

Queets Clearwater School

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Home of the Tigers

TIGERS



**Student/Staff Handbook
2021-2022**

“Every great dream begins with a dreamer. Always remember, you have within you the strength, the patience, and the passion to reach for the stars to change the world.” –

Harriet Tubman

Welcome to Queets Clearwater School

Queets Clearwater School is proud of our academic traditions and cultural heritage. We take pride in our school in the way we communicate, learn, and interact with students, staff, parents and the community. This handbook describes the services and resources available at QCSD as well as the privileges and responsibilities we grant to our students.

It is important that you take time to read and familiarize yourself with the information in this handbook. Let us know if you have any questions, or if you have suggestions for how this handbook can be improved. We wish you a wonderful school year.

Administration & Office

Mrs. Mel Houtz, Superintendent

Mrs. Sandra Wells, Office

Counseling & Support Services

Bradly Garrison, Special Education

Certified Staff

Sheryl Kaye K-3RD Grade

Mel Houtz, 4-8th Grade

Classified Staff

Laura Obi-Sansom, Paraprofessional

Mary Mason, Kitchen

Annette McLane, Maintenance

Shaquille Lorton, Paraprofessional

Mandy Kraitz, Paraprofessional

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School-Wide Expectations

Recently, students and staff selected a school-wide motto--one that expresses the spirit and purpose of Queets Clearwater School. We chose DREAM. DREAM stands for:

Determined
Respectful
Engaged
Accountable
Motivated

Currently, staff and students are collaborating on how DREAM looks, feels and sounds like in the classroom, in the cafeteria, on the playground, in the hallways, and everywhere else you may find a student or staff member. We are excited to learn what the final product will be and its alignment with the District's mission of *Creating a Future for Every Student*. Until then the following are some guiding principles.

Students should . . .

- come to class ready to learn with proper materials and a positive *can do* attitude
- complete own school work and not engage in acts of plagiarism or cheating
- carry a hall pass when traveling to and from the bathroom, office, library or locker
- check out of the classroom by recording the date and time of departure when leaving for the bathroom, office, library or locker
- arrange for busing at the District's transportation office; students will only be allowed to ride assigned bus
- meet all athletic eligibility requirements including daily attendance, academic standing and student code of conduct
- follow specific classroom rules as explained in the teacher's course syllabus or posted in the classroom, e.g., a teacher has discretion to disallow gum, food, and hats, for example, in their classroom. Just like your house rules may be different than your friend's, teachers too have different rules--respect and follow them please!
- use academic language and engage in friendly conversation with others; please seek staff assistance before a situation turns into a problem
- keep assigned locker clean and free of stickers
- never share locker their combination with anyone at anytime (your friend today may not be tomorrow - don't give it out!!)

- store backpacks and other large items in assigned lockers; students are expected to use passing time to retrieve necessary school supplies and bring them to the next class; a use of a purse or small knapsack may be used to carry personal items
- limit personal affection to brief hugs and holding hands
- line up for lunch in an orderly, quiet fashion and follow the in/out path for breakfast and lunch
- respect the property of others by asking permission first and taking good care while in use
- keep the campus clean by picking up and throwing away garbage
- comply with all corrective actions related to violations of student conduct, this includes going to assigned lunch or after school detention

Student Rights and Responsibilities (per Board Policy 3240/3240P)

- Students have the right to equal educational opportunity regardless of national origin, race, religion, economic status or sex including being free from sexual harassment. Students have the right to learn in a safe environment.
- Students have the right to freedom of speech, freedom of press, and the right to peaceably assemble provided it doesn't impact the learning of other students.
- Students have the right to be secure in person, paper, and effects against unreasonable searches and seizures.
- Students have the right to due process and to request an informal conference with the appropriate administrator for the purpose of resolving a matter for which students have been aggrieved.

You may say I'm a dreamer,
but I'm not the only one,
I hope someday you'll join us,
And the world will be as one.

-John Lennon

Activity Day

These hour-long opportunities are provided throughout the school year for students to play and socialize with others. They are held during the last hour of the school day and generally scheduled around the end of grading periods or as a reward for a predetermined goal. Students owing detention or suspension will not be invited to participate.

Assemblies

School assemblies are considered a part of the regular school program and are provided several times throughout the school year. Assemblies shall be for academic recognition, school spirit, guest speakers, etc. Students shall sit with their class during the duration of the assembly. Assemblies are generally held in Gym. Food or drink is not allowed.

Associated Student Body (ASB)

ASB is a student-led organization representing the interests and goals of the entire OMS School Student Body. ASB students plan and facilitate various leadership activities, e.g., assemblies, school dances, and peer mentoring. They also offer budgetary oversight to all ASB clubs. Students participating in athletics or ASB clubs must purchase an ASB club for \$25.

Athletics

6th, 7th and 8th graders are eligible to participate and compete in many different sports gaining valuable experience in team development, leadership, and sportsmanship skills. To participate, students must complete and submit forms through the district, submit proof of a current sports physical, maintain academic eligibility, and purchase an ASB card. Academic eligibility will be determined by progress reports. Progress reports will be done every two weeks during each season and monitored by the athletic director. If a student is ineligible to play, he/she will be placed on probation. During this time, the student will be allowed to practice but will not be allowed to play a game until the student meets the academic standard. Additionally, students with an unexcused absence will not be allowed to participate in a practice that day.

Bus Transportation

1. The driver has full responsibility for the bus and students. Students must obey the driver's rules.
2. Any student may be assigned to a specific seat at the driver's discretion.
3. Outside of ordinary conversation, classroom conduct must be observed.
4. Students are to assist in keeping the bus clean.
5. No student shall open a window on the bus without getting permission from the driver.
6. No student shall, at any time, extend his / her head, hands, or arms out of a window, whether the bus has come to a full stop or is moving. Nothing is to be thrown or handed through a window.
7. Students are to remain seated while the bus is in motion and are not to get off or on until the bus has come to a full stop.
8. Students will load and unload at designated stops only.
9. Students who have to walk for some distance along the highway to the bus loading zone should walk along the left side of the road, facing traffic. This will also apply to students leaving the bus loading zone.
10. Students must leave the bus in an orderly manner and must cross the road only in front of the bus.
11. Students must not stand or play in the roadway while waiting for the school bus.
12. Students must not, at any time, ride or hang on the outside of the bus.
13. Students must have nothing in their possession or attached to their clothing that may cause injury or inconvenience to others. Balloons are not allowed. DANGEROUS ITEMS OR NUISANCE TOYS WILL BE CONFISCATED.
14. Each student must see that his/her books and personal belongings are kept out of aisles..

Cafeteria & Meals

The QCSD cafeteria is located in the Multipurpose Room across from the gym. Menu options vary from pizza by the slice to deli sandwiches. QCSD participates in the Federal Nutrition Program. Currently all students enrolled in QCSD are provided a free breakfast and lunch in the school cafeteria.

Clubs

Several Clubs are in the process of beginning in the school district

Conferences

Parent conferences are generally held during 2nd and 3rd quarters. Afternoon opportunities to meet with your student's teachers will be available from noon-3pm on conference days We encourage you to take this opportunity to learn more about your student's academic progress and ways to be more involved.

Counseling Office

The Counselor is available to schedule, orient, and assist students academically. The counseling office will also help with social and emotional development & conflict resolution strategies through individual counseling, small group support, and/or referrals to local agencies. Enrollment and course schedules are processed in the counseling office.

Emergency/Evacuation Drills

The law requires that schools participate in a minimum of 9 emergency or evacuation drills, e.g, fire, lockdown, and earthquake. Practicing such drills helps students prepare for these untimely events and can decrease their anxiety if an actual event were to occur. Please remember to update all contact information, including emergency contacts, just in case we were to need to call you.

Field Trips

We look to offering several field trips throughout the school. Teachers or Club Advisors will provide a detailed itinerary to include cost if any, and what to bring. Signed permission slips and medical release are required for students to attend. You can get these from the school office or from the website at www.queetsclearwaterschool.org

Grades and Report Cards

We encourage you to review your student's grades and assignments regularly via Skyward Family Access (coming soon). Teachers are expected to upgrade the grade book tri-weekly so be sure to check frequently. First and third quarter report cards are given to your student to bring home, whereas, semester and end of year report cards are mailed home. Teachers may provide additional written progress reports more frequently. If you have any questions regarding your student's grade or assignments, please contact the classroom teacher via email or telephone.

Guests

Parents are asked to check in at the Attendance office before visiting. A student guest must meet the following criteria:

1. Be educational in purpose
2. Must have written permission note from his/her parent/guardian
3. Must have administrative approval prior to the visit
4. Must request permission from the Attendance Office **at least two days in advance.**

5. Must get written permission in advance from each of his/her teacher(s).
6. Must obtain a guest pass from the attendance office and the guest must accompany the QCSD student while visiting. Student guests will be subject to all QCSD rules and regulations while here. When necessary, QCSD reserves the right to contact guest's parents or regular school of attendance for prior approval.
7. As a general rule, a guest may visit with an QCSD student for one day. If there are unusual circumstances, a guest may be allowed to visit for a maximum of two days, with prior administrative approval.

InvestEd

This fund helps provide basic supplies, access to school programs, and other assistance to help students in need. Such items may include shoes, coats, glasses, sports equipment, and academic fees. InvestEd's goal is to encourage students to stay in school, return to school, or get involved within their school. Please contact the Superintendent, Mr. Houtz if you or someone you know is in need.

Quin Education

This program is designed to assist our Quinault Enrolled Native American students with social and academic needs. The advisor provides one on one and small group tutoring during the school day and serves as the Indian volunteer in our School District.

Medication at School (per Board Policy 3416 & 3416P)

If a student must receive prescribed or non-prescribed oral medication (including inhalers) during the school day, the parent must submit a written authorization accompanied by a written request from a licensed health professional (forms available at school). If the medication will be administered for more than fifteen consecutive days, the licensed health professional must also provide written, current, and unexpired instructions for the administration of the medication. Requests shall be valid only for the current school year and must be renewed annually if the medical conditions continue to exist.

The prescribed or non-prescribed medication must be properly labeled in the original container. Students should not transport medication to school unless authorized by the parent and licensed health professional. If the school is to be responsible for dispensing medication, the medication should be brought to the school by a parent with the proper authorization form and given to the dispenser of medications.

School Supplies

Basic school supplies, such as paper, a binder, pencils & pens, and markers or colored pencils are expected of every student. Specific classes may require additional supplies. If you need help with the purchase of school supplies, please contact the office. We would like to help.

Student Assistance Specialist & Educational Advocate

This program is designed to assist students at risk of academic failure due to substance abuse and other barriers to learning. Support is provided in the form of education, prevention, and early intervention.

Textbooks

Students are responsible for all textbooks issued to them. These items will be checked out at the beginning of the semester and checked back in at the end of the term. Satisfactory settlement for repair or replacement will be required to pay for lost or damaged books. Please take good care of these items so that other students may use them.

“To accomplish great things, we must not only act, but also dream; not only plan, but also believe.” – **Anatole France**

Technology & Electronic Devices

QCSD is fortunate to have sufficient student access to ipads, desktop computers and/or chromebooks in every classroom. Students may use these devices for educational purposes. For network access, each student will be required to sign an Acceptable Use Policy contract prior to using the network and/or Internet. These contracts will be supplied by individual teachers and when signed, kept on file in the OFFICE. Students will be held accountable for the appropriate use of the device, and the district will have the right to inspect the use of any student computer if there is a concern of inappropriate use. Violation of the contract is considered computer trespass and will result in the loss of the Internet or network privilege.

With the availability of in-classroom devices, the use of personal, handheld electronic devices, e.g., cell phones, is not necessary in the classroom. While we recognize the convenience of these items, the reality is that they pose a significant distraction to student learning. We ask parent support in honoring our request to keep cell phones and other electronic devices or accessories, e.g., earbuds, stored in the student's assigned locker during class time. Students may have access to these items before & after school and during lunch. The use of such devices is a privilege. Therefore, students shall not engage in cyberbullying via texting, Twitter, Facebook, Snapchat, Instagram or any other social media site.

Students will be subject to corrective action if they fail to cooperate with the above expectations. The first violation will be a warning. Subsequent violations will result in loss of privilege and parents will be expected to retrieve the confiscated device from the office. Thank you for your cooperation.

“If you take responsibility for yourself you will develop a hunger to accomplish your dreams.” – **Les Brown**

Attendance

Students have a better chance at achieving academic success when they attend school every day. With regular attendance, students are more likely to keep up with daily assignments and receive the instruction they need to do well on tests and quizzes. They are also more likely to meet new friends and get involved with sports or a school club/activity.

QCSD asks that parents and students make school a priority. When possible, schedule medical appointments after school and only allow your student to stay home in the case of a contagious or severe illness. Arrange family vacations during school breaks and the summer. Students absent even for a few days fall quickly behind in their studies and miss important information.

QCSD expects:

- students to attend a class every period, every day, and on time
- parent/legal guardian(s) to contact the office by phone or in writing within 48 hours regarding a student's absence and to be physically present when signing a student out when leaving campus for any reason and for any length of time (for safety, QCSD needs to always know a student's whereabouts)
- students manage time wisely during passing and get to class on time - upon the 3rd unexcused tardy, students will be assigned lunch detention
- students bring *excused absence notes* to the attendance office
- students to collect and complete missed assignments during the excused absence(s) - a general rule for missed work during absences is extending the due date one day for each excused or school-related day of absence; students may not be eligible for missed work during unexcused absences unless approved by the teacher
- students complete a *pre-trip form* for any absences 3 days or longer

QCSD understands that our lives are busy and we sometimes forget. The following notifications are intended as reminders to assist parents and students:

- parents are notified via School Messenger of any unexcused absence (additional notifications are available via Skyward Family Access) (COMING SOON)
- students are notified in writing of any unexcused absences (see your teacher for the *unexcused absence slip*); students are expected to clear the absences within 48 hours or be subject to corrective action, e.g., lunch detention

When viewing attendance on Skyward Family & Student Access, please refer to the following definition and explanation for attendance codes.

E - an excused absence or tardy as verified by parent or guardian

- reasons include medical appointment, illness, family vacation, or emergency, such as weather, transportation or personal

U - an unexcused absence or tardy NOT verified by parent or guardian

- attempts have been made, but no appropriate excuse was provided; students are marked truant in these instances and subject to corrective action

W - web absence

- attempts to clear absence is in process

O - an absence that is school related

- reasons include sports, testing, and field trips, etc.

The Becca Bill

In Washington, the law requires children ages 6 to 17 who are enrolled in public schools, to attend school every day, unless there is a good reason for being absent. In this case, the parent or legal guardian must excuse the absence by notifying the school. When students are absent for unexcused reasons, students can be considered truant. *Truancy is defined as being absent from school the entire day or from the majority of a student's classes without parent excusal.* At QCSD, the majority of the day is defined as 4 or more class periods.

The "Becca Bill" (SB 5439) is Washington State's truancy law. It is intended to stop truancy before it becomes a problem. If a student is absent from school, this law requires that QCSD take the following actions:

1. QCSD informs the parent when there is any unexcused absence. QCSD notifies parents of all absences via School Messenger, Skyward Family Access, and/or telephone. QCSD also provides students a written warning of any unexcused absence, giving students an opportunity to clear the absence if applicable.
2. After the second day of truancy, the student is referred to Counseling or Support Services to discuss the causes of the unexcused absences and solutions to prevent further absences.
3. After five days of truancy, QCSD will refer the family to the Community Truancy Board. This Board is a group of citizens whose goal is successful school re-engagement and renewed progress toward school completion for students struggling with attendance.

QCSD enters into a written truancy agreement with the family, where the parent, student and school agree on the necessary steps to resolve the student's attendance problem.

4. After five days of truancy in a month or 10 within a school year, QCSD files a petition in juvenile court whereby the court will order the student to attend school. If this court order is violated, the court calls for a Contempt Hearing and the student could be ordered to do community service or spend time in juvenile detention. The parent may also be fined up to \$25.00 for each day of unexcused absence.
5. Students with excessive excused absences (7) will also be referred to support services or counseling for intervention. If absences continue, students will be referred to the Community Truancy Board.

“So many of our dreams at first seem impossible, then they seem improbable, and then, when we summon the will, they soon become inevitable.” – **Christopher Reeve**

Dress Code & Appearance

QCSD supports a dress code that encourages students to concentrate more on their studies and less on their wardrobe, emphasizing academics and promoting positive behavior. QCSD believes a dress code can reduce the prevalence of rude, aggressive, or promiscuous behaviors often expressed through clothing. While students will always find a way to express themselves, QCSD believes that establishing boundaries prevents students from resorting to extremes that can sometimes lead to undesirable consequences.

School dress codes are a way to teach students the importance of a respectable appearance, a lesson that can positively impact self-respect, self-esteem, and preparation for what is expected in the workplace. Therefore, students should not wear clothing that is revealing, offensive, or disruptive to learning.

The following clothing or accessories are prohibited:

- short shorts and mini-dresses/skirts (hem should reach the bottoms of your fingertips when hands are by your side)
- blouses, muscle shirts and tank tops that show the stomach/midriff or chest
- strapless dresses, blouses, shirts and tank tops with narrow straps
- clothing that shows underwear, boxers, panties, or bra straps
- clothing with excessive holes, rips, or tears (no undergarments showing)
- clothing, hairstyles, accessories, tattoos or other expressions that represent or show gang affiliation (please note these may change throughout the school year per law enforcement recommendation; when they do, students shall be notified)
- clothing that advertises, promotes or encourages the use of alcohol, drugs, tobacco, sexual or discriminatory messages
- sunglasses, chains, spiked clothing, bandanas, and hanging belts

Students who violate the school dress code shall be asked to change immediately. QCSD will provide a collection of suitable clothing for temporary use, however, parents may be called upon to bring the student a change of clothes. Please help your student to dress appropriate for school. Students who continue to violate the school dress code will be subject to corrective action per the discipline matrix.

Discipline

In the last few years, the Washington legislature has made significant changes to state laws regarding student discipline. As a result, guiding principles that support best practices and strategies for addressing student discipline have been developed. These principles address school climate, prevention, appropriate and consistent expectations & consequences, equity and continuous improvement. At QCSD, we strive to adhere to these principles by:

- creating a positive, welcoming school atmosphere
- using evidence-based prevention strategies to teach, reinforce and model appropriate school behavior
- promoting social, emotional and kinesthetic learning to complement academic skills
- establishing developmentally appropriate expectations and proportional consequences
- collaborating with local mental health, social service and juvenile justice agencies to align resources, prevention strategies and intervention services
- viewing removal from the classroom as a last resort, and ensuring that any alternative setting provides students with academic instruction; returning students to the classroom as soon as possible
- applying school discipline policies and procedures in a fair and equitable manner so as not to disproportionately impact students of color, students with disabilities, or at-risk students

Positive Behavior Interventions and Supports (PBIS) is a proactive approach to establishing behavioral supports and a positive school climate needed for all students to achieve academic success. Attention is focused on creating and sustaining a positive school-wide, classroom, and individual system of support in which appropriate behavior is the norm. Research has demonstrated that the implementation of punishment, especially when used inconsistently and in the absence of other positive strategies, is ineffective and does little to promote appropriate long term behavior. At QCSD, we take a different approach--one that teaches, models and reinforces positive behavioral expectations.

Minor infractions are those behaviors that can and should be handled by the classroom teacher and usually do not warrant a discipline referral to the office. Expectations for these behaviors are modeled, taught, and reinforced at the classroom and building level. The frequency and type of these incidents are processed and tracked via the Classroom Referral system with consequences generally delivered in the classroom. QCSD views minor incidents as an opportunity for students to learn from mistakes and behave in a manner that is appropriate for school. **Major discipline** incidents are behaviors that pose a threat of harm or safety to other students, staff, and school. They may also substantially and materially

disrupt the learning environment. While every effort is made to correct behavior at the lowest level, behaviors that pose a risk of harm or threaten the safety of others will be subject to immediate referral and removal from class. The Quinault Police Department and or County shall be called when alleged criminal acts occur. Attempts shall be made to reach parents so that they have the option of being present, however, if unable to reach a parent/guardian, QCSD will allow the police to proceed with their investigation.

Corrective Action Matrix

Level 1

Minor Misbehavior

- Failure to Cooperate
- Disruptive Behavior
- Disrespect to Self, Others or Property
- Technology/Electronic Device Violation
- Dress Code Violation
- Academic Dishonesty
- Late to Class or Unexcused Absences

Corrective Action Menu

- Warning & Reteach
- Loss of Privilege
- Apology
- Lunch Detention (15-30-60 minutes)
- After school detention (15-30-60 minutes)
- Parent Contact/Conference
- Other Classroom Level Interventions

Level 2

Chronic Minor Misbehavior

- All Repeat Level 1 Behaviors Above

Corrective Action Menu

- All Level 1 Corrective Actions
- Conflict Resolution/Mediation
- Referral to Support Services: JOM, Student Services Specialist, Education Advocate, or CARE team
- Referral to Community Truancy Board
- Short-Term In School Suspension
- Campus Clean Up/Custodial Work

Level 3

Major Misbehavior

- Bullying or Harassment
- Possession: Drug/Alcohol/Tobacco or Paraphernalia
- Vandalism/Destruction of School Property
- Fighting or violence with/without Major Injury
- Sexually Inappropriate Conduct
- Theft or Possession of Stolen Property
- Possession of Knives, Guns or Other Weapons
- Gang Activity or Other Criminal Acts

Corrective Action Menu

- All Level 2 Corrective Actions
- Long-Term In School Suspension
- Out of School Suspension
 - Expulsion
- Emergency Expulsion

Suspension

In-School Suspension (ISS) is an alternative school setting located AT qcscd. While in ISS, students receive academic instruction and learning materials as well as additional instruction and modeling on how to appropriately behave and follow classroom rules and expectations. Students in ISS are NOT allowed to participate in school-related activities, e.g., Activity Day or Assemblies, for the duration of the suspension.

Out-of-School Suspension (OSS) is the denial of school attendance for any single class or any full schedule of classes for a stated period of time. During the suspension, students shall be offered educational services in an alternative setting, however, students are not allowed on school premises even if after hours and will be subject to criminal trespass if this rule is violated.

Long-Term Suspension or Expulsion

Expulsions must have an end date of not more than the length of an academic term, from the time of the corrective action. Additionally, according to HB 1541, districts may only impose long-term suspension or expulsion for certain severe offenses and not for “discretionary” discipline. Students may only be suspended or expelled in response to conduct constituting a violation of various criminal and civil statutes or adversely affecting the health or safety of other students or educational staff.

Discipline Records

Confidential records of all disciplinary actions will be kept electronically via Skyward Student Management System. If a student transfers to another school, the records will be forwarded to the new school upon request, per state law. Any student enrolling in a new school in Washington can be asked to disclose in writing any past, current or pending disciplinary action, or any history of violent behavior. (The parent can also be asked for such disclosure.)

Due Process (per Board Policy 3241)

Any parent or student who disagrees with the imposed Corrective Action shall have the right to an informal conference with the principal or his designee for the purpose of resolving the grievance. If not resolved, the student and parent shall have the right, within two (2) school business days, to present a written and/or oral grievance to the superintendent. If the grievance is not resolved, the parent and student, within two (2) school business days, shall have the right to present a written grievance to the school board during its next regular meeting, or at a meeting held within (30) days, whichever is earlier.

Searches (per Board Policy 3230)

School officials may search lockers, property, or student possessions, e.g., backpack, when there is “reasonable suspicion” that the search will produce evidence that the student is violating the law or school rule. QCSD reserves the right to use drug detection canines to search school premises, lockers, and vehicles parked on school property as a preventative measure to ensure the safety of all students and faculty. Students found to be in possession of said items shall be subject to corrective action and police notified.

DISCRIMINATION/HARASSMENT/INTIMIDATION/BULLYING STATEMENT

Queets Clearwater 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’s Mel Houtx mhoutz@qcsd20.org

Title IX Officer’s Mel Houtz Mhoutz@qcsd20.org

Section 504 Coordinator’s Bradly Garrison

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.

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.

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 to the School District

Step 1. Write Our Your Complaint

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

Step 2: School District Investigates Your Complaint

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

Step 3: School District Responds to Your Complaint

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

Appeal to the School District

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

Complaint to OSPI

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

You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI: **Email:** Equity@k12.wa.us | **Fax:** 360-664-2967 **Mail or hand deliver:** PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

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

Other Discrimination Complaint Options

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

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

Washington State Human Rights Commission

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

A dream is a wish your heart makes. -Walt Disney