. These behaviors include things like bullying, threats, tobacco/alcohol/drugs, harassment, violence toward themselves, staff or other students and unsafe behavior.

INTERVENTION for BEHAVIOR

Classroom Support Teachers and support staff will have the responsibility to maintain order in the classrooms and ensure a positive learning environment. This includes redirecting students when unacceptable behaviors occur. Teachers and support staff will follow these steps to help students get back on track, be safe and continue learning.

1. **Verbal warning** - allows students to know they need to change their behavior.
2. **Thinking spot**-have students move away from other students, write down or discuss what happened and provide an opportunity to restore the situation.
3. **Menu of 3**-Teacher selects an appropriate intervention strategy from the menu of 3 previously selected strategies. The goal is to refocus, problem-solve, cool off, write a student incident report or regain management of themselves.
4. **Buddy Classroom**-Teacher sends student to buddy classroom (no loss of instruction) no longer than 30 minutes. If the behavior persists, staff may send the student to the friendship room, write a referral, provide a low level (Level I or II) consequence and contact the parent.
5. **Friendship Room**- If a student continues to display poor decisions, inappropriate behavior or disruptions, a plan will be developed for the student to return to the classroom and an additional intervention will be made through the behavior intervention specialist along with parent contact being made. An intervention referral or an office referral will be written.
6. **Disciplinary Referral**- This is the last step in the intervention process. Student will meet with the principal. All previous steps should have been used. Either an intervention referral or an office referral should be used. Student/parent meeting will be held.

All students are expected to follow all rules at school, during the school day, as well as during any school activities conducted on or off campus. While in the school, the student shall respect the rights of others. No student has the right to interfere with teaching or student learning and certain acts will be cumulative in nature throughout each student's education. These include fighting, harassment, intimidation, bullying, theft, assault, gang activity, tobacco, drug or alcohol use/possession and threats to others or themselves.

Students who involve themselves in dangerous acts on school property, off school property or at school-supervised events, are subject to disciplinary action by the school and may include law enforcement. If this occurs, parents will be notified by phone or certified mail. Any action taken by the police will be added to the action taken at school.

A suspension or expulsion may be considered/used without implementing earlier steps due to the seriousness of the situation. These are dealt with on an individual basis, with administrative discretion, according to district policy (SB Policy 3241). Our goal at Central is to assist students in all areas of their social and academic growth. We believe all students can learn and we will take every opportunity to teach, prevent and intervene.

EXCEPTIONAL MISCONDUCT

The following few items are extreme examples of misconduct. However, a single incident or violation of this policy can result in immediate long-term suspension or expulsion from the school district. Misconduct pursuant to WAC 180-400-225 and 180-400-250, which has occurred on a basis of such a serious nature to have a disruptive effect on the operation of school will warrant long-term suspension or expulsion with resort to other forms of corrective action or punishment. When deciding consequences, chronological age, mental maturity, state laws and federal laws pertaining to the student will be considered. Exceptional misconduct includes, but is not limited to: arson; assault and battery; drugs and alcohol; extortion/assault/causing physical injury; fighting/fighting words/threatening; gang behavior and activity; insubordination; theft of property; weapons and dangerous implements; vandalism; and sexual harassment.

EMERGENCY EXPULSION

Any student who is a pronounced, immediate threat to safety for themselves, another student or staff member will be immediately expelled and can remain expelled for up to 10 days until an investigation can be completed. During this time, the student will remain out of school. Work will be provided to the student during this time.

EXPULSION

In extreme circumstances where there is a pronounced threat to safety for a student or staff member, students may be expelled from school which means they are removed for up to one year and in some cases may be barred from enrolling in any school in Washington. This may be for violence, threatening violence, or bringing a weapon onto school property.

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

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

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

You can report sexual harassment to any school staff member or to the district's Title IX Officer. You also have the right to file a complaint. For a copy of your district's sexual harassment policy and procedure, contact your school or district office, or view it online here: **hoquiam.schoolwires.net**

ENGLISH LANGUAGE LEARNER PROGRAM

Central Elementary provides students that qualify with an English Language Learner (ELL) Program. This program emphasizes language development through a variety of strategies. Most importantly,

they are taught to embrace the process of learning while retaining their pride in their cultural heritage. For more information regarding this program, please contact The Director of Teaching and Learning at 360-538-8200.

FIELD TRIPS

During the year our students may travel outside of the school as part of an activity or class trip. Information and permission slips will be sent home and students who do not participate will be provided an alternative assignment and a place to work that is supervised. Parents may also choose or be asked to chaperone the trip. In unique situations, a parent/family chaperone may be requested for their specific student to attend the trip. Any parent who goes as a chaperone must fill out the volunteer paperwork and submit this to the district office. Clearance through the criminal background check may take up to two weeks, but must be completed before parents/family members can accompany the class.

MEDICATION

The parent/guardian and physician must complete medication forms if your child is to take medication of any type during school hours. All medication and completed forms must be turned into the office. Medicine must always be in the original container. It will be kept locked in the school office. School staff will supervise the administration of the medication. Please do not send your child to school with any medication (such as aspirin, cough syrup, cough drops, etc.). Please see SB policy 3416 for more information. **All paperwork and medication must be completed and on site with the district before the child begins school.**

IMMUNIZATIONS

All students must provide a copy of their original immunization forms for their health file. Under state law, all students must be immunized and have proof of immunization or provide an exemption to the school district each year of attendance. Students who do not provide records or paperwork may not attend school. If a family has questions, please contact the school nurse (RCW 28A.210, WAC 246-105)

INCLEMENT WEATHER/EMERGENCY CLOSURE

In case of inclement weather or natural emergencies, please check the Hoquiam School District website, and/or listen to a local radio channel or watch T.V. for information regarding school closure. In certain situations, you may also receive an automated phone message indicating a change in the school day. On those days where school is delayed, breakfast may be modified or may not be served.

INSURANCE

Our school district offers an optional student insurance plan. If you are interested in this information, please call the front office. If you do not have insurance for your child, we urge you to review this plan. A brochure can be provided.

INTERNET USE AND MISUSE

Students agree that they will not use or access websites that are not appropriate and/or violate school expectations and rules. Students will not access or share inappropriate pictures, texts or emails at school. Technology, including chromebooks, Ipads, robotics, etc. that is checked out to the student is the student's responsibility to pay for repairs should the apparatus be damaged while checked out to the student. Board policy Electronic Resources and Internet Safety: Section 2000 can be referenced for greater detail on the Hoquiam School District Website Hoquiam.net

Electronic Resources and Internet Safety

The Hoquiam Board of Directors recognizes that an effective public education system develops students who are globally aware, civically engaged, and capable of managing their lives and careers. The board also believes that staff and students need to be proficient and safe users of information, media, and technology to succeed in a digital world.

Electronic Resources

The district will develop and use electronic resources as a powerful and compelling means for students to learn core subjects and applied skills in relevant and rigorous ways and for staff to educate them in such areas of need. It is the district's goal to provide students with rich and ample opportunities to use technology for important purposes in schools just as individuals in workplaces and other real-life settings use these tools. The district's technology will enable educators and students to communicate, learn, share, collaborate and create; to think and solve problems; to manage their work; and to take ownership of their lives.

The superintendent or designee will: 1) create strong electronic resources and develop related educational systems that support innovative teaching and learning; 2) provide appropriate staff development opportunities regarding this policy; and 3) develop procedures to support this policy. The superintendent or designee is authorized to develop procedures and acceptable use guidelines for staff and students as to use of district electronic resources, including those that access Internet and social media, and to regulate use of personal electronic resources on district property and related to district activities.

Internet Safety

To help ensure student safety and citizenship with electronic resources, all students will be educated about Internet safety. This will include appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

To promote Internet safety and appropriate online behavior of students and staff as they use electronic resources and access material from the Internet, the superintendent or designee is authorized to develop or adopt Internet safety procedures, acceptable use guidelines, and, for students, related instructional materials for every grade level. The superintendent or designee in evaluating such procedures and instructional materials should take into account District electronic resources, community norms, privacy rights, responsible use, and issues of concern with student or staff use of electronic resources.

As a component of district Internet safety measures, all district-owned electronic resources, including computer networks and Wi-Fi, in all district facilities capable of accessing the Internet must use filtering software to prevent access to obscene, racist, hateful or violent material. However, given the ever-changing nature of the Internet, the district cannot guarantee that a student will never be able to access objectionable material.

Further, when students use the Internet from school facilities for educational purposes, district staff will make a reasonable effort to supervise student access and use of the internet. If material is accessed that violates district policies, procedures or student guidelines for electronic resources or acceptable

use, district staff may instruct the person to cease using that material and/or implement sanctions consistent with district policies, procedures, guidelines, or student codes of conduct.

LEAVING CAMPUS DURING SCHOOL HOURS

A student shall not leave the school campus during the school day unless excused by the school office.

LIBRARY

All students visit the school library once a week. Students are allowed to take home their library books, but must return their books by the assigned due date. Students, parents or guardians will be held responsible for any books lost, stolen or damaged. Students lose the privilege of taking books home if they have an overdue book. In the event that a student has lost a book and cannot return it, students will be able to check out books, but at the end of their classroom reading time they will give it back to the teacher until their next opportunity to read in the classroom.

Our librarian will notify teachers when a student has an overdue book and teachers will communicate with parents in regards to a book that is overdue more than a week.

LOST AND FOUND

Please label all items belonging to your child with their first and last name. Unclaimed items can be claimed in the Lost and Found. During conferences, items are placed on tables for easy identification by parent/guardian and students. Unclaimed items are given to the local clothing bank at the end of the year. Items that are labeled with the student's name are returned to the student without being placed in Lost and Found.

MASCOT

Our school mascot is the bear. We encourage students to wear appropriate school-spirit attire on Fridays as well as any day of the week!!

PROFESSIONAL LEARNING COMMUNITY (PLC) DAYS

PLC days will occur each Friday with a 90 minute early release to allow for teacher collaboration, staff to reflect on student data, engage in professional development and research best instructional practices. Central students will be dismissed on Friday afternoons at 1:25 to allow for this time.

2024-2025 Friday early release dates:

September: 20, 27	October: 11	November: 1, 8, 15, 22
December: 6, 13, 20	January: 10, 17, 24, 31	February: 7, 14, 21
March: 7, 21	April: 18, 25	May: 2, 9, 16, 30 June: 6, 13

SCHOOL NEWSLETTER

A newsletter from the office with updates and information regarding Central events will be sent out the last week of each month in preparation of the upcoming month. This will be sent home with the students in their communication folders. Individual teachers may send out a newsletter for their specific classroom. The Central Facebook page will also be updated monthly with a newsletter.

EMERSON-LINCOLN-CENTRAL ELEMENTARY SCHOOL PARENT-TEACHER ORGANIZATION

Our parent group is a busy, dedicated group of committed people who genuinely care about the welfare of our school and our students. Our PTO sponsors many of the special activities that occur throughout the year. Please watch our newsletters for announcements of activities. Everyone is welcome to attend our monthly meetings. They are the first Tuesday of each month at 6:30 p.m. and are held at Emerson Elementary.

RELEASE OF STUDENT INFORMATION

Student records are confidential and they shall not be released other than as provided by law. Please see SB Procedure 3240 for more information.

REPORT CARDS

Report cards are sent home three times per year at the end of each trimester. Each teacher communicates grading expectations with students and parents.

REPORTING OF PROBLEMS OR ISSUES

At Central Elementary, we strive to address incidents and deal with them in a timely and appropriate manner. We also encourage students to communicate with adults about things that happen during the school day. If in this process a parent/guardian has questions or concerns, they are encouraged to contact office personnel.

SAFETY

Safety is our priority. We have a secure perimeter (all outside doors are locked) and an enclosed playground (gated with locks throughout the school day). Our front office can be accessed by ringing the doorbell at the front door. Thank you for your understanding and cooperation in keeping our campus safe for our students.

Crossing Guards We require that all students use one of 3 intersections when arriving or leaving school. We will provide an adult supervisor at the following intersections:

- Emerson Avenue
- 3rd and "J" Street
- 4th and "J" Street

Students should only cross Simpson Avenue at the Old Hoquiam School District Office lighted pedestrian crosswalk. Students should NOT cross the street unless there is a flashing light and or a patrol person is on duty.

Drop-off and Pick-up Zones: Students are to be dropped off and picked up on Simpson Avenue in front of the office and playground. Students are to enter the playground in the morning and will be dismissed to the playground at the end of the school day. Due to student safety, parents are not allowed on the playground during the school day unless they are an official volunteer and have cleared the District Office background check.

For safety, please do not have your child walk through the parking lot or onto the street to enter or exit your vehicle. Please pull up to the curb for safe loading/unloading. Following these guidelines will help us ensure the safety of your child. When picking up your student in the afternoon, please DO

NOT park in the front parking lot fire lanes. This means you will need to either pull into a parking place or park on the road to keep lanes clear and a good line of sight for all drivers.

SAFETY DRILLS

Each month our staff and students will participate in drills that help everyone practice safety in an emergency. Most of the drills take place on campus or in some cases in cooperation with local emergency services. Completing drills assures that emergencies can be dealt with and that students feel safe at school. It is important to us that issues are dealt with promptly and as they occur.

Earthquakes In order to prepare for earthquakes, students participate in an earthquake drill each year and in the event of a real earthquake are expected to get underneath the closest desk or cabinet, hang on to something stable and stay in place until it is safe to come out (drop, cover and hold).

Fire In order to prepare for a fire, students participate in drills each year and in the event of a real fire, are expected to line up quickly and quietly and exit the building where they meet, along with their teacher, at a designated place in order to take role and stay safely away from any fire danger as well as be removed from the grounds if needed.

Lockdown There may be times when there is an emergency situation inside the school or in the surrounding area. In order to keep students safe, the building may be “locked down” where all doors will be locked, students will be held inside the school and regular activities will stop. Communication will be limited to emergency services and only emergency personnel will enter or exit the building until it is safe. WE ASK PARENTS PLEASE DO NOT COME TO THE SCHOOL UNTIL THE DANGER/SITUATION HAS PASSED. This will create challenges for emergency personnel coming into the school, block roadways needed by emergency vehicles and places more people in danger. Students will be reunited with parents, when needed, as quickly as possible when authorities approve the safety and security of the building or surrounding area.

Shelter in Place: Shelter in Place is similar to lock downs except classroom activities continue as normal. Shelter in Place may be used when there is a serious situation but no immediate danger to students or staff. All doors will be locked and students will be held in classrooms, but regular activity will continue without movement in the hallways, entering the building or leaving the building. Regular communication will continue. WE ASK PARENTS PLEASE DO NOT COME TO THE SCHOOL UNTIL THE SITUATION HAS PASSED. In these secure situations, no one is allowed into or out of the building other than security and emergency personnel for staff and student safety.

SCHOOL CLOSURES

In the event of a school closure for weather or emergencies, including early dismissal, the information will go out by phone message/text, radio or television. Please see the list of radio and television stations below. In the event of emergency situations such as severe winter road conditions or PUD failure, and schools are to be closed or delayed in opening, the announcement will be broadcast over

local television and radio stations as well as on our phone line 360-538-8300. (TV-KOMO 4, King 5, KIRO 7, FOX 13 Radio –1320 AM).

SERVICE ANIMALS

Service animals may be allowed when proof of their certification and training as a service animal are provided to the office. No other animals are allowed.

STUDENT RECORDS

The Family Rights and Privacy Act states that parents have the “right to inspect and review educational records of their children”. If a parent would like to see records, they can request this in the office at any time. Records will only be shared with parents/guardians and are otherwise confidential.

SUSPENSION

Suspension is a temporary removal of a student from school. Suspension is assigned for unsafe or repeated behaviors. Suspension is the last action that will be used and only after every other form of corrective action, intervention and alternative has been applied. Exceptions are those actions or behaviors that are dangerous or unsafe for your student or other students or staff. Students who have individual education plans will have a review with support staff prior to any suspension to determine any manifestation as a result of their conditions.

TELEPHONE

Our school phone is for business and emergencies. We understand that students may occasionally need to call home and we'll do our best to allow your student to use the phone.. If you have **an emergency** and need to get a message to your child during the day, please call the office at 538-8230. **For routine arrangements, please plan ahead and send a note or call us in the morning or no later than 1:00 P.M.**

TOBACCO FREE, ELECTRONIC CIGARETTE FREE AND WEAPON FREE ZONE

The state legislature has passed laws making state schools both smoke (tobacco) free and gun (weapon) free zones. No individual, either student or adult, is allowed to use tobacco products or electronic cigarettes on school property. It is against the law for any individual under the age of 18 years to smoke. Furthermore, state law prohibits any individual (except designated law enforcement officials) from possessing or using guns, look-alike guns or other weapons (including dangerous items of clothing or jewelry) on any school campus (including parking lots). Students who violate the weapon law face possible expulsion from Washington State Schools. Please see SB procedure 3241P for more information.

TOYS AND TRADING CARDS

Please keep all toys, personal belongings, and trading cards, etc. at home. (e.g., Digimon, Pokemon, etc.) These tend to interrupt the learning process and take instructional time away from our students. They can also be lost, stolen or broken.

PERSONAL SPORT/RECESS EQUIPMENT

Students are strongly discouraged from bringing personal sports equipment to school. All equipment must be shared with other students during recess activities. If equipment is lost the school is not responsible for replacement of the equipment.

VISITORS

Parents are encouraged to visit school whenever possible. If you would like to visit a classroom, please call ahead to make prior arrangements with your child's teacher and provide at least a 24 hour notice. We also encourage you to join your child for lunch. Please call ahead to let us know you are coming so we can make arrangements. You will need a background check to work in classrooms, visit with school groups, or work as a volunteer. This application can be picked up at the district office and upon return, may take 2 weeks to complete clearance.

Whenever parents visit the school building or playground, we require signing in at the office and picking up a visitor badge or sticker. This identifies authorized visitors for our staff and students. If you have something to deliver to your child, please bring it to the office and we will see that your child gets it.

VOLUNTEERS

We welcome those that would like to assist in the education of our students. Any individual who wishes to volunteer in the classroom or on a field trip will need to have a background check completed prior to the event. Please ask in the office for a form to fill out. You must provide your driver's license. If you would like to volunteer in the classroom, please contact the district office. Please keep in mind that it may take up to 2 weeks to process the paperwork. **ALL VOLUNTEERS MUST BE CLEARED THROUGH THE DISTRICT OFFICE!**

DISCRIMINATION

Hoquiam 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, gender identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) has been designated to handle questions and complaints of alleged discrimination:

Civil Rights Coordinator:

**Mike Villarreal, mvillarreal@hoquiam.net
325 W Chenault, 360-538-8200**

Title IX Officer and Section 504 Coordinator:

**Jason Idhe, jidhe@hoquiam.net
325 W Chenault, 360-538-8200**

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view it online here: www.hoquiam.net

SEXUAL HARASSMENT

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

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

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or

- The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

Examples of Sexual Harassment:

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

You can report sexual harassment to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of your district's sexual harassment policy and procedure, contact your school or district office, or view it online here: www.hoquiam.net

COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT

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

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

COMPLAINT OPTIONS: DISCRIMINATION

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

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

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

Other Discrimination Complaint Options

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

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

Washington State Human Rights Commission

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

Complaint to the School District

Step 1. Write Out Your Complaint

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

Step 2: School District Investigates Your Complaint

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

Step 3: School District Responds to Your Complaint

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

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

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

You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI:

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

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

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

Other Discrimination Complaint Options

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

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

Washington State Human Rights Commission

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

SCHOOL BOARD POLICY AND PROCEDURE REFERENCE LIST

The following additional subjects are addressed in the Hoquiam School Board Policy Manual. A copy of the manual is available at the HSD office for your reference. It is also available on the district website.

- Drug and Alcohol Policy: SB Procedure 3241P

- Nondiscrimination Compliance: SB Policy 3210
- Student Rights and Responsibilities: SB Policy 3200
- Homeless: McKinney-Vento Act SB Policy 3115
- Notification of Highly-Qualified Teachers SB Policy 5050