

**CARBONADO - A great
place to learn!**

**Carbonado
School
Student Handbook
2024-2025**

To all of our new and returning Carbonado families, WELCOME! We are glad to be working and learning with you. We believe that Carbonado is a great place to learn. We offer excellent opportunities for each student attending our school to reach their highest potential. Our student - teacher ratio is one of the lowest in the area so that each student has more time for direct instruction from the teacher. We concentrate our attention on the basics while at the same time, offering many enriching experiences.

We look forward to helping your children have a great year of learning. Also, we are anxious to learn from you. You can help us understand how your children learn best, and those special things they find especially motivating or enjoyable. As parents, you know how your children learn better than anyone else. Your support and ideas will help us do our best work in all areas including instruction, discipline and extra-curricular.

Again, welcome to Carbonado and a year of wonder, interest, challenge, encouragement and growth. We are glad that you will be a part of it!

Jessie Sprouse
Superintendent

**Carbonado Historical School Dist. #19
Telephone: 360-829-0121
P.O. Box 131
Carbonado, WA 98323**

Parent Involvement:

No amount of time is too small to be important or valued! Every bit of your involvement shows your children that you value education and you're interested in their learning.

Change of Policy

Occasionally there may be a change of policy in this handbook. The homeroom teacher will announce changes in policy.

School Staff

Early K/Preschool/Sped	Paula Visnaw
Kindergarten	Shannon Brochu
First Grade	Megan Turner
Second Grade	Christy Mahler
Third Grade	Adam Argo
Fourth Grade	Jennifer Mills
Fifth Grade	Valerie Hix
Science	Karen Leahy
Mathematics	Samantha Banks
Language Arts	Penny Frame
Social Studies	Joe Sprouse
P.E. / Health	Natalie Geiss
Special Education	Lynnee VanFleet
Music Education	Paula Visnaw
Speech-Lang. Pathologist	Martha Schneider
Nurse	Kaitlyn Korsch
Counselor	Stephanie Dann
Psychologist	Jennifer Werner-Molina
Paraprofessionals	Chris Anderson Melissa Marlow Emily Jones Susie Dahlem Jennifer Haulet Randi Blackburn Natalie Geiss
Custodian/Maintenance	Dave Wales
Custodian	Kevin Vesey
Bus Driver/Head Kitchen	Shawn Reimann
Secretary	Ashley Kooreny
Business Manager	Carly Turner
Superintendent	Jessie Sprouse

GUIDELINES FOR SUCCESS

Mission Statement: The MISSION of the Carbonado Historical School District #19 is to promote lifelong learning and success for all students, staff, and community.

Vision Statement: The VISION of the Carbonado Historical School District #19 is a partnership between the school and the community, which values academic excellence and character growth in every student.

The Carbonado Staff is committed to ensuring that all students achieve to their maximum potential in a nurturing and secure environment. The Carbonado School District has adopted the following “Guidelines For Success” for its educational community:

- P Personal Responsibility**
- R Respect For All**
- I Independent Workers**
- D Do Your Best**
- E Excitement For Learning**

Dress For Success

Students are most successful at school when their clothing is comfortable, clean, modest and safe. Also, it needs to be suited to the weather, since children go outdoors for recess in many weather conditions. Appropriate clothing includes:

- Layers of clothing for changing weather
- Coats, hats and gloves for cold or wet weather
- Finger-tip length shorts (please no underwear showing), skirts or dresses
- Straps on tops must be two-finger width minimum
- Shoes or sandals
- No clothing that reveals belly button or ribs (muscle tees/crop tops)
- No undergarments showing (i.e. pants pulled up to hip height)

If your child wears flip-flops to school or sandals without a back, then he/she may be asked to stay out of any recess activities during the recess times. This is for the child’s safety.

Please remember to have your child wear tennis shoes on Tuesdays and Thursdays for elementary PE.

Students coming to school in attire that relates in any way to gangs, weapons, drugs, alcohol, tobacco, sex, or profanity will not be allowed in class. Any attire that causes disruption to the educational process will not be allowed on campus. Shirts shall be long enough to cover the torso during school activities. Hats or head coverings cannot be worn in the buildings at any time.

Attendance

Students must be regular and punctual in their attendance to fully benefit from the learning activities and achieve their learning standards. Regular and punctual attendance is also critical to success in a professional working world. A student's daily participation has been identified as a basis for extracurricular activities. If an eighth grade student misses more than 24 days of school, their participation in the graduation ceremonies will be subject to Board approval. If the student and parent believe there are circumstances pertaining to the absences that required an extended absence from school, they may appeal this policy to the principal.

In an effort to have consistency with our attendance, all students that arrive late to school should be sent to the office to receive a tardy slip. The office will complete a tardy slip for the student and take the lunch order.

Excused Absences

The following are valid excuses for absences, **to be verified through a written note or telephone call to the school office:**

- A. Participation in a state, district or school approved activity or instructional program
- B. Illness, health condition or medical appointment (including medical or dental)
- C. Family emergency, including a death or illness in the family
- D. Religious purpose including observance of a religious holiday or participation in religious instruction
- E. Court or judicial proceeding
- F. College visitation or scholarship interview
- G. Principal and parent or guardian mutually agreed upon approved activity
- H. Absence resulting from a disciplinary action. (e.g., short-term or long-term suspension, emergency expulsion).
- I. If the office does not receive notification for the absence by phone or note, the absence will be considered unexcused. However, the school will not accept reasons for illness that are excessive (10 or more per semester) without a doctor's note stating the dates to be excused. After the fourth absence of a trimester, a letter will be sent home explaining the importance of attending school, as required by the BECCA Bill.

Unexcused Absences

Any absence from school for an entire scheduled school day or a majority of a scheduled school day is unexcused unless it meets one of the criteria above for an excused absence.

Any unexcused absence from school is considered **truancy**. The school is required by law to file a truancy petition with the Pierce County Prosecutor not later than the fifth

unexcused absence in one month or the tenth unexcused absence during the school year.

Family Vacations

Please plan family vacations during the scheduled breaks in our school calendar so that your child does not miss school. If it is impossible to plan a family activity during the scheduled breaks, you must receive pre-approval from the school so that your child receives credit. Please obtain a vacation request form from the school office at least one week before the activity, if you know that your vacation will be more than one day. Complete the information and return to the school for approval.

All students will be expected to make up the work missed from the vacation. Students in grades three through eight will have the opportunity to meet with their classroom teacher upon returning to school. The student will find a time that is mutually acceptable with the teacher(s) to receive the instruction that he/she missed.

SCHOOL SERVICES

Homework Help

Students in third through eighth grade may stay after school to receive help until 3:30. We want students to be successful. Sometimes students just need a little more attention on a certain subject or a specific assignment. We recognize some students have more responsibilities at home. Whatever the ultimate reason may be, we want to be able to support our students in partnership with our parents.

All classrooms have class sets of chromebooks and have access to the internet. All students sign an **Internet contract** at the beginning of each school year. Please review the specific guidelines in this contract with your child.

Library

The Carbonado School District is committed to improving the library services each year. The District purchases books every year for the enjoyment of our students. It is extremely important that students learn the proper way to use our library. The proper check out and return of the books is vital to our program. We want students to realize the importance of caring for and returning the books. It is a responsibility that is a lifelong skill. The District appreciates the payment for lost books, but we would rather have students responsible for bringing the books back. The staff time that it takes for ordering and actually placing a book on the shelf far exceeds the cost of the book fine.

ASSESSMENT

Assessment Calendar

The District has prepared an assessment calendar that will assist teachers in planning for

the school year. The District expects three data points for math and reading, and two assessments for writing. In addition, music completes a CBA for fifth grade, social studies completes a CBA in fifth and seventh or eighth grade, and PE completes a health and fitness CBA for fifth and eighth. Between April and May, our third through eighth graders take the SBA/WCAS. Students in kindergarten through fifth grade are assessed with DIBELS, a reading fluency test. This is given three times a year. Finally, all students (Grades K-8) are assessed in iReady Diagnostics three times a year. This data is used to assist us in the instructional process for each student.

Student Learning Goals

As developing citizens for the 21st Century, Carbonado students will understand that learning is a process, which is ongoing and is reflected throughout their lives. At Carbonado we learn to:

- Understand and apply the concepts and principles of reading, math, language arts, science, social studies, visual and performing arts, and health and fitness
- Work cooperatively to reach common goals
- Demonstrate responsible citizenship in school, the community and the world, with respect to cultural diversity and different points of view
- Make connections between what is already known and new information to solve problems
- Communicate effectively to become good problem-solvers and decision-makers
- Always do our best quality work, creatively using all available resources
- Take care of ourselves by maintaining a balanced and healthy lifestyle

Working toward these goals will give our students the experience and knowledge necessary for productive and satisfying lives so that they can be community contributors, effective communicators, collaborative workers, quality producers, complex thinkers, and self-directed learners.

Elementary Grading

In early kindergarten through grade five, students attempt to master all standards taught to them. The district has developed a “Standards-Based Report Card” for the six grade levels. Students will earn scores that relate to the standards set by the state of Washington through the Common Core State Standards. Students will be assessed based on a four-point scale. The scale is as follows:

- A four (4) means that the student exceeds grade level expectations.
- A three (3) means that the student skills meet the grade level expectations.
- A score of two (2) means that the student skills are developing, but need some support.
- A score of one (1) means that the student is not at grade level expectations and needs considerable assistance with the concept.

Middle School Grading

In sixth through eighth grade, students attempt to master all standards taught to them. Students will receive report cards that reflect what traditional letter grades they have earned. Traditional grades are given to middle school students to reflect how the student is mastering the concepts presented. Students are assessed on the core content presented in language arts, math, history, science, health and PE.

Parents of students in grades 6, 7, and 8 can keep track of their student's progress via the school district's grade program. A parent needs to have access to the Internet. Ashley Kooreny will set-up your personal password to access your student's progress. Weekly progress reports are sent to parents' emails.

STUDENT AND PARENT PROCEDURES

When Your Child Is Absent Or Late To School

In order to account for absences, we ask that you call the school when your child will be absent or late to school. The school will attempt to contact the parent if we have not received a call. Please send a note with your child to the school when your child returns from being absent. Schoolwork that was missed needs to be made up. For each day of absence, the student is allowed one day to complete missed work. (Many activities missed during class cannot be made up. Please check the teacher's individual handbook for additional information). Students who are late to school must bring a note describing the reason for absence from their parent the next day. If a student is absent from school for more than one day, and a parent requests homework then teachers will have the homework ready within 24 hours for pick up in the office.

If your child arrives tardy to school, your child must go directly to Ashley Kooreny's office.

Use Of The School Phone

We do not want to miss important telephone calls. In order to keep the lines available, we ask students to make arrangements for after school activities or to stay with friends before they come to school that morning. Teacher permission is required to use the phone. Phone messages from parents are usually delivered during class breaks, depending upon the nature of the message so as not to disrupt instruction.

Physical Education/Gym Floor

The gym floor requires special care to keep it in good shape. Tennis shoes must be worn at all times. No food or beverages are allowed on the floor. Middle school students are required to change clothes for class and keep clothes in a neat order in the locker room.

Attendance At School Events

We value community support at all of our school activities. For student safety and respect of spectators, unsupervised children through the fourth grade will be sent home. Fifth through eighth graders will be asked to leave if unable to follow rules independently.

Regular Bus Riders

Regular bus riders have a regular bus stop where they get on the bus in the morning. They will be dropped off at the same bus stop after school. If a student needs to be dropped off at a different bus stop, he/she must have a signed note/email from their parent stating the date and place for the rider to be dropped off.

Occasional Bus Riders

To ride the bus to a friend's house, you will need a signed note from your parent stating the date and the place to be dropped off. Give the note to the school secretary for dispersal at the beginning of the school day. Permission will be granted if space is available.

Electronic Devices

Electronic devices such as cell phones, computer devices, game equipment, iPods, etc. are not allowed to be brought to school from home without authorization from the principal. All electronic devices (including cell phones) that are approved to be at school are to remain off during school hours and in backpacks.

Food Service

This school year all meals are free for any student. Our school qualified for this based off of new legislation passed. Typically, the Carbonado School District has a charge policy for student meal service. All students are allowed 3 charges for a negative balance, and after that, only an emergency meal will be offered. We are here to be of assistance and will partner with families.

Bikes, Scooters, Skateboards, Etc.

Bicycles, skateboards, scooters, in-line skates and other equipment of this nature may not be used on campus. Any type of "wheeled apparatus" is prohibited from the ramps and steps leading into the school buildings at all times due to the potential for serious injury. This does not include equipment that supports students with disabilities. If a student chooses to ride their scooter to school, he or she must leave it at the bicycle rack. Since theft is always a concern, it would be advisable to secure it to the bike rack.

We welcome students to ride their bikes to school. We want to remind everyone that it is

a requirement for students to **wear a helmet** when riding a bike to school. Students that ride their bike to school without a helmet will be asked to walk their bike home. A second offense will be the lost privilege of riding their bike to school. Again, safety is the top priority for our students.

Basic Rules

No Gum Chewing Allowed During School Hours

No Energy Drinks Permitted Without Parental Approval On File In The School Office

Smoking, Drug and Alcohol Use Is Prohibited On School Premises- Policy #3240

Desks And Lockers

All desks and lockers in the school building are the property of the Carbonado School District and remain school property even though they are temporarily assigned to students. Students are to use desks and lockers only for the storage of schoolbooks, school materials, and possessions ordinarily used in day-to-day school activities and outerwear clothing. The desks and lockers will be subject to inspection at any time for cleanliness, missing school property and evidence of vandalism. In the interest of a healthy and safe school environment, lockers are further subject to inspection and search for location and discovery of items of contraband. School desks and lockers are not places of storage for items of a private or personal nature.

Student Textbooks

All textbooks issued to students are properly marked and a record kept of which books a student is responsible for that year. If a student “loans” a book to a classmate and does not have his/her book to turn into the teacher at the end of the year or a book is “missing”, it will be the student’s responsibility to find the missing book, replace the textbook or pay a damage fee.

Schoolwork/Homework

Schoolwork is a constructive tool in the teaching/learning process when geared to the needs and abilities of students. Purposeful assignments not only enhance students’ achievement, but also develop responsibility, self-discipline, and strong work habits. As an extension of the classroom, homework must be planned and organized; must be viewed as purposeful to and by the students; and must be evaluated and returned to the students in a timely manner.

Homework may be assigned for one or more of the following purposes:

PRACTICE--To help students master specific skills, which have been presented in class.

PREPARATION--To help students gain the maximum benefits from future lessons.

EXTENSION--To provide students with opportunities to transfer specific skills or concepts to new situations.

Late Homework is usually not accepted.

Student Planners are provided for all students in grades 4 and 5 as well as for some middle school students. This is a communication tool for parents, teachers, and students to know what work was completed in class and what work needs to be completed at home. Parents: Please check the planner on a daily basis. It makes a difference! Please feel free to contact your child's teacher for specifics of their classroom expectations. To make learning experiences meaningful, parental support and involvement is critical.

Parents of students in grades 6, 7, and 8 can keep track of their student's progress via the school district's grade program and a weekly email or use of an app. Ashley Kooreny will set-up your personal password to access your student's progress.

Participation in School Events (Clubs/Athletics/Field Trips/Parties/Assemblies)

Various extracurricular activities are offered to all grades throughout the school year. These are all **privileges**. Students who consistently display PRIDE qualities, attend school, try their best in the classroom and respect others will have the opportunity to participate in events.

Students Leaving Campus

Students are expected to stay on campus. They may go home for lunch with parental permission on file, but they are not allowed to go to a friend's house or to gather off campus. Prior written parental permission is required for any exceptions to this rule.

Student Drop-Off And Pick-Up

To maintain a safe environment for all of our students, we ask parents to pick up and drop off their child in the designated area. We do not want children walking behind cars in the parking lot. Please be patient and wait for the next available space. When you need to pickup or drop off your child during school hours, please go through the school office.

All students need to walk on the sidewalk to be picked up or dropped off at school.

Early Departures/Late Arrivals

When a student needs to leave school for any reason, parents will be required to sign-out their child; listing the date, time and reason for leaving the school, on a form located in the secretary's office. If the student returns to the school for any reason after being absent, the parent will be required to sign-in their child on the form.

School Parties

All parties will be held the last part of the day. When bringing treats for the class, all items need to have been purchased from the store.

Field Trips

On all field trips, each student will be assigned to a group led by a parent or teacher. Except in special pre-approved circumstances, all parents, teachers and students will ride the bus to and from the activity. Our primary concern is that all of our students are safe and accounted for at all times. If it is necessary for a parent/guardian to take their own child with them from the activity, the school sponsor must have written documentation stating that the parent/guardian will be taking the child with them and approved by the superintendent.

Teachers will select chaperones to accompany the class and to serve as group supervisors. If you are a chaperone, please remember your number one responsibility is to supervise and care for the students assigned to you to keep them safe. Please keep your phone use to a minimum and with you at all times (not students). Parents, who are not selected as chaperones and choose to attend the activity, will not be considered part of the activity. Parents may join their child's group--provided they do not bring other siblings and space is readily available.

Visitors/Volunteers

Carbonado School truly appreciates and values the extra time parents and community members spend in our school. We ask all visitors to sign in and sign out at the office and receive an I.D. badge before going to the classroom or the lunchroom. This is a requirement from the state of Washington for the safety of our students. The Carbonado School District also requires all volunteers to have a background check for the safety of our students. The background check is conducted with name, birthdate and fingerprints through the Washington State Patrol website by the school administration.

ATHLETIC POLICIES

Students attending Carbonado School have the opportunity to participate in a variety of sports. To be eligible to participate, the following requirements must be met:

Students must have a current physical examination (within 2 years) on file with the school.

The athlete must have adequate medical insurance to cover any athletic injury he/she might sustain and the parent must accept full responsibility for the cost of treatment for any injury, which he/she may suffer while taking part in the athletic program.

Students have the opportunity to participate in sports at Glacier Middle School that are

not offered at Carbonado. Any student that commits to participate at Glacier Middle School in the White River School District will be required to ride the bus to practice each day unless Carbonado School has received notification from the parent.

Grades

The athlete must maintain a “C-” or better in each CORE class and turn-in assignments on time.

Each middle school teacher will turn in a weekly list of students who have performed unsatisfactorily in their respective subject areas. When a student’s name appears on the list, the student and parent will be notified. The student has one week to get his/her name off the list. If the student is still below a C- in a subject, then the student will miss the games scheduled for that week. The athlete will have one more week to improve his/her grade. If the mark stays below a C- for the third week, then the student will be dismissed from the team.

Examples of unsatisfactory performance may be as follows:

- Failure to turn in an assignment on time
- Overall grade falling below a ‘C-’

The coach will inform the student and the parent of the restriction by letter/email and the student will not be able to participate in the next scheduled game.

An individual student’s classroom performance and behavior take precedence over athletic participation.

Any questions about the Carbonado School District Athletic Programs can be directed to the Title IX officer, Jessie Sprouse.

Travel

All athletes will travel to and from games on the team bus. The only exception will be when an athlete’s parents request from a coach (in person), to allow their child to ride home with them.

Rules

Athletes will not be involved with alcohol, illegal drugs or tobacco. Any involvement with alcohol, illegal drugs or tobacco will result in immediate dismissal from the team.

Athletes using vulgar or profane language, fighting, or engaging in destructive behavior will face discipline.

Athletes will be expected to attend all practices on time unless excused by the coach.

Athletes will follow the “dress-for-success” policy in the student handbook.

STUDENT HEALTH SERVICES

Oral Medication Policy

State law requires that any oral medication (including all over-the-counter pain relievers, such as Tylenol or ibuprofen, as well as prescription medications) given at the school, or school sponsored event (such as a field trip) must:

1. include a completed Authorization Form for each new school year. This form can be picked up from the school office, and requires your doctor’s signature and directions for taking the medication and any possible side effects.
2. be in its original bottle, labeled with your child’s name (no baggies!).
3. be brought into the office, by the parent (or another adult designated by the parent), so a receipt can be given to you.

Any questions about this policy can be directed to the school nurse.

Child Illness Policy

Our Child Illness Policy is based on the Model Health Care Policies developed by the American Academy of Pediatrics.

Carbonado School District understands that it is difficult for a parent/guardian to leave or miss work; therefore it is suggested that alternative arrangements be made for occasions when children must remain at home or be picked up due to illness. Exclusion from the school is sometimes necessary to reduce the transmission of illness or because the school is not able to adequately meet the needs of the child.

Mild illness is common among children. Because with many conditions, children spread infectious agents before showing any symptoms, exclusion serves no purpose as long as we can keep them comfortable throughout the day. These children do not represent any harm to other children.

Children should be excluded from Carbonado School for the following reasons (this list covers most common illnesses, but is not inclusive of all reasons for exclusion):

- Illness that prevents the child from participating comfortably in program activities.
- Positive for COVID-19
- Illness that results in a greater need for care than our faculty can provide without compromising the health and safety of other children.
- Fever of 100 or more will result in the child needing to go home. **Any child with a fever of 105 should receive medical attention as soon as possible.**
- Diarrhea
- Vomiting- Two or more times during the previous 24 hours.

- Mouth sores associated with drooling.
- Rash with fever or behavioral changes, unless a physician has determined it is not a communicable disease.
- Purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge), until on antibiotics for 24 hours.
- Impetigo, until 24 hours after treatment has begun.
- Strep throat, until 24 hours after treatment has begun.
- Head lice, until after treatment has begun and all nits are removed.
- Scabies, until 24 hours after treatment has begun.
- Chickenpox, until all lesions have dried and crusted (usually 6 days).
- Pertussis (whooping cough), until 5 days of treatment with appropriate antibiotics.
- Hepatitis A virus, until 1 week after onset of illness, after immune globulin has been administered.

We ask that for your child's comfort and to reduce the risk of contagion that he/she is picked up within 1.5 hours of notification. Children need to remain home for 24 hours without symptoms before returning to the school. In the case of a (suspected) contagious illness or continuing symptoms, a doctor's note may be required before returning.

Children who have been excluded, may return:

- When they are free of fever, vomiting and diarrhea for a full 24 hours.
- When they have been treated with an antibiotic for a full 24 hours.
- When they are able to participate comfortably in all usual program activities, including outdoor time.
- The child must be free of open, oozing skin conditions and drooling (not related to teething) unless:
- A health care provider signs a note stating that the child's condition is not contagious, and
- The involved areas can be covered by a bandage without seepage of drainage through the bandage.

If a child is excluded because of a reportable communicable disease, a doctor's note stating that the child is no longer contagious and may return is required.

The final decision whether to exclude a child from the program will be made by the school administration.

School Accident And Health Insurance

School safety is always the first concern for our students. We have many staff members that are First Aid trained to assist with accidents that happen at our school. When a student has an accident, it is important that he/she has insurance to cover the medical

expenses. If you do not have insurance, you can purchase insurance through the school. An insurance form will come home with your child giving you the opportunity to sign up for this coverage. If you do not receive a form, please contact the school office and we will send one home with your child.

FAMILY RESOURCES

Invest Ed Funds

The Invest Ed Foundation has generously donated at least \$200 a year to our school to assist middle school students with different expenses that can occur during the year. If you have a middle school student, and are in need of assistance with school supplies, clothing, etc., please call the school office.

McKinney-Vento Homeless Education Act

If your family lives in any of the following situations:

- In a shelter, motel, vehicle, or campground
- On the street
- In an abandoned building, trailer, or other inadequate housing
- Doubled up with friends or relatives because you cannot find or afford housing

Contact the District Title IX Officer, Jessie Sprouse, P.O. Box 131, Carbonado, WA. 98323, telephone number (360) 829-0121.

Child Find/Special Education Notice

A goal of Carbonado School is to identify young people from birth to age 21 who are not enrolled in school who may need special education services. Areas of concern can include but are not limited to hearing, vision, speech, language, health, physical and cognitive development. If you have a question or concern about your child in any of these areas, please contact the school.

Policies, procedures, evaluations, plans, and reports are readily made available through the district's administrative office and the Office of Superintendent of Public Instruction.

SCHOOL SAFETY

Weapons At School

Because safety is our first concern for everyone at Carbonado School, such items as firearms, knives, pocket knives, mace, pepper spray, martial arts equipment, or any object that could be used in a threatening manner are strictly prohibited.

Firearms/weapons are not allowed in school, at school-sponsored activities, on school

grounds, facilities, or school provided transportation. If a student brings a firearm to school it will result in an immediate expulsion for no less than one calendar year, including notification of parents and law enforcement. The expulsion may be modified by the school district on a case-by-case basis.

According to Washington State legislation, anyone possessing or using such weapons at school is subject to immediate suspension or permanent expulsion (28A.600 RCW). Law enforcement and the student's parent or guardian shall be promptly notified of any allegation or indication of such violation. It is each family's responsibility to make sure no students bring anything like this to school, for everyone's safety and to avoid the most serious disciplinary action.

Annual Pesticide Notification

The Carbonado School District will post 48 hours prior to application of any pesticide that will be used on the Carbonado School District property. Records will be kept on each application, and an annual summary report will be kept on file for review by any community member. Currently, the only pesticides used by the district are: Round Up, Flying & Crawling Insect Killer, and Wasp, Bee & Hornet Killer.

STUDENT AND PARENTAL RIGHTS

Student Rights

In addition to other rights established by law, each student served by Carbonado School shall possess the following substantive rights:

No student shall be unlawfully denied an equal educational opportunity or be unlawfully discriminated against because of national origin, race, religion, economic status, sex, gender, pregnancy, marital status, previous arrest, previous incarceration, or a physical, mental or sensory disability.

All students possess the constitutional right to freedom of speech and press, the constitutional right to peaceably assemble and to petition the government and its representatives for a redress of grievances, the constitutional right to the free exercise of religion and to have their schools free from sectarian control or influence, subject to reasonable limitations upon the time, place, and manner of exercising such right.

All students possess the constitutional right to be secure in their persons, papers, and effects against unreasonable searches and seizures.

All students shall have the right to be free from unlawful interference in their pursuit of an education while in the custody of a common school district.

No student shall be deprived of the right to an equal educational opportunity in whole or in part by a school district without due process of law.

Title 1 Staff Requirements

The Carbonado School District accepts federal funds to assist students in our building. As a result, parents have a right to request qualifications of staff that are instructing their child at Carbonado School. Carbonado School District requires all staff to have the necessary endorsements to instruct all children at Carbonado School. If one would like to request the qualifications of a staff member, call Jessie Sprouse at: (360) 829-0121, or email to: jsprouse@carbonado.k12.wa.us.

SCHOOL POLICIES

Our School 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 ([Link to Form](#)) 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 (Jessie Sprouse,

360-829-0121, jsprouse@carbonado.k12.wa.us) 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 webpage at [Our School Link](#) or the district's *HIB Policy 3207 and Procedure 3207P* at [Policy/Procedure Link](#).

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, visit [Our School Link](#)

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 school link](#)

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: Jessie Sprouse, Superintendent, 301 O'Ferrell Drive, Carbonado, 98323, jsprouse@carbonado.k12.wa.us, 360-829-0121

Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator: Jessie Sprouse, Superintendent, 301 O'Ferrell Drive, Carbonado, 98323, jsprouse@carbonado.k12.wa.us, 360-829-0121

Concerns about disability discrimination:

Section 504 Coordinator: Jessie Sprouse, Superintendent, 301 O'Ferrell Drive, Carbonado, 98323, jsprouse@carbonado.k12.wa.us, 360-829-0121

Concerns about discrimination based on gender identity:

Gender-Inclusive Schools Coordinator: Jessie Sprouse, Superintendent, 301 O'Ferrell Drive, Carbonado, 98323, jsprouse@carbonado.k12.wa.us, 360-829-0121

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 School Board 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 3212 and Procedure 3212P, visit [Our school link](#). If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator:

Jessie Sprouse, Superintendent, 301 O'Ferrell Drive, Carbonado, 98323,
jsprouse@carbonado.k12.wa.us, 360-829-0121

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information above on page 19.

Notification of Rights under FERPA for Elementary and Secondary Schools –(Revised 12/2011)

The Family Educational Rights and Privacy Act (FERPA) is a Federal privacy law that gives parents certain rights with regard to their children's education records, such as the right to inspect and review your child's education records. To protect your child's privacy, the law generally requires schools to ask for written consent from you before disclosing personally identifiable information from your child's education records (student information) to others. However, FERPA does permit schools to disclose student's information without your consent under limited circumstances (referred to as exceptions). For example, your child's information may be disclosed to another school in which your child is enrolling, or to local emergency responders in connection with a health or safety concern.

The U.S. Department of Education has revised its regulations governing the implementation of FERPA by schools, districts, and States. These revisions change several exceptions to FERPA's consent rule.

Ensuring the Safety of Students

Changes to the Directory Information Exception

Schools are permitted to disclose information on students if it has been properly designated as directory information. By law, directory information includes things that would generally not be considered harmful or an invasion of privacy if disclosed, such as name, address, photograph, and date of birth. Directory information may not include things such as a student's social security number or grades. If a school has a policy of disclosing directory information, it is required to give public notice to parents of the types of information designated as directory information, and of the right to opt out of having your child's information so designated and disclosed.

It is important for schools to have directory information policies, as schools may not do even mundane activities (such as publishing yearbooks or creating graduation programs) without having designated the items about the students contained in the publications as directory information. For example, without a directory information policy, FERPA would require schools to obtain consent for every student every time it wants to publish a yearbook. However, many schools have been foregoing designations of directory information, as they have concluded that such designations would put students at risk of becoming targets of marketing campaigns, the media, or even victims of criminal acts.

The Department has changed its directory regulations to help schools lessen the burden of obtaining consent for more mundane uses of student information, while still allowing schools to choose the purposes for which directory information should be disclosed. Schools can now adopt limited directory information policies that allow the disclosure of directory information to be limited to specific parties, for specific purposes, or both. It is up to individual schools or school districts whether to adopt limited information policies

that allow for the disclosure of student information for uses such as yearbooks, but restrict the use for more potentially dangerous purposes.

It is important that parents have the opportunity to make an informed decision about the use of their student's directory information. However, there are times when schools must be allowed to implement policies that will permit them to effectively protect their students. As such, the Department has allowed the directory information exception to state that parents may not, by opting out of the directory information, prevent a school from requiring a student to wear or present a student ID or badge. The need for schools to implement measures to ensure the safety and security of students should not be impeded by a parent or student using FERPA's directory information opt out provisions. The Department is not requiring schools to establish policies requiring students to wear badges; these are individual decision that schools and school districts should make taking into account local circumstances.

For questions on what directory information your school designates, please contact the school directly.

Ensuring the Effectiveness of Publicly Funded Education Programs

Changes to the Audit/Evaluation & Studies Exceptions

It is important to ensure that all students have access to a quality education. Parents should be able to take an active role in their child's education and know answers to some basic questions about their child's likely future success.

- When my son leaves his early childhood program, will he be prepared for kindergarten?
- Does my daughter's school have large achievement gaps between subgroups of students? Are the gaps closing?
- What are my daughter's chances of graduating from high school?
- What percentage of children at my son's high school take the ACT/SAT and what's the average score?
- What courses should my son take if he wants to be prepared for college?
- Is my son likely to need to take remedial courses in college to catch-up or will he be prepared?
- When my daughter graduates from college, will she be able to find a job and how much will she earn?

States have been working on longitudinal data systems to help answer these questions, and to determine what works and what doesn't when it comes to our child's education. The FERPA regulations amend certain provisions to help facilitate effective research and evaluation of Federal-and-State-supported education programs through the State Longitudinal data systems. The new regulations clarify who may receive student information to conduct evaluations of education programs, and under what circumstances

these type of disclosures may occur. The regulations also provide best practices for written agreements that cover the circumstances of these disclosures, as well as best practices for reasonable methods an entity disclosing student information must take to ensure to the greatest extent practicable that those conducting an evaluation using student information protect privacy and comply with FERPA.

For questions on what student data may be included in your State's longitudinal data system, contact your State department of education directly.

Parents and students put their trust in the stewards of education data to ensure student's personal information is properly safeguarded and is used only for legitimate purposes and only when absolutely necessary. The Department deeply values this trust and strives to ensure it is doing all it can do to protect the privacy of our students as the uses of their data to improve education increase.

For more information about FERPA, please see "FERPA General Guidance for Parents" on the Family Policy Compliance Office Web Site:

<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/parents.html>. If you have a question or wish to report a potential FERPA violation, contact FPCO at: 1-800-872-5327

To access final regulations please visit www.federalregister.gov.

The Family Rights and Privacy Act (FERPA) affords parents and students 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the Carbonado School District receives a request for access.

Parents or eligible students should submit to the Carbonado School District Principal (or appropriate school official), a written request that identifies the record(s) they wish to inspect. The Carbonado School District official will make the arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request an amendment of the student's education records that the parent or eligible student believes are inaccurate.

Parents, or eligible students, may ask the Carbonado School District to amend a record that they believe is inaccurate. They should write the Carbonado School District (Principal), clearly identify the part of the record they want changed, and specify why it is inaccurate. If the Carbonado School District decides not to amend the record as requested by the parent or eligible student, the Carbonado School District will notify the parent or eligible student of the decision and advise them of their right to a Hearing regarding the request for amendment. Additional information regarding the Hearing procedures will be provided to the parent or eligible student when notified of the right to a Hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by

the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a certain task (such as attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.)

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

(NOTE: In addition, a school may want to include its directory information public notice, as required by § 99.37 of the regulations, with its annual notification of rights under FERPA).

Notification Of Rights Under The Protection Of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or part by a program of the U.S. Department of Education (ED) –
 1. Political affiliations or beliefs of the student or student’s parent;
 2. Mental or psychological problems of the student or student’s family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine eligibility.
- Receive notice and an opportunity to opt a student out of-

1. Any other protected survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use –
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

These rights transfer from the parent to a student who is 18 years old or an emancipated minor under State law.

Carbonado School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Carbonado School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Carbonado School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for a parent to opt his or her child out of participation of the specific activity or survey. Carbonado School District will make this notification to parents at the beginning of the school year if the district has identified the specific or approximate dates of the activities or surveys at the time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW

Sending Educational Records

Parental consent is not required when sending educational records to a school district in which the student seeks or intends to enroll. These records include the student's academic performance, special placement, immunization records, and records of discipline.
RCW28A.225.330

Nondiscrimination Statement

Carbonado School District is an equal opportunity employer. We encourage applications from disabled and ethnic candidates as well as men and women for employment in non-traditional roles. Carbonado School District does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental or physical disability, or the use of trained dog guide or service animal by a person with a disability and provides equal access to the Boy Scouts and other designated youth groups. If you believe that you have been discriminated against, you may file a grievance with the District Compliance Title IX Officer, Jessie Sprouse, P.O. Box 131, Carbonado, WA. 98323, telephone number (360) 829-0121.

Civil Rights Complaint Process

Step 1: Complaint to School District/Charter School

(WAC 392-190-065)

What do I include in my complaint?

A complaint must be in writing, describe what happened, and state why you believe it is discrimination. It is helpful to include what actions you would like the school district or charter school to take to resolve your complaint.

Where do I send my complaint?

Complaints may be submitted by mail, fax, e-mail, or hand delivery to any district, school, or charter school administrator or [Compliance Coordinator](#).

Is there a deadline to file a complaint?

Maybe. A school district or public charter school may establish a complaint filing deadline. The filing deadline must be no less than one year after the event that is the subject of the complaint. Check your school district's or charter school's discrimination complaint procedure or ask your school if there is a filing deadline for discrimination complaints.

What will the school district or charter school do with my complaint?

When the school district or charter school receives your written complaint, the Compliance Coordinator must give you a copy of the discrimination complaint procedure. The Compliance Coordinator will then make sure that the school district or charter school conducts a prompt and thorough investigation. You may also agree to resolve your complaint in lieu of an investigation.

When will the school district or charter school respond to my complaint?

The school district or charter school must respond to you in writing within 30 calendar days after receiving your complaint, unless you agree on a different date. If exceptional circumstances related to the complaint require an extension of the time limit, the school district or charter school must notify you in writing about the reasons for the extension and the anticipated response date.

What will the school district or charter school include in its response?

When the school district or charter school responds to your complaint, it must include:

1. A summary of the results of the investigation;
2. Whether or not the school district or charter school has failed to comply with civil rights requirements related to the complaint;
3. Notice of your right to appeal, including where and to whom the appeal must be filed; and
4. Any corrective measures determined necessary to correct any noncompliance. All corrective measures must be instituted within 30 calendar days after the district's or charter school's response, unless you agree otherwise.

May a school district or charter school offer mediation to resolve a complaint?

Yes. A school district or charter school has the option to offer mediation, at the district's or charter school's expense, to resolve complaints at any time. The purpose of mediation is to offer you an opportunity to reach a mutually acceptable agreement through the use of an impartial mediator. Mediation must be voluntary, and you may agree to extend the complaint timelines to pursue mediation. OSPI does not approve, endorse, or enforce agreements reached during mediation.

What happens if I also file a complaint with another agency or file a lawsuit regarding the same issue?

If the same claims are at issue, the school district or charter school may wait to resolve your complaint until a final decision has been reached regarding your other complaint or lawsuit.

What if I don't agree with the school district's or charter school's decision?

You may appeal the school district's or charter school's decision (see Step 2 below).

Step 2: Appeal to School District/Charter School

([WAC 392-190-070](#))

How do I appeal the school district's or charter school's decision from Step 1 (above)?
The district's or charter school's discrimination complaint procedure must provide an option to appeal the decision to a party or board that was not involved in the initial complaint or investigation. The district's or charter school's response to your original complaint must explain how to appeal.

Check your school district's or charter school's discrimination complaint procedure or ask your district or charter school for more information about how to file an appeal with your particular district or charter school.

Is there a deadline to file an appeal?

Maybe. A school district or charter school may establish a time limit to file appeals. Appeal time limits must be no less than 10 calendar days from the date you received the district's or charter school's response in Step 1. Check your school district's or charter school's discrimination complaint procedure or ask your school if there is a filing deadline for an appeal.

When will the school district or charter school respond to my appeal?

The school district or charter school must respond to you in writing within 30 calendar days after receiving your appeal, unless you agree on a different date. The appeal decision must include how to file a complaint with OSPI.

What if I don't agree with the appeal decision?

If you do not agree with the school district's or charter school's appeal decision, you may file a complaint with OSPI (see Step 3 below).

Step 3: Complaint to OSPI

([WAC 392-190-075](#))

When can I file a complaint directly with OSPI?

If you disagree with a school district's or charter school's appeal decision (see Step 2), you may file a complaint with OSPI. Complaints cannot be filed with OSPI unless they have been raised with the school district or charter school and appealed, as outlined in Steps 1 and 2 above.

You may also file a complaint with OSPI if the school district or charter school doesn't follow the correct complaint and appeal procedures described in Steps 1 and 2.

Is there a deadline to file a complaint with OSPI?

Yes. Your complaint must be received by OSPI within 20 calendar days after you received the district's or charter school's written appeal decision in Step 2, unless OSPI grants an extension for good cause.

If the district or charter school did not issue a timely appeal decision in Step 2, you may appeal within 20 calendar days after the deadline for the district's or charter school's response to your appeal.

What do I include in my complaint?

The complaint must be in writing and include:

1. A description of the specific acts, conditions, or circumstances believed to be discriminatory and the facts on which the complaint is based;
2. Your name and contact information, including a mailing address;
3. The name and address of the school district or charter school subject to the complaint;
4. A copy of the school district's or charter school's complaint and appeal decisions from Steps 1 and 2;
5. A proposed resolution of the complaint or relief requested; and
6. If the complaint regards a specific student, also include the name and address of the student and the name of the school and school district, or charter school, the student attends.

Where do I send my complaint?

You may send your complaint by mail, e-mail, fax, or hand delivery to:

E-mail: Equity@k12.wa.us

Fax: (360) 664-2967

Mail or Hand Delivery:

Equity and Civil Rights Office

Office of Superintendent of Public Instruction

PO Box 47200

600 Washington St. S.E.

Olympia, WA 98504-7200

What will OSPI do with my complaint?

When OSPI receives your complaint, it will evaluate the complaint to determine if it will initiate an investigation into whether the school district or charter school has failed to comply with civil rights requirements. A complaint will not be opened for investigation if:

- The complaint does not allege a violation of a civil rights law that OSPI enforces
- The complaint has not already been brought to the district's or charter school's attention under Steps 1 or 2 above
- The allegations raised in the complaint have been resolved
- The complaint is untimely
- The complaint is incomplete
- The complaint has been investigated by another state, federal, or local civil rights agency and the resolution meets OSPI's monitoring standards and OSPI anticipates that there would be a comparable resolution under this process

OSPI will notify you and the school district or charter school if it will investigate the complaint. After an investigation, OSPI will send you a written decision that addresses each allegation in the complaint and any corrective actions deemed necessary to correct any noncompliance.

A complaint may also be resolved at any time if OSPI determines that the resolution of a complaint is appropriate or if you and the district or charter school agree to resolve the complaint.

What happens if I also file a complaint with another agency or file a lawsuit regarding the same issue?

If the same claims are at issue, OSPI may wait to resolve your complaint until a final decision has been reached regarding your other complaint or lawsuit.

Please Sign Both Permissions And Send Back To Your Homeroom Teacher

Your signature indicates that you have read the 2024-2025 student handbook.

Date: _____

Student Signature: _____

Parent's Signature: _____

Please return to your homeroom teacher.

Your comments or feedback regarding the information contained in the handbook are appreciated. Please use the space below for this purpose.

In Addition, Please Sign Lahar Permission Slip For 2024-25

Every year we conduct a LAHAR drill. This practice is essential to perform once a year in case Mount Rainier ever had a mudslide.

The staff and students all have responsibilities to perform during this drill. We have 20 minutes to get students organized to walk up to the top of Greenbrier Lane. The students and staff walk single file to the destination. By signing this permission slip, you are allowing us to take your child on this drill once during the 2024-25 school year.

I give permission for my son/daughter to participate in the LAHAR drill for the 2024-25 school year.

Student's Name

Parent's Signature

Date
