

# Freeman Elementary School

## Parent Resource Handbook Student Responsibilities & Rights 2024-25



**Crest** (above). Scottie is the school mascot. The wagon wheel represents the early pioneers who settled in the Valleyford, Freeman and Rockford areas where wheat was the major crop. The railroad switch represents the importance of the railroad to the area and the first flat stop at Mica. The trowel represents the early brick industry of the area. The lamp of learning and linked chain characterizes the educational philosophy of the three communities—Freeman, Rockford and Valleyford—that consolidated to form the Freeman School District.

14917 S. Jackson Rd • Rockford, WA 99030  
509-291-4791 • [www.freemansd.org](http://www.freemansd.org) • FAX 509-291-7339



### **NON-DISCRIMINATION STATEMENT**

Freeman School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee has been designated to handle questions and complaints of alleged discrimination:

Civil Rights, Title IX, and Section 504 Compliance Coordinator: Randy Russell, [rrussell@freemansd.org](mailto:rrussell@freemansd.org), 509-291-3695, 15001 S Jackson Rd. Rockford, WA 99030

**Welcome to Freeman Elementary School.** This handbook is updated and posted annually to serve as a guide to help students and families come to know Freeman School District's programs, and opportunities, and to set forth basic student responsibilities and rights. The handbook does not constitute a contract, and no provision in the handbook is intended to conflict with board policies or procedures, or local, state or federal statutes, rules or regulations. In the event that such a conflict occurs, the applicable board policy/procedure, statute, rule or regulation shall take precedence according to its hierarchy and/or as required by law. A complete copy of Policy and Procedure 3200 Rights and Responsibilities is available online ([www.freemansd.org/School Board/ Policies & Procedures](http://www.freemansd.org/School Board/ Policies & Procedures)).

Students have certain rights as citizens, and the school system cannot unduly infringe on those rights. Contained in this document are rules that define the reasonable limits of those rights, based on the rules and regulations established by the State of Washington. This handbook also contains notifications which must be provided to parents annually. Please become familiar with their contents.

We are hopeful that the handbook will answer questions you may have about academics, security, discipline, school rules, safety, athletics and other topics. Keep in mind that no set of rules or guidelines can cover every conceivable situation that might arise at school. The rules, policies and procedures set forth are intended to apply under typical circumstances. However, from time to time, there may be situations that require immediate or nonstandard responses. This handbook does not limit the authority of the district to deviate from the normal rules and procedures set forth in this handbook, nor its authority to deal with individual circumstances as they arise in the manner deemed most appropriate considering the best interests of the students, the district, its teachers, employees, students or overall school community. The policies may be revised or updated, even during the school year. Any student or parent with a question about content in the handbook should contact the school principal or superintendent.

**RCW 28A.315.005 Governance Structure.**

- (1) Under the constitutional framework and the laws of the State of Washington, the governance structure for the state's public common school system is comprised of the following bodies: the legislature, the governor, the superintendent of public instruction, the state board of education, the educational service district boards of directors and local school district boards of directors. The respective policy and administrative roles of each body are determined by the state Constitution and statutes.
- (2) Local school districts are political subdivisions of the state, and the organization of such districts, including the powers, duties and boundaries thereof, may be altered or abolished by laws of the state of Washington.

# What Do We Stand For?

At Freeman Elementary School, we are a community that supports each other in our mission to educate students to the highest personal and academic standards, while developing lasting relationships. We are here to teach the whole child and understand that children do not learn until their needs are met. All students should and can grow to their potential and be prepared for their future.

## **Vision Statement.**

Continuing Our Tradition of Excellence in Education

## **Mission Statement.**

We provide a safe environment for all students to experience meaningful, rigorous learning opportunities that allow them to dream and develop into capable, confident and ethical members of the 21st Century.

## **To realize our Mission, we commit to:**

acting on the belief that all students can learn and deserve our best efforts.  
building upon a long history of strong relationships among students, staff, parents and the community.  
balancing a traditional small-school feeling with big-school offerings.  
honoring Freeman's past while keeping an eye to the future.  
providing all students with the skills and tools necessary for the 21st Century.

## **Guiding Question.**

How will each staff member of the Freeman School District (FSD) work collaboratively, as a vertical TK-12 system, to improve teaching and learning for every student?

## Staff Roster

Staff	Position	Email
Dr. Randy Russell	Superintendent	<a href="mailto:rrussell@freemansd.org">rrussell@freemansd.org</a>
Lisa Phelan	FES Principal/Asst. Superintendent	<a href="mailto:lphelan@freemansd.org">lphelan@freemansd.org</a>
Mike Allen	K-8 TOSA/AD	<a href="mailto:mallen@freemansd.org">mallen@freemansd.org</a>
Stacey Rawson	K-8 Counselor	<a href="mailto:srawson@freemansd.org">srawson@freemansd.org</a>
Sharron Aune-Ruland	STEAM Teacher	<a href="mailto:sruland@freemansd.org">sruland@freemansd.org</a>
Vickie Berryman	Designed Instruction Teacher	<a href="mailto:vberryma@freemansd.org">vberryma@freemansd.org</a>
Chris Cochrane	2 <sup>nd</sup> Grade Teacher	<a href="mailto:ccochrane@freemansd.org">ccochrane@freemansd.org</a>
Stacey Coyner	4 <sup>th</sup> Grade Teacher	<a href="mailto:scoyner@freemansd.org">scoyner@freemansd.org</a>
Olivia Counts	SPED Teacher/Title Lap Coordinator	<a href="mailto:ocounts@freemansd.org">ocounts@freemansd.org</a>
Shayla Daniel	SPED/FES Secretary	<a href="mailto:sdaniel@freemansd.org">sdaniel@freemansd.org</a>
Kim Davey	1 <sup>st</sup> Grade Teacher	<a href="mailto:kdavey@freemansd.org">kdavey@freemansd.org</a>
Cherie Dexter	3 <sup>rd</sup> Grade Teacher	<a href="mailto:cdexter@freemansd.org">cdexter@freemansd.org</a>
Barb Gady	1 <sup>st</sup> Grade Teacher	<a href="mailto:bgady@freemansd.org">bgady@freemansd.org</a>
Dwayne Gady	5 <sup>th</sup> Grade Teacher	<a href="mailto:dgady@freemansd.org">dgady@freemansd.org</a>
Elisabeth Gass	3 <sup>rd</sup> Grade Teacher	<a href="mailto:egass@freemansd.org">egass@freemansd.org</a>
Gena Hawk	Transition to Kindergarten Teacher	<a href="mailto:ghawk@freemansd.org">ghawk@freemansd.org</a>
Desiree Hendrickson	4 <sup>th</sup> Grade Teacher	<a href="mailto:dhendrickson@freemansd.org">dhendrickson@freemansd.org</a>
Tracy Hubbard	Kindergarten Teacher	<a href="mailto:thubbard@freemansd.org">thubbard@freemansd.org</a>
Jennifer Jensen	3 <sup>rd</sup> Grade Teacher	<a href="mailto:jjensen@freemansd.org">jjensen@freemansd.org</a>
Laryssa Kann	Kindergarten Teacher	<a href="mailto:lkann@freemansd.org">lkann@freemansd.org</a>
Amanda Kazmi	Transition to Kindergarten Teacher	<a href="mailto:akazmi@freemansd.org">akazmi@freemansd.org</a>
Michael McKeown	PE Teacher	<a href="mailto:mmckeown@freemansd.org">mmckeown@freemansd.org</a>
Emily Nelson	2 <sup>nd</sup> Grade Teacher	<a href="mailto:enelson@freemansd.org">enelson@freemansd.org</a>
Dustin Reed	2 <sup>nd</sup> Grade Teacher	<a href="mailto:dreed@freemansd.org">dreed@freemansd.org</a>
Ann Romey	5 <sup>th</sup> Grade Teacher	<a href="mailto:aromey@freemansd.org">aromey@freemansd.org</a>
Tanner Schultes	Transition to Kindergarten Teacher	<a href="mailto:tschultes@freemansd.org">tschultes@freemansd.org</a>
Kirsten Schweiger	1 <sup>st</sup> Grade Teacher	<a href="mailto:kschweiger@freemansd.org">kschweiger@freemansd.org</a>
Angelina Smith	4 <sup>th</sup> Grade Teacher	<a href="mailto:asmith@freemansd.org">asmith@freemansd.org</a>
Alicia Thompson	5 <sup>th</sup> Grade Teacher	<a href="mailto:athompson@freemansd.org">athompson@freemansd.org</a>
Taylor Trantham	K-8 Counselor Intern	<a href="mailto:ttrantham@freemansd.org">ttrantham@freemansd.org</a>
Anna Waddell	K-8 Counselor Intern	<a href="mailto:awaddell@freemansd.org">awaddell@freemansd.org</a>
Brianne Wineinger	FES Secretary	<a href="mailto:bwineinger@freemansd.org">bwineinger@freemansd.org</a>

**District Staff****Special Education Director**

Jody Sweeney, Special Ed Director  
(509) 291-4791, [jsweeney@freemansd.org](mailto:jsweeney@freemansd.org)

**FSD Psychologist**

Josie Moore, Psychologist  
(509) 291-4791, [jmoore@freemansd.org](mailto:jmoore@freemansd.org)

**School Nurses**

Dena Olson  
(509) 291-4791, [dolson@freemansd.org](mailto:dolson@freemansd.org)  
Bitz Willard  
(509) 291-4791, [bwillard@freemansd.org](mailto:bwillard@freemansd.org)

**Nutrition Services**

Kent Bevers, Director  
(509) 291-3695, [kbevers@freemansd.org](mailto:kbevers@freemansd.org)

**Transportation**

Everett Combs, Director  
(509) 291-5555, [ecombs@freemansd.org](mailto:ecombs@freemansd.org)

**Custodial/Maintenance/Facilities**

Kirk Lally, Director  
(509) 291-7413, [klally@freemansd.org](mailto:klally@freemansd.org)

**Information Technology**

Todd Reed Director  
(509) 291-3695, [treed@freemansd.org](mailto:treed@freemansd.org)

## Contents

What Do We Stand For? .....	4
Staff Roster.....	5
Freeman School District—Guiding Principles.....	9
Freeman Elementary School General Information .....	9
Attendance .....	9
Bell Schedules .....	12
Calendars .....	12
Cell Phone Policy.....	12
Change of Address Procedures.....	13
Communications .....	13
Cooperation .....	13
Counseling Services.....	13
Directory Information. ....	13
Discrimination .....	14
Displays of Affection.....	15
Dress Code.....	15
Discipline Policy.....	16
Emergency School Closures .....	22
English Language Services.....	22
Fines and Fees.....	22
Field Trips.....	23
Final Exams .....	23
Grading and Progress Report Dates.....	23
Guests/Visitors.....	24
Health .....	24
Hall Passes .....	25
Honor Roll.....	25
Leaving During School Hours .....	25
Lockers.....	26
Loitering.....	26
Lost and Found .....	26
Nutrition Services.....	26
Online Tip Reporting System.....	26

Off Campus Behavior.....	27
PACE.....	27
Parental Access to School Records.....	27
Parent Pickup Areas.....	28
Parking.....	28
PBIS .....	28
Profanity/Inappropriate Language.....	28
Recess.....	28
Report Cards.....	28
Safety and Civility.....	29
Schedule Changes.....	29
Security .....	29
Skateboards, Scooters, Bicycles and Toys.....	29
Specialists .....	29
Sports/Clubs/After School Activities .....	29
Students.....	30
Supply Lists.....	31
Surveys.....	31
Teacher’s Aid.....	32
Textbooks .....	32
Technology Policy .....	32
Testing.....	32
Textbooks. ....	33
Title I. Learning Assistance Program (LAP). ....	33
Transportation .....	33
Withdrawals .....	35
Ways to Support Freeman .....	35
Annual Notifications.....	35
Our Schools Protect Students from Harassment, Intimidation, and Bullying (HIB).....	37



## **Freeman School District—Guiding Principles**

### **We are Freeman**

The Freeman School District is the center of a unique, rural community which serves students and families in Hangman, Mica, Mt. Hope, Rockford and Valleyford. Pride, Commitment and Caring – we are Freeman!

### **Freeman Elementary School General Information**

The elementary school office is located just inside the main entrance and is open from 7:30 am to 4:00 pm every day school is in session. This is the location of the principal and TOSA.

#### **Scottie 10**

##### **10 Things that will help you succeed at FES**

###### **Be Respectful**

Take care of the nice things the school provides for us

###### **Be Responsible**

Hold yourself accountable of your schoolwork and other responsibilities

###### **Be Safe**

Take care of yourself and others around you

###### **Walk in the hallways**

Tip: Walk on the right side, or follow the traffic/crowd

###### **Be considerate of others**

Everyone's healing process is different, be considerate of that

###### **Be ready to learn**

You will get along really well with ALL of your teachers if you are ready to learn

###### **Work hard in all you do**

The effort you give now, affects your opportunities you will have later

###### **Show Scottie pride!**

Be proud to be a Freeman Scottie!!

###### **Participate, Try new things**

Try new clubs, meet new people; go to games and participate in assemblies

###### **Be your best Self!**

You can be whoever you want to be!

**Parents/Guardians.** For the purposes of this publication, *parent* refers to the student's parent or guardian, or any person in a custodial relationship to the student.

### **Attendance**

***Attendance is the single-most important factor in determining academic achievement. Students are expected to be at school every day and on time. Please schedule appointments and family vacations outside of the school day as much as possible.***

#### **Washington State Attendance Requirements**

- ❖ State law and district policies and regulations require daily and punctual attendance of all students unless officially excused. Parents and students are both responsible for assuring attendance. It is the parents' responsibility to ensure accurate contact information is in our student account system by regularly checking

information with our registrar. Students who have a pattern/history of absences or tardies for personal illness may be required to have a note from a healthcare professional to excuse further absences or tardies due to personal illness.

#### **FSD Policy and Procedure 3122**

- ❖ outlines the district's attendance expectations. Students are expected to attend all assigned classes each day and be in their assigned areas at assigned times. Teachers and school staff will keep a record of absences and tardies, including a call log and/or record of excuse statements submitted by a parent, or in certain cases, students, to document a student's excused absences.

#### **Absence vs. Tardy**

- ❖ Coming to class more than 15 minutes late is considered an absence for that period. Elementary has 2 periods, 8:15am – 11:30am and 11:30am – 2:45pm. Pre-planned absences of 3 or more days require written or verbal notice by a parent to the office and a completed pre-arranged form which can be picked up in the Elementary school office.
- ❖ After 3 absences, parents may request schoolwork from the student's teacher.
- ❖ Elementary school students missing four periods or more without an excuse will constitute a day's absence.

#### **When a student is absent**

- ❖ The parent/guardian should leave a message on the attendance line (509-291-7425) or call the FES Office (509-291-4791) on the day of the absence but no later than 48 hours after the absence.
- ❖ An absence will be considered unexcused if the parent/guardian does not excuse the absence with proper written documentation within two days (48 hours of the absence).
- ❖ **Students with unexcused absences may be subject to the BECCA process.**

#### **Perfect/Near-perfect Attendance**

- ❖ Students are recognized for Perfect Attendance when they have not missed a period, have not been tardy and have not left early. (Certain school events or absence for religious reasons are excluded.)

#### **Excused Absences**

- ❖ Schools are not obligated to provide the opportunity for make-up work due to unexcused absences. Absences for reasons not listed below are unexcused. Students returning to school without providing a valid excuse from a parent within 2 school days will have the absence recorded as unexcused.
- ❖ Regular school attendance is necessary for mastery of the educational program provided to students of the district. Students, at times, may appropriately be absent from class. Parents must provide the school with a valid reason for an absence before it can be excused. The following constitute valid reasons for excused absences according to state law and district policy.
  - Personal illness, health condition, or medical or dental appointment (**Students must bring a doctor's note upon returning from an illness requiring five or more days of absence.**)
  - Appearance in court when required by law
  - Disciplinary action (i.e., in-school, short-term, long-term suspension, emergency expulsion)
  - Religious observance (i.e., an established special day on a religious calendar)
  - Family emergency (i.e., funeral, death, hospitalization)
  - School-approved activities (i.e., field trips, athletic competitions)
  - Pre-arranged absence approved by the administration (pre-arranged absences for 3 or more days require a form to be completed and signed at least 2 days in advance.
  - The following are added, allowable excuses beyond the WAC:
  - Extended illness or health condition. Chronic health condition.
  - When a student is confined to home or hospital for an extended period, the school will arrange for the accomplishment of assignments at the place of confinement whenever practical. Students with a chronic health condition which interrupts regular attendance may qualify for placement in a limited attendance and participation program. The student and his/her parents will apply to the principal or counselor, and a limited program will be written following the advice and recommendations of the student's medical advisor.

#### **Unexcused Absences**

- ❖ Any absence from school is unexcused unless it meets one of the criteria indicated for an excused absence.

[Statutory Authority: RCW 28A.300.046. WAC 392-401-020.]

- ❖ Unexcused absences occur when:
  - The parent or adult student submits an excuse that does not meet the definition of an excused absence as defined herein; or
  - The parent or adult student fails to submit any type of excuse statement for an absence whether by phone, email or in writing.
  - Each unexcused absence within any month or during the current school year will be followed by a letter or phone call to the parents informing them of the consequences of additional unexcused absences. The school will make reasonable efforts to provide this information in a language in which the parent is fluent. A student's grade will not be affected if no graded activity is missed during such an absence.
  - After two unexcused absences within any month of the current school year, a conference will be held among the principal, student and parent to analyze the causes of the student's absenteeism. If a regularly scheduled parent-teacher conference is scheduled to take place within 30 days of the second unexcused absence, may schedule the attendance conference on the same day.
  - Not later than the student's fifth unexcused absence in a month, will enter into an agreement with the student and parents that establishes school attendance requirements, refer the student to a community truancy board or file a petition with the juvenile court.
    - Petitions may be served by certified mail, return receipt requested, but if such a service is unsuccessful, personal service is required. At the District's choice, it may be represented by a person who is not an attorney at hearings related to truancy petitions.
    - If the allegation(s) in the petition are established by a preponderance of the evidence, the court will grant the petition and enter an order assuming jurisdiction to intervene for a period of time determined by the court, after considering the facts alleged in the petition and the circumstances of the student, to most likely cause the student to return to and remain in school while the student is subject to the court's jurisdiction.
    - When the court assumes jurisdiction, will periodically report to the court any additional unexcused absences by the student, actions taken by and an update on the student's academic status in school at a schedule specified by the court. The first report must be received no later than three months from the date the court assumes jurisdiction.
    - All sanctions imposed for failure to comply with the attendance policies and procedures will be implemented in conformance with state and district regulations regarding corrective action or punishment.
- ❖ All public schools in Washington must comply with Washington Administrative Code rules and state laws. See **WAC 392-400-325**: Statewide definition of excused and unexcused daily absences.

#### Tardies

- ❖ Any student not in his/her seat when the bell rings is considered tardy. Teachers may intervene on each tardy. (3 tardies before office discipline)
  - **Step One: Redirection/Reminder** – Teacher or staff member will remind the student to be in class on time.
  - **Step Two: Redirection/Reminder** – Teacher or staff member will remind the student to be in class on time.
  - **Step Three: Redirection/Reminder with Contact to Parent** – Teacher will remind the student of expectations, redirect their behavior, and follow up with parent contact regarding behavior.
  - **Step Four: Referral to Administration:** – Administration will conference with the student about the repeated tardies, assign lunch detention, and call home to inform the parents it is important to be on time.
- ❖ Regular school attendance is required by law, and frequent tardiness of even a few minutes interferes with an individual student's performance and disrupts other students' learning.

#### Truancy

- ❖ Truancy is considered an absence from school or class without the consent of the parent or teacher.
- ❖ Truancy includes leaving school without signing out at the office, leaving school at lunchtime, absence from

school or class without permission, obtaining a pass to go to a certain place and not reporting there, becoming ill and going home without checking out, going to the health room without permission or staying in the restroom without reporting to the office, coming to school, but failing to attend classes, or failing to attend a scheduled assembly without prior permission.

### **BECCA Bill Attendance Requirements**

- ❖ Under Washington State Law, **RCW 28A.225**, parents are responsible for their student's full-time school attendance. Schools must take action to prevent unexcused absences.
  - After one (1) unexcused absence, schools contact parents by letter or phone and inform the parents of the potential consequences of additional unexcused absences.
  - After two (2) unexcused absences, the school will schedule a parent conference to discuss solutions.
  - After five (5) unexcused absences Freeman Elementary School administration will meet with the student and parent to establish an agreement for school attendance.
  - After seven (7) unexcused absences within a 30-day period or ten (10) unexcused absences in a year, Freeman Elementary School will write a petition with Juvenile Court. Students with a current court order compelling school attendance on file will have a progress report filed with the courts with only one (1) additional unexcused absence.
    - Petition to Juvenile Court. The petition will contain the following statements:
      - student has unexcused absences in the current school year.
      - actions taken by have not been successful in substantially reducing the student's absences from school.
      - Court intervention and supervision are necessary to assist in reducing the student's absences from school.
      - RCW 28A.225.010 has been violated by the parent, student or both.
  - The petition must also include the following:
    - student's name, date of birth, school, address, gender, race and ethnicity; and the names and addresses of the student's parents, whether the student and parent are fluent in English, whether there is an existing Individualized Education Program and the student's current academic status at school
    - list of interventions that have been attempted, a copy of any previous truancy assessment completed by the student's current district, the history of approved best practices intervention or research-based intervention(s) previously provided to the student by, and a copy of the most recent truancy information document signed by the parent and student;
    - facts that support the allegations.

***Freeman Elementary School will partner with families whose students are facing attendance issues prior to filing a BECCA petition.***

### **Bell Schedules**

#### **Regular Schedule**

Warning Bell	8:12
School Starts	8:15
LUNCH	10:50 – 11:50 (TK-5 <sup>th</sup> grade all have different lunch times)
School Ends	2:45

### **Calendars**

- ❖ Academic calendars conveying significant dates (a single page) are posted at [www.freemansd.org](http://www.freemansd.org), (Quick Links). Day-to-day school activities and events may be viewed on the same page under Calendar or Upcoming Events.

### **Cell Phone Policy**

- ❖ Cell Phones, Ear Buds and Smart Watches shall be turned off upon arrival until 2:45 pm. Students should keep their cell phones in their locker during this time.
- ❖ Please closely monitor your child's use. At Freeman Elementary School we have addressed: technology cheating, sexting, ringing and vibrating cell phones during lessons, vibrating phones signaling students to leave class, harassing and unkind text messages, and students who want to spend their learning time texting instead of paying attention to the teacher or their assignments.
  - First Offense. If a student has a phone out between these hours, the teacher will turn the phone over to administration. The building administrator will provide the student with a warning and discuss the cell phone policy.
  - Second Offense. If a student has a phone out between these hours, the teacher will turn the phone over to administration. The building principal will contact the parent/guardian and make arrangements for the return of the cell phone.
  - Third + Offense(s). Parents to pick up and After School Detention.
- ❖ Children should be reminded to use the office telephone to contact parents.
- ❖ In emergencies, parents may call (509) 291-7301, the elementary school office, to get information to their children.
- ❖ Diabetic students may carry cell phones for monitoring purposes, coordinated with the school nurse.

### **Change of Address Procedures**

- ❖ Parents are asked to provide updated address and telephone information as soon as a change is made.
- ❖ Students or parents must contact the office or update information through family access as soon as possible if an address, email or telephone number changes during the school year.
- ❖ **This is a priority for emergency contact and school updates!**

### **Communications**

- ❖ Parents are encouraged to read newsletters distributed by email every Friday. You can also request a copy of *The Scottie Scoop* be printed and sent home with your student. Each issue shares key dates and news for their schools.
- ❖ School Messenger is used to update parents with date-sensitive matters, and information may be sent by email, text or phone message.

### **Cooperation**

- ❖ Students will obey the lawful instructions of school district personnel and follow school and classroom rules (RCW 28A.600.040). Students are expected to cooperate fully with Freeman Elementary School and School District staff, including law enforcement when applicable. Failure to do so will result in disciplinary action leading up to and including suspension.

### **Counseling Services.**

- ❖ The school counselor is available to help students with social/emotional and academic development.
- ❖ Students or parents may make an appointment by calling the school office or completing a referral on the Freeman SD website.
- ❖ When a student has a serious problem that requires immediate attention, the student should request assistance from a teacher.
  - The teacher will determine where to acquire services as quickly as possible.

### **Directory Information.**

- ❖ Federal law allows school districts to routinely release what is called, "directory information," without permission of parents. The US Department of Education generally describes directory information as the following:
  - Student's name
  - Address

- Telephone listing
- email address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade-level and enrollment services
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors and awards received
- The most recent educational agency or institution attended
- ❖ This information is not released for commercial purposes. However, directory information may be given to the news media (such as for graduation lists, honor roll and other achievements), colleges and universities (such as scholarship information) as well as state and local officials (such as law enforcement, education agencies or juvenile court). Additionally, the district provides students' names, addresses and telephone listings to military recruiters on request. Directory information may, on administrative approval, be reported or provided to others (such as school parent organizations), subject to district policy. Student photos/names also may be used in school/district news, web and social media.
- ❖ Parents and adult-age students have the right to withhold release of this information by notifying the school in writing within seven days of the student's enrollment by submitting the Opt Out form or completing the information in the *Registration Update in Family Access* at the beginning of the school year.

## Discrimination

- ❖ **Board Policy. Policy 3210** provides Freeman School District's nondiscrimination statement.
- ❖ District programs will be free from gender harassment. Married students will have the same responsibilities and rights as unmarried students. This includes the right to participate in extracurricular activities on the same basis and subject to the same requirements as unmarried students.
- ❖ A student will not be excluded from attendance in the regular school program solely on the grounds of pregnancy.
- ❖ A pregnant student may be required to produce a physician's statement as to the condition of her health relative to her continued presence in the regular school program. If the statement indicates that the pregnant student's health and physical wellbeing mandates her withdrawal from regular school activities, will develop an alternative educational program.
- ❖ **Nondiscrimination.**
  - Discrimination is defined as unfair or unlawful treatment of a person or group because they are part of a defined group, known as a protected class. Discrimination may include treating a person differently or denying someone access to a program, service or activity because they are part of a protected class or failing to accommodate a person's disability.
- ❖ **What is a protected class?**
  - A protected class is a group of people who share common characteristics and are protected from discrimination and harassment by federal, state or local laws. Protected classes under Washington State Law include sex, race, color, religion, creed, national origin, disability, sexual orientation, gender expression, gender identity, veteran or military status and the use of a trained guide dog or service animal.
- ❖ **How do I file a complaint about discrimination?**
  - If you believe that you or your child has experienced unlawful discrimination or discriminatory harassment at school based on any protected class, you have the right to file a formal complaint. For a full copy of Freeman School District's nondiscrimination **Policy and Procedure 5010**, visit [www.freemansd.org](http://www.freemansd.org) (Board, District Policies) or call (509) 291-3695.
  - Before filing a complaint, you may wish to discuss your concerns with your child's principal or with the District's Section 504 Coordinator, Title IX Officer, or Civil Rights Compliance Coordinator. This often is the fastest way to resolve concerns.

#### ❖ **Complaint Procedure.**

- A student claiming discrimination must file a complaint with the District's compliance office in order to secure at the earliest possible time, an equitable and prompt resolution of a complaint, when the claim is justifiable. Procedural steps are as follows:
- A student, a student's parent, legal representative or a district employee may, on the student's behalf, believing the student has been aggrieved, file a signed, written complaint with compliance officer, setting forth specific acts, conditions or circumstances alleged to be a violation of the laws. On receipt of the complaint, the compliance officer shall institute such other reasonable procedures to affect a prompt resolution of the complaint.
- The district compliance officer, on completion of the investigation of the complaint, shall provide superintendent with a full written report of the complaint and the results of the investigation.
- The district superintendent shall respond in writing to the complaining party as expeditiously as possible, but in no event later than 30 calendar days following receipt of such complaint by the district.
- The district superintendent's response shall clearly state either,
  - denies the allegations contained in the complaint
  - the nature of such reasonable correction measures deemed necessary to eliminate such act, condition or circumstance within the district.
  - Any corrective measure deemed necessary shall be instituted as expeditiously as possible, but in no event later than 30 calendar days following superintendent's mailing of a written response to the complainant

#### **Displays of Affection**

- ❖ Excessive, overt displays of affection anywhere in the building are prohibited and subject to discipline. The general rule of thumb is that behavior at school should mirror that of a professional job site.
- ❖ *Displays of Affection* could also be considered an act of harassment. It may be viewed as more offensive to others and has no place in a professional academic setting. Students are to comply with adult directions regarding this rule.
- ❖ Continuous violation of this rule will result in parent contact and disciplinary action.

#### **Dress Code**

- ❖ Freeman Elementary School acknowledges that a correlation exists between appropriate grooming, personal attire and student achievement. A similar relationship exists between student dress and acceptable standards of conduct.
- ❖ This document informs students and parents that Freeman's dress code is designed to allow for student comfort while maintaining an environment conducive to teaching and learning in the best available educational setting.
- ❖ In all cases, school administrators will make the final determination regarding specific dress code violations, e.g. the administrators will determine when a garment is too tight, too revealing or too short.
- ❖ If you have reason to believe an item may not be school appropriate... it probably isn't.
- ❖ Students are expected to be cooperative whenever their attire is determined inappropriate. Argumentative, hostile and defiant behavior will subject the student to other disciplinary violations and progressive consequences including, but not limited to, suspension.
- ❖ The primary responsibility for a student's attire resides with the student and parents or guardians
  - Maintain a safe learning environment in classes where protective or supportive clothing is needed, such as chemistry/biology/shop (eye or body protection), or PE (athletic attire/shoes).
  - Allow students to wear clothing of their choice that is comfortable.
  - Allow students to wear clothing that expresses their self-identified gender.
  - Allow students to wear religious attire without the fear of discipline or discrimination. Prevent students from wearing clothing or accessories with offensive images or language, including profanity, hate speech, or pornography.

- Prevent students from wearing clothing or accessories that will interfere with the operation of school, disrupt the educational process, invade the rights of others, or create a reasonably foreseeable risk of such interference of invasion of rights.
- Prevent students from wearing clothing or accessories that reasonably can be construed as being or including content that is racist, lewd, vulgar, or obscene, or that reasonably can be construed as containing fighting words, speech that incites others to imminent lawless action, defamatory speech, or threats to others.
- Ensure that all students are treated equitably regardless of race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body.
- Any item that obscures the face or ears including sunglasses (except for religious observance).

❖ **Corrective Action:**

- Students will only be removed from spaces, hallways, or classrooms as a result of a dress code violation as outlined in the sections above.
- students in violation of the sections will be provided 3 options to be dressed more to the code during the school day:
- Students will be asked to put on their own alternative clothing, if already available at school, to be dressed more to code for the remainder of the day.
- Students will be provided with temporary school clothing to be dressed more to code for the remainder of the day.
- If necessary, students' parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.

## Discipline Policy

- ❖ Freeman Elementary School's discipline philosophy is that all students practice behaviors that contribute to a positive school climate and do not interfere with teaching and learning. Students are expected to take ownership of their own behavior, follow directions, treat each other with kindness and respect, and learn the value of productive work and good citizenship. Doing so will help students become people of good character. The goal is to help students acknowledge inappropriate behavior, to self-evaluate, to take ownership of choices and decisions, and to develop a plan for improving behavior.

## Detention

- ❖ Lunch Detention and/or After School Detention is given to students for lower-level disciplinary infractions and/or truancy.
- ❖ Detention is scheduled individually with each student. **Failure to comply with Detention rules and/or skipping detention will result in progressive discipline including suspension.**
- ❖ Pre-arranged changes to serving detention require administrative approval and parent documentation prior to the day of the scheduled detention. It is the student's responsibility to know and understand the rules governing detention.
- ❖ Detention rules are as follows:
- ❖ Go and get your hot lunch or bring your cold lunch to the principal's office quickly if appropriate.
- ❖ Bring enough homework, missing assignments, or reading material to cover the extent of the detention.
- ❖ No talking or socializing. No sleeping – students are expected to be sitting up, alert, and
- ❖ No electronics. No leaving without permission.
- ❖ Follow the directions of the supervisor the first time they are given. Failure to comply with rules will result in progressive discipline.

## Exclusion from School Activities

- ❖ Students must attend school for most of the school day in order to attend school activities or events.
- ❖ Students who demonstrate poor conduct at school may be excluded from participating in school events and activities.



- ❖ Students may not be able to attend field trips, assemblies, dances, athletic competitions, or special activities if they violate school rules or policies.
- ❖ School administration may remove or exclude a student from any activity if they believe the student's conduct should prevent him/her from participating.
- ❖ Attendance at assemblies, concerts, dances, field trips, sports, or other school-related events is a privilege and not a right to be a student at Freeman Elementary School.
- ❖ If a student or group of students is rude, disruptive, insubordinate, obnoxious, or disrespectful at an assembly, or other school-related event, the student/s may be removed from the event immediately and denied entrance to future events or activities. All Freeman Elementary School expectations and policies apply at school-related activities on or off campus. School consequences will be imposed when deemed necessary by administrators or their designee.

#### **Referral Process**

- ❖ Lower-level discipline infractions are handled by the classroom teacher.
- ❖ If a student fails to correct his/her behavior, a student may be referred to the office for more severe consequences.
- ❖ Higher-level discipline, exceptional misconduct offenses, and progressive discipline are addressed by the building administrators.
- ❖ Administrators make the final decision concerning consequences depending on the nature, severity, duration and mitigating circumstances in each situation. Repeat offenders can expect progressive consequences.

#### **Progressive Discipline**

- ❖ It is our goal to help kids grow into responsible, respectful citizens, so discipline at Freeman Elementary School is progressive, which means that consequences get tougher as the situation becomes more severe or if you don't follow through with the consequences assigned for prior offenses.
- ❖ A student suspended for any length of time from school is denied the right to be on any Freeman School District property or to attend any district or school/district sponsored events, such as dances, sporting events, evening activities, etc.
- ❖ The following is the progression of discipline depending on the offense type – please note that exceptional misconduct behaviors will begin with suspension/expulsion.
  - **Step One: Redirection/Reminder** – For low-level offenses (those not identified as exceptional misconduct), teacher or staff member will remind the student of appropriate behavior.
  - **Step Two: Redirection/Reminder with Contact to Parent** – For low-level offenses (those not identified as exceptional misconduct), teacher will remind the student of expectations, redirect their behavior, and follow up with parent contact regarding behavior.
  - **Step Three: Referral to Administration:** – For low-level offenses (those not identified as exceptional misconduct), Administration will conference with the student about the repeated behaviors, assign detention, and call home to inform the parents.
  - **Step Four: Parent meeting with Administration**–Administration will partner with the parents to develop a plan to ensure success for the student.
  - **Step Five: Short-term suspension** – Administered by the building principal, assistant principal or designee. The student is removed from school (up to 10 consecutive school days determined by offense). A re-entry meeting with student, parent, and administration is required upon return to school.
  - **Step Six: Long-term suspension** – Administered by the building principal, assistant principal, or designee. The student is removed from school for 11 or more consecutive school days. A re-entry meeting with student, parent, and administration is required upon return to school.
- ❖ **Emergency removal** – Imposed when a student is considered a danger to him/herself, other students or school personnel, or is considered an immediate and continuing disruption of the educational process. The student is removed from school until appropriate suspension time can be determined. A re-entry meeting with student, parent, and administration is required upon return to school.
- ❖ **Expulsion** – The student loses the right to attend District schools, classes and programs and the right to be admitted onto District property. A re-entry meeting with student, parent, and administration is required upon return to school.

**Search & Investigation**

- ❖ School officials have authority to maintain order and discipline in the schools and to protect students from exposure to illegal drugs, weapons, and contraband.
- ❖ The superintendent, the principal, and other staff designated by the superintendent shall have the authority to conduct reasonable searches on school property as provided by board policy.
- ❖ A search is required when there are reasonable grounds to suspect a student has a firearm on school grounds, transportation or at school events.
- ❖ A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action.
- ❖ All searches by school employees shall be reasonably related to the objectives of the search and not excessively intrusive.
- ❖ In other words, a student's person and personal effects are searched only when a school official has reasonable grounds to believe that the student is in possession of illegal or unauthorized materials.
- ❖ No student shall be subject to a strip search (FSD Policy 3230).

**Exceptional Misconduct**

- ❖ Exceptional misconduct is a violation of rules so serious in nature and/or so disruptive as to warrant an immediate short-term or long-term suspension, or expulsion. Exceptional misconduct includes the following:

**Alcohol**

- ❖ Possessing, using, or being under the influence of alcohol or substances containing alcohol is cause for suspension/expulsion. Selling or distributing alcohol or substances containing alcohol is also cause for suspension/expulsion.
- ❖ Students may be disciplined for being under the influence of alcohol based on their behavior or appearance as determined by an administrator, school nurse, or other properly trained official, regardless of whether they have alcohol in their possession. Coming to school or a school event while under the influence is not allowed.
- ❖ Elementary school violators will be Emergency Expelled and/or short or long-term suspended up to the length of one semester. Students will be required to obtain an assessment by a certified drug and alcohol counselor and agree to comply with all required meetings and directives of the evaluator at the parent's expense before there will be any re-admittance to any school. The student and parents/guardians must agree to fulfill the recommendation of the evaluator as soon as possible and submit verification to their administrator. The administrator may consider shortening or holding the student's suspension in full or partial abeyance if the student complies with evaluation/treatment recommendations. The school may be able to provide information about low or no cost options for appropriate services available in the community.
- ❖ A second violation can result in a long-term suspension until the end of the semester. Subsequent violations may result in expulsion. Students who are expelled will also be required to obtain an evaluation by an approved drug/substance abuse professional and participate in and satisfactorily complete any recommended drug/substance abuse program at the parent/guardian's expense before any re-admittance to any school the following school year

**Arson**

- ❖ Arson is intentionally setting a fire or causing an explosion.

**Assault**

- ❖ Assault is being physically violent, using unwarranted force, and demonstrating the deliberate and immediate intent to be physically violent, toward another person or oneself, including domestic violence and sexual assault. Intent is defined as taking deliberate actions toward physically harming another person such that the person has an immediate expectation that his/her personal safety is in jeopardy.
- ❖ Self-Harm is defined as taking steps or planning to harm oneself such that there is good and sufficient reason to believe that one's presence poses an immediate and continuing danger to the student, other students or school personnel, or is an immediate and continuing threat of substantial disruption of the educational process.
- ❖ Assault does not include incidental contact unless it is flagrant, purposeful, repeated, and/or results in serious injury.
- ❖ Domestic violence as assault includes physically harming, threatening, physically restraining, or stalking a romantic or dating partner.

**Bomb Threat**

- ❖ Falsely reporting a bomb threat or other threat that endangers the welfare or safety of our school population will be cause for discipline and/or a referral to law enforcement.

**Cheating/Plagiarism**

- ❖ Cheating, or copying the work of other persons, or turning in another person's papers, projects, computer programs, etc., as your own constitutes plagiarism.
- ❖ Plagiarism includes, but is not limited to:
  - Using another writer's words or ideas without proper citation, or merely rearranging or changing a few of the author's words and presenting the result as your own work, or not using quotation marks when citing a source.
  - Having someone else write your paper, program or project, including asking friends, paying someone, using a paper writing service, or taking information verbatim off the internet.

**Dangerous Use of Motor Vehicles**

- ❖ Dangerous use of motor vehicles on school grounds or at school activities, or endangering students on a school bus.

**Disruptive Conduct**

- ❖ Disruptive conduct is defined as flagrantly and substantially interfering with teaching or learning at school activities or at school sponsored activities.
  - Disruptive Conduct includes creating a substantial disruption to any school function, refusing to comply with a staff person's directive, or using vulgar or profane language or obscene gestures.
- ❖ Improper use of electronic devices and/or other technology is also considered disruptive conduct.
- ❖ Repeated insubordination of school rules may constitute Disruptive Conduct.

**District Identified Dangerous Weapons**

- ❖ Carrying a dangerous weapon onto, or possessing a dangerous weapon on, school property, school-provided transportation, areas of facilities being used exclusively as school district property, or at school-sponsored events or activities are against District policy. Dangerous weapons include: BB gun of any type, pellet gun of any type, soft air gun, slingshot, hand club, sandbag, Chaco sticks, metal pipe or bar used or intended for use as a club, Billy club, black jack, switchblade knife, fixed blade knife (e.g., kitchen knife, steak knife, and hunting and military-type knives that do not fold), large folding knife with a blade over 2-1/2 inches long; any knife with a blade that locks open; any knife with more than one blade; razor blade; box cutter; blowgun, Taser gun, and bullets.
- ❖ The definition of a dangerous weapon may also include any object, such as pepper/gas spray, that can reasonably be used to inflict serious bodily injury when a student uses such an object with the intent to harm or intimidate someone, or when there is no other reasonable purpose for possessing the object except to use it as a weapon.
- ❖ A laser pen may be considered to be a dangerous weapon if the light is deliberately aimed at another person's eyes, whether or not there is intent to cause harm. (See Policy 4210)
- ❖ The normal discipline for a first-time possession of a dangerous weapon is a long-term suspension. The administrator can elect to give a lesser corrective action because of the particular facts and circumstances.

**Extortion/Blackmail**

- ❖ Obtaining money, property or other consideration by violence or threat of violence or forcing someone to do something against his or her will by force or threat of violence is against Freeman School District policy.

**False Alarm**

- ❖ A false alarm is activating a fire alarm or calling 911 for any reason other than the intended purpose of the alarm.

**Fighting**

- ❖ Fighting is being involved in mutual participation in an incident involving physical violence. If the fight or any prefight activity occurs on school grounds, the school will have the right to respond. Fighting includes, but is not limited to:
  - ❖ Engaging in mutual physical contact involving anger or hostility or premeditation.
  - ❖ Teasing, harassing, threatening or intimidating others resulting in physical contact involving anger or hostility.
  - ❖ Retaliating physically for teasing, harassing, threatening, or intimidating behavior.
  - ❖ Verbally inciting or physically supporting a fight by one's encouragement or presence including videotaping.

### **Fight Promotion**

- ❖ Attending a fight or encouraging/promoting a fight either in person or by videotaping or sharing via social media is potentially dangerous and disruptive to the education environment and students will be disciplined accordingly for their involvement.

### **Firearm – One Year Mandatory Expulsion**

- ❖ Carrying a firearm onto, or possessing a firearm on school property, school-provided transportation, areas of facilities being used exclusively as school district property, or at school-sponsored events or activities is illegal. Freeman School District has a policy of no tolerance for weapons. Firearm is defined as a weapon from which a projectile or projectiles may be fired by an explosive such as gun powder. It also includes an explosive, incendiary, or poison gas bomb, grenade, rocket, missile, or mine.
  - Violators will be expelled from Freeman School District for not less than one calendar year. See, RCW 28A.600.420.
- ❖ The Superintendent or his or her designee may modify the expulsion on a case-by-case basis.

### **Harassment**

- ❖ The board of directors is committed to a safe and civil educational environment for every student, staff member, parent/legal guardian, family member and guest, free from harassment, intimidation or bullying. A safe and civil educational environment prohibits harassment, intimidation or bullying by integrating training, prevention and intervention into schools and support sites through a coalition of students, staff members, parents/legal guardians, families and the community.
- ❖ Harassment, intimidation or bullying means any intentional electronic, written, verbal, auditory or physical act including, but not limited to, one shown to be motivated by any characteristic of race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability or other distinguishing characteristics such as, but not limited to, physical appearance, clothing or other apparel, socio-economic status, marital status or weight, when the intentional electronic, written, verbal, auditory or physical act.
  - Physically harms a student; or
  - Damages the student's property; or
  - Has the effect of substantially interfering with a student's education; or Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment; or has the effect of substantially disrupting the orderly operation of the school.
- ❖ Nothing in this section requires the affected student to possess a characteristic that is a basis for harassment, intimidation or bullying. "Intentional act" refers to the individual's decision to engage in the act rather than the ultimate impact of the action(s).

### **Hazing**

- ❖ Assault may be charged for hazing behaviors that involve physical violence. Initiating or harassing another student with meaningless, difficult, dangerous, or humiliating tasks through behaviors that cause, or are likely to cause, physical injury, endangerment or emotional distress. In hazing situations, club advisors, coaches, and administrators likely have not been told what will occur and have not given their approval to the activity. Targeted students may not feel that they have the choice to opt out of this activity or the opportunity to quit at any time. Evidence of hazing that falls into this category may include, but is not limited to, activities with any of the following:
  - Physical harm or restraints.
  - Reckless endangerment or life-threatening stunts, e.g., being forced to jump off a bridge or structure, or ingest substances that may cause an allergic reaction.
  - Illegal activity.
  - Unsafe activities, such as being left alone to get out of a harmful situation at the end of the activity, e.g., in a park at night or from a locked room.
  - Property damage.

### **Illicit Drugs/Controlled Substances**

- ❖ Possessing, using, or being under the influence of illegal drugs or controlled substances, or any food item with illegal drugs in it, and/or possessing drug paraphernalia is cause for suspension/expulsion. Selling, or intending to sell, drugs or controlled substances (or look-alikes) including prescription or over-the-counter drugs and any

food item with illegal drugs in it is cause for long-term suspension/expulsion.

- ❖ Students may be disciplined for being under the influence of a controlled substance based on their behavior or appearance as determined by an administrator, school nurse, or other properly trained official regardless of whether they have a controlled substance or drug paraphernalia in their possession. Coming to school or a school-related event while under the influence is not allowed.
- ❖ Violators may be Emergency Expelled and/or short or long-term suspended up to the length of one semester. Students will be required to obtain an assessment by a certified drug and alcohol counselor and agree to comply with all required meetings and directives of the evaluator at the parent's expense before there will be any re-admittance to any school. The student and parents/guardians must agree to fulfill the recommendation of the evaluator as soon as possible and submit verification to their administrator. The administrator may consider shortening or holding the student's suspension in full or partial abeyance if the student complies with evaluation/treatment recommendations. The school may be able to provide information about low or no cost options for appropriate services available in the community.
- ❖ A second violation may result in a long-term suspension until the end of the semester. Subsequent violations may result in expulsion. Students who are expelled will also be required to obtain an evaluation by an approved drug/substance abuse professional and participate in and satisfactorily complete any recommended drug/substance abuse program at the parent/guardian's expense before any re-admittance to any school the following school year.

#### **Personal Spray Devices**

- ❖ Persons over 18 years of age and persons between 14 and 18 years of age with prior written parental or guardian permission may possess personal protection spray devices on school property.
- ❖ No one under 18 years of age may deliver such devices, nor may anyone 18 years or older deliver a spray device to anyone under 14 or to anyone between 14 and 18 who does not have parental permission.
- ❖ Persons younger than 14 years of age may not possess personal protection devices.

#### **Sexual Harassment**

- ❖ This district is committed to a positive and productive education free from discrimination, including sexual harassment. This commitment extends to all students involved in academic, educational, extracurricular, athletic, and other programs or activities of the school, whether that program or activity is in a school facility, on school transportation or at a class or training held elsewhere.
- ❖ Sexual harassment - is defined unwelcome conduct or communication of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment may include:
  - Acts of sexual violence;
  - Unwelcome sexual or gender-directed conduct or communication that interferes with an individual's educational performances or creates an intimidating, hostile or offensive environment.
  - Unwelcome sexual advances; unwelcome requests for sexual favors.
  - Sexual demands when submission is a stated or implied condition of obtaining an educational benefit.
  - Sexual demands where submission or rejection is a factor in an academic, or other school-related decision affecting an individual.
- ❖ A "hostile environment" has been created for a student when sexual harassment is sufficiently serious to interfere with or limit the student's ability to participate in or benefit from the school's series of incidents. In fact, a single or isolated incident of sexual harassment may create a hostile environment if the incident is sufficiently severe, violent, or egregious.

#### **Prohibition on Retaliation**

- ❖ Retaliation against any person who makes or is a witness in a sexual harassment complaint is prohibited and will result in appropriate discipline. The District will take appropriate actions to protect involved persons from retaliation.

#### **False Reporting**

- ❖ It is a violation of this Policy to knowingly report false allegations of sexual harassment. Persons found to

knowingly report or corroborate false allegations will be subject to appropriate discipline.

#### **Theft**

- ❖ Theft is defined as stealing school district property or the property of a staff member, student, or school visitor.
- ❖ This includes theft of intellectual property, such as, but not limited to, looking at or taking a teacher's test or notes for a test, artwork, or any other teacher or student intellectual property.

#### **Possession of Stolen Property**

- ❖ Possession of stolen property is defined as knowingly receiving, retaining, possessing, concealing, selling or attempting to sell, or disposing of stolen property.

#### **Threats Toward Staff**

- ❖ Making threats of violence or harm toward any person acting in their official capacity as an employee and/or agent of Freeman School District is against District policy.

#### **Threats/Intimidation**

- ❖ Communicating threats of violence or harm to an individual or group of individuals, directly or indirectly, whether by physical, verbal, written, telephone, or other electronic means, which cause the other person to believe his or her life, safety, or property is in danger, or which cause a listener to believe that another person's life, safety, or property is in danger.
- ❖ It is not necessary that the threat be communicated to the intended victim

#### **Tobacco and Related Items**

- ❖ It is against state law and school district policy to use or possess any tobacco products in or on public school property, on school buses, and at school-sponsored activities. Possession of tobacco and tobacco related products, including but not limited to electronic cigarettes, liquid nicotine, lighters, matches, and rolling papers will be the cause for suspension.
- ❖ Selling, distributing, and using such products on campus may be cause for more severe disciplinary consequences.

#### **Emergency School Closures**

- ❖ Freeman will use the **Instant Alert System** to inform families of late starts, school closures or cancelled events so it is **VITAL** to keep the office updated on contact phone numbers and email addresses.
- ❖ In the event of severely inclement weather or mechanical breakdown, school may be closed or the starting time delayed by two hours. The same conditions may necessitate early dismissal. School closures delayed starts or early dismissals are announced using the instant alert communication system and are available on radio and television.
- ❖ If no report is announced, assume that school is as scheduled.
- ❖ Please utilize these resources instead of calling the schools.

#### **English Language Services**

- ❖ English Language Services may be arranged for students who do not speak English and who require services to help them become more successful at learning to read, write, speak and listen in English. Contact the school principal for information.

#### **Fines and Fees**

- ❖ FSD students are responsible for the fees/fines or cost of replacing materials or property that are lost or damaged due to negligence.
- ❖ A student's grades, transcripts and/or diploma will be withheld from the student or parent until restitution is made by payment, or the equivalency through voluntary work, when the student is unable to pay restitution.
- ❖ The transfer of a student to another school does not negate the student's responsibility to make restitution for lost or damaged school materials or property.
- ❖ Some classes and extracurricular activities include fees. Assistance may be available when fees present a hardship. See the school principal, counselor or athletic director.
  - Art Fee—\$15.00
  - Photography Fee—\$15.00

- Band Fee—\$40.00
- Drumline—\$10.00
- ASB Fee—\$25.00
- Transportation Fee—\$10.00
- Yearbook - \$25.00
- ASB Card Replacement - \$5.00

#### **Field Trips**

- ❖ Field trips are arranged by classrooms or grades and bring the students from the school grounds to other sites that offer culturally enriching experiences.
- ❖ Field trips have been found to result in higher retention of information gathered. They enhance critical-thinking skills and a personal sense of history.
- ❖ They expose students to a diversity of ideas, people, places and time periods.

#### **Final Exams**

- ❖ Comprehensive final exams are at the discretion of the teacher.
- ❖ Parents may check the class syllabus for requirements.

#### **Grading and Progress Report Dates**

- ❖ **Grading Scale and Credits**
  - This grading scale is used by all teachers at FMS.

93-100	A	4.0	80<82	B-	2.7	67<69	D+	1.3
90<92	A-	3.7	77<79	C+	2.3	60<66	D	1.0
87<89	B+	3.3	73<76	C	2.0	0<59	F	0.0
83<86	B	3.0	70<72	C-	1.7			

#### **Progress Reports (Three-week Grade Checks)**

- ❖ Parents are encouraged to check on their child's daily progress.
- ❖ Parents can obtain a parent login and password to see their student's progress through online family access.
  - Contact the FMS office if you are unsure of your access login
  - These access codes allow the parent to see all assignments and grades. If a parent has a question about grading, an assignment, etc., the first point of contact is the teacher.
- ❖ Freeman reports academic progress to parents every three weeks.
  - Progress reports are emailed to the parents' email address in the student records.
  - Parents must let the office know if they prefer a hard copy sent home with their student.
- ❖ Student progress reports determine eligibility for participation in extracurricular activities.
  - Students will not be eligible to participate in activities for failing grades in any course. They are eligible to go to practice but not eligible to compete.

#### **PROGRESS REPORT DATES**

##### **❖ SEMESTER 1**

GRADING PERIOD	CUT OFF DATE	POSTED	VERIFIED	POST ON FAMILY ACCESS
----------------	--------------	--------	----------	-----------------------

3 Weeks	Tue, Sept 10			Thursday, Sept 12
6 Weeks	Tue, Oct 1			Thursday, Oct 3
9 Weeks	Tue, Oct 22			Thursday, Oct 24
12 Weeks	Tue, Nov 12			Thursday, Nov 14
16 Weeks	Friday, Dec 20	Monday, Jan 13 3:00 PM	Tuesday, Jan 14	Friday, Jan 17

## ❖ SEMESTER 2

GRADING PERIOD	CUT OFF DATE	POSTED	VERIFIED	POST ON FAMILY ACCESS
3 Weeks	Tue, Jan 28			Thursday, Jan 30
6 Weeks	Tue, Feb 18			Thursday, Feb 20
9 Weeks	Tue, Mar 11			Thursday, Mar 13
12 Weeks	Tue, Apr 1			Thursday, April 3
15 Weeks	Tue, April 29			Thursday, May 1
18 Weeks	Tue, May 20			Thursday, May 22
21 Weeks	Monday, Jun 9	Wednesday, Jun 11 3:00 PM	Wednesday, Jun 11 @Staff Meeting	Friday, Jun 20 (Mailed home)

### Guests/Visitors

- ❖ Freeman has a closed campus.
- ❖ Guests may visit FMS but arrangements **MUST** be made with the **principal at least one day in advance**.
- ❖ Parents or guardians are welcome at any time.
- ❖ All visitors are requested to sign in at the office to secure a visitor's pass.
- ❖ Guests may bring animals/pets, but must arrange ahead of time and agree to share in the area designated by the school.

### Health

#### Disclosure of Health Conditions

- ❖ Parents have the responsibility to update the school about their child's current health condition at the time of registration and whenever a change in health status occurs.
- ❖ Parents are responsible to alert leaders/ supervisors of any extracurricular or school-sponsored events of their child's health condition, health care plan or need for emergency medication/ treatment. Such programs may include after-school sports, field trips, etc.
- ❖ Contact the school office or assigned school nurse for more information or assistance.

#### Medications

- ❖ By law, any child who needs to receive any oral medication at school, whether prescription or over-the-counter, **must** have a Medication Authorization Form signed by both a licensed health Care professional and a



parent/guardian.

- All medications must be brought to school by the parent/guardian in the original bottle with the prescription label attached.
- Over-the-counter drugs (including ointments, Tylenol, aspirin, ibuprofen, etc.) must also be in their original container with the student's name on the container.

❖ All medications must be turned into the Nurse.

#### **Dispensing Medications**

- ❖ A student with a life-threatening condition shall not attend school, by state law, without orders from a licensed health care provider for medication and/or treatments, and a nursing care plan (**RCW 28A.210.320**). A health condition is considered life-threatening if that condition will put the student in danger of death during the school day if a medication or treatment order is not in place.
- ❖ **Policy and Procedure 3416**
  - allows school personnel to administer oral, topical, eye, ear and nasal medication (prescription or over-the-counter) during school hours under limited conditions which include a written request by a parent and the student's licensed healthcare provider.
  - Additional requirements are in place for students to self-carry/ administer medication for asthma, diabetes or severe allergy (**RCW 28A.210.260**).
  - All medication must be accompanied by a *Medication Authorization form*, a *Permission for Self-Administration of Over-the-Counter Medications form*, a *School Asthma Plan & Medication Order(s)* and/or a *School Diabetes Medical Order form* which may be obtained at the school office.
  - Medication is stored securely and administered by trained staff.

#### **Illness**

- ❖ Students who are ill are asked not to attend school.
- ❖ Parents should call the school's attendance line to report the absence, taking care to be as specific as possible about the nature of the illness.
- ❖ Specific illness reporting allows school and public health officials to better track illness among our student population.

#### **Illness at School**

- ❖ Ill students must check out through the office before leaving school and are not allowed to remain in bathrooms or unsupervised areas.

#### **Immunization. Policy 3414**

- ❖ requires all students to submit records of immunity from specified childhood diseases in order to register for school. In addition, immunization requirements change as students go through the system, and updated records of immunity periodically will be required for continued attendance at school.
- ❖ Please contact the school office or nurse with questions about immunization requirements. (See **Chapter 180-38 WAC**.)

#### **Hall Passes**

- ❖ Students who leave class must have a Hall Pass authorized by the teacher or sign in/out with the teacher. Students visiting the health room must have a pass signed by the FMS Office or they will be sent back to class.
- ❖ Students may not come to the health room during transition times, lunch or recess without permission from the FMS Office or a Staff member

#### **Honor Roll**

- ❖ Students make Honor Roll in any semester by achieving a 3.5 GPA

#### **Leaving During School Hours**

- ❖ Students are **not allowed to leave the school grounds at any time** during the school day without first obtaining permission from a parent/guardian.
- ❖ Students must sign out upon leaving.
- ❖ In the event of an emergency or illness, the student shall notify their teacher who will direct them to the

office.

- ❖ Parent or guardian notification will be required for the student to leave the school grounds.
  - **Failure to follow this procedure when leaving school will result in truancy.**

## **Libraries**

- ❖ Freeman has a library at the middle school.
- ❖ All students are allowed to have 2 books checked out at any time during the school year.
- ❖ There is a two-week time limit to have books checked out.
- ❖ If a book is lost or completely damaged, payment is required for the cost of the book.

## **Lockers**

- ❖ Each student is assigned a locker to store their personal items while at school.
- ❖ Students are responsible for the care of their lockers.
- ❖ Students may not switch lockers without the permission of the school office.
- ❖ **Lockers are the possession of the school and may be inspected without notice.**

## **Loitering**

- ❖ A student shall leave the school campus at the official close of the school day unless permission to do otherwise has been granted.
- ❖ By 3:00pm, students should be with a supervising adult and the cafeteria, hallways, and areas surrounding the school should be clear.
- ❖ Offenders will be disciplined accordingly. Law enforcement may be notified.

## **Lost and Found**

- ❖ Lost items are put in the lost and found tubs located outside the PE locker area. K-8 MPR and the FMS office. Electronics and jewelry that are found will be kept in the office.
- ❖ Items will be emptied at the end of each semester and all unclaimed items will be donated to charity.
- ❖ Students are responsible for their personal property, as well as books, uniforms and other items issued to them by the school.
- ❖ **The school will not be responsible for lost or stolen items.**

## **Nutrition Services**

- ❖ Breakfast and lunch are served in the school cafeterias on every school day (breakfast is not served on late-start days). Meals may be paid for by check, cash or card through [www.freemansd.org](http://www.freemansd.org) (Quick Links, Make a Payment) or in person at the school offices.
- ❖ Lunch is from 12:33-1:03 pm on our regular bell schedule.
- ❖ Each student is assigned a 4-digit PIN number to access their account for lunch.
  - Any misuse of your PIN number by another student with your knowledge will cause your number to be revoked.
  - If you know of a student using your PIN number, please notify Nutrition Services.
- ❖ The cost of a lunch for the 2024-2025 year is \$3.80.
  - For \$2.50, students may purchase breakfast at Scottie Break.
- ❖ Don't hesitate to apply for free and reduced priced meals if you think your household qualifies. Applications are available online under "Nutrition Services" on the FSD website.
- ❖ During lunch students will eat in designated areas only.
- ❖ Overdue Balances. The school policy regarding overdue balances may be found on the Nutrition Services web page by selecting "Lunch Menus" then "Pre-Payment Options" from [www.freemansd.org](http://www.freemansd.org).

## **Online Tip Reporting System**

- ❖ This anonymous tip reporting system allows students, staff and parents to submit safety concerns by phone,

text, email or web. Reporters may easily report tips on bullying, harassment, drugs, vandalism or any safety concern.

- ❖ A web alert may be submitted through [www.freemansd.org](http://www.freemansd.org) (lower right, *Vector Alert*).
- ❖ Inquiries may be directed to building principals for referrals.

### Off Campus Behavior

- ❖ Discipline may be imposed for an off-campus act of misconduct if the discipline is reasonable under the circumstances and closely connected to the educational process.
- ❖ The district will respond to off-campus student speech that causes or threatens to cause a substantial disruption on campus or interference with the right of students to be secure and obtain their education. *Substantial disruption* includes, but is not limited to, significant interference with instruction, school operations or school activities, violent physical or verbal altercations between students, or a hostile environment that significantly interferes with a student's education.
- ❖ The following criteria should be considered to decide whether an act of misconduct is sufficiently connected to the educational process:
  - Location of the misconduct (proximity to school grounds or to a school activity)
  - Hour and date of the misconduct (during school hours, but off-campus)
  - Immediately before or after school hours; on district-sponsored transportation
  - Directly before entering or after leaving district-sponsored transportation, or during school-sponsored activities
  - Effect on other participants or victims to the misconduct (did the misconduct involve or affect other students or school district personnel)
  - Severity of the misconduct and its likely connection to student or school district personnel safety (*e.g.*, fighting or other violent or destructive acts, the selling of a controlled substance, or possession of a weapon)
  - Extent to which the off-campus activity affects the environment or safety of the school (*e.g.*, students are afraid to come to school or afraid at school because of it; it is disruptive to the school atmosphere in that special precautions or actions need to be taken to protect students and staff; the arrangements for the activity were made on campus but conducted off campus, such as drug sales, a fight or assault, etc.; or there are likely repercussions such as students from other schools or non-students coming onto the campus to effect retribution).

### PACE

- ❖ Freeman participates in Partners Advancing Character Education (PACE)—a grassroots Spokane Valley initiative to promote the importance of good character through partnerships with schools, businesses, public agencies, residents, faith-based organizations and community service groups.
- ❖ Working from a common list of monthly character traits, partners promote and integrate each trait into the regular activities of the organization.
- ❖ Assemblies are held to recognize students for exhibiting these traits.

### Parental Access to School Records

- ❖ Privacy Act: Parents and/or students 18 years of age and older have the right to examine and question the contents of their school records.
- ❖ Others having access include school staff, another school district, the judicial system, college or educational institutions in which the student may enroll.
- ❖ The District's Board Policies for students' rights and responsibilities and disciplinary action appeal are available at FMS or the District Office.
- ❖ The Family Educational Rights and Privacy Act (FERPA) specifies rights related to educational records. The Act gives the parent or legal guardian the right to:
  - Inspect and review his/her child's educational records
  - Request copies of these records
  - Ask for an explanation of any items in the records

- Ask for an amendment to any report on the grounds that it is inaccurate, misleading or violates the child's rights
- Request a hearing on the issue if the school refuses to make the amendment
- File with the U.S. Department of Education a complaint under Sec. 99.64 concerning alleged failures by the FSD to comply with the requirements of the Act and this section.

### **Parent Pickup Areas**

- ❖ The elementary school pickup areas are in the main parking lot in front of the elementary school.
- ❖ Cars may not be unattended in the parent pickup areas.

### **Parking**

- ❖ Guests' and visitors' spaces are designated. Vehicles may not be left running and unattended.

### **PBIS**

- ❖ Freeman implements Positive Behavioral Intervention and Supports (PBIS), an approach for assisting school staff and administration in adopting and organizing evidence-based behavioral interventions into that enhances academic and social behavioral outcomes for all students.
- ❖ It is not a packaged curriculum, and it permits Freeman to adapt our efforts to our own environment to strategize behavioral management.
- ❖ It is prevention-oriented and establishes evidence-based practices, improved implementation of those practices, and maximizes academic and social behavioral outcomes for students.
- ❖ PBIS supports the success of ALL students. Support tools are available online and through training

### **Profanity/Inappropriate Language**

- ❖ Profanity is never acceptable at Freeman Elementary School.
- ❖ Racist, insulting, inflammatory, and derogatory language including any form of such words such as nigga, fag, gay, retard (to mean dumb or stupid), etc., or inappropriate jokes are considered offensive and will not be tolerated.

### **Recess**

- ❖ It is important for students to have opportunities for exercise throughout the day.
- ❖ Generally speaking, students too sick to go outside for recess are too sick to be at school.
- ❖ For students who suffer from severe allergies and asthma, outside activities may prove harmful to their health at certain times of the year.
  - In this event, parents should consult with the child's teacher or the school nurse to arrange an alternative recess plan.
  - Outside recess and activities continue, even in cold weather, above 12°F.
- ❖ Send children with warm clothing, hats, gloves and an additional set of clothing to be kept in the classroom in the event a student gets wet or muddy.
- ❖ During lunch, all students will be outside on the playground.
  - In particularly inclement weather, students will move inside.
  - Indoor noise must be kept to a minimum, and horseplay is not tolerated.

### **Report Cards**

- ❖ Report cards are issued at the end of the year.
- ❖ Semester 1 grades are posted to Family Access under your student's "Portfolio" tab.
- ❖ Letter grades are used to designate a student's progress.
- ❖ Students receiving a I (Incomplete) for a semester has two weeks from the last day of the semester to complete work. At that time, the grade will be figured with assignment(s) missing as zero(s).
- ❖ If there are extenuating circumstances, the student should contact the principal immediately upon returning

to school.

### Safety and Civility

- ❖ Students and staff at Freeman should learn and teach free from violence, intimidation, threats, harassment and fear.
- ❖ Each school community is unique to the adults and students who work and study in it.
  - However, each school shall promote safety and civility for all.
- ❖ **Students and/or adults who pose a threat to the safety and civility of the school are not welcome on campus and appropriate authorities will be notified.**

### Schedule Changes

- ❖ Students will be allowed to request a schedule change within the first five days of the semester.
- ❖ If you need to request a schedule change from Mrs. Rawson, use the schedule change request form on the FMS School Counseling Google Classroom or in the front office.
  - The school will do our best to honor these requests; however, it is not guaranteed.

### Security

- ❖ The Freeman School Board has authorized the use of security cameras throughout the Freeman School District for the purpose of enhancing school safety and security.
- ❖ Our goals are to promote and foster a safe and secure teaching and learning environment for students and staff, to ensure public safety for community members who visit or use our school property, and to diminish the potential for personal and district loss or destruction of property.
- ❖ We also have implemented front door access security.
- ❖ All school entry doors will be locked once school begins and students arriving after that time as well as any visitors will be required to buzz the front desk for entry.

### Skateboards, Scooters, Bicycles and Toys

- ❖ Skateboards, scooters, toys that move, etc., are not permitted at school at any time night or day. ***These items are prohibited and will be confiscated.***
- ❖ Bicycles are allowed but must be walked once on campus and parked in designated bike racks.
- ❖ Other vehicles and/or toys are also not permitted.

### Specialists

- ❖ Freeman School District provides specialists in the areas of physical, occupational and speech therapy. Each specialist has their own referral and qualifying procedure.
- ❖ All special services are overseen by the school psychologist and school principal. In addition, the following programs are available: Title I/LAP, Learning Center, etc.
- ❖ The district offers programs offered by Specialists in Art, Band, Choir and Physical Education.

### Sports/Clubs/After School Activities

- ❖ Any student involved in extracurricular activities must have the following forms completed online prior to the start of the season and are available online through Final Forms. Follow this link: <https://freeman-wa.finalforms.com/> This includes all athletes.
  - a current physical (good for two calendar years)
  - a signed athletic code
  - concussion for
  - sudden cardiac arrest form
  - sports safety guidelines form
  - accident insurance and medical release form
    - Students involved in these activities must also abide by specific academic standards to be

eligible.

#### **ASB Council**

- ❖ The Student Council's principal purposes are:
  - To unify student activities under one control and promote the general activities of the school
  - Manage student money through ASB account
  - To aid in the internal administration of the school
  - To teach the students the values of working in a democracy Officers of the Associated Student Council (ASB) are elected in school wide balloting in the spring for the next school year. Presidents of each class and club as well as a representative from each classroom during a designated class period complete the full council.

#### **Election of Officers**

- ❖ Officers of the Student Council are elected in the spring, by students, for the upcoming fall.
- ❖ Elementary Grades 3-7 participate in this vote, and Grades 3-8 elect classroom representative to the Student Council which meets monthly.
- ❖ The ASB Officers for the 2024-2025 school year are:
  - President – Audra Shaw
  - Vice-President – Jett Cobb
  - Secretary – Summer Stafford
  - Treasurer – Jaxton League
  - Sergeant-at-Arms - Brooklyn Rumsey
  - Parliamentarian – Tempe Durrant

#### **Extra-Curricular Activities**

- ❖ School activities are a very important part of school life. Students are encouraged to participate in activities in order to enjoy a full elementary school experience.
- ❖ School activities are an extension of the regular educational programs, and all school rules and policies will apply.

#### **Students**

- ❖ Be aware of all school rules governing student behavior and conduct themselves according to those rules.
- ❖ Be regular and punctual in attendance at all classes, assemblies, and assigned school activities.
- ❖ Make satisfactory academic progress consistent with his/her abilities and aptitudes.
- ❖ Comply with a reasonable directive made by any school authority acting within the scope of his/her duty.
- ❖ Express their ideas and opinions in a respectful manner, being careful not to libel or slander others.
- ❖ Dress in a manner that is not disruptive to the educational process nor threatening to the health and safety of themselves or others.
- ❖ Conduct themselves in a manner which will not disturb their education nor disrupt or deprive others of their education.
- ❖ Fully respect the rights of others.
- ❖ Follow established procedures if they desire to seek changes in any policies or rules with which they may disagree.
- ❖ Identify themselves, upon request, to any District employee or school agent, on school grounds, on school busses or at school events.
- ❖ Each student has stated and implied rights in the context of District policies and procedures. These rights are guaranteed by the Constitution of the United States and the State of Washington.
- ❖ Students have the right to:
  - Participate in relevant educational activities in a safe and sanitary environment.
  - Equal educational opportunity and freedom from discrimination in all phases of the educational process.
  - Fair and just treatment from school authorities and freedom from unreasonable treatment or unlawful physical abuse.
  - Freedom from unlawful interference in the pursuit of an education while in the custody of the district.

- Be secure in their persons, papers and effects against unreasonable searches and seizures.
- Freedom of expression and assembly consistent with the maintenance of an orderly and efficient educational process and the limitations imposed by laws governing obscenity, libel and slander.
- Instruction in rules and regulations relating to their rights and responsibilities. Use of established channels to voice concerns and opinions having to do with elements of the educational process that affect them.
- Representation on advisory committees affecting student rights.
- Present petitions, complaints or grievances to school authorities and to receive responses within a reasonable time.
- Consult with teachers, counselors, administrators, and other school personnel at reasonable times.
- Be involved in school activities, provided they meet the qualifications for such participation.
- Have representation in student government organizations that may exist at their school.
- Receive an explanation of the requirements of the course of study and the basis on which grades will be determined.
- Reasonable limitations must be placed upon the time, place, and manner of exercising these rights so that the school may effectively fulfill the function of educating young people. The school may not, however, infringe unduly upon these rights. CARDINAL PRINCIPAL OF CONDUCT

### Supply Lists.

- ❖ The lists for elementary school students may be found at [www.freemansd.org](http://www.freemansd.org), then select the school, then supply list under Quick Links. Other supplies are addressed through class syllabi and fees.

### Surveys.

- ❖ Participation in Surveys, Examinations or other Information-gathering Activities
- ❖ The district recognizes and extends parents' and students' rights in a manner coextensive with the Protection of Pupil Rights Amendment (PPRA, 20 USC §1232h). These rights are outlined below:
  - Entitlement to Written Notice of Certain Federally Funded Surveys.
  - Before a student is required to submit to a survey, analysis or evaluation that concerns one or more of the eight protected areas described in Items (A) through (H) to follow ("protected information survey"), written consent must be obtained from the student's parent or from an adult-aged student, when the survey is funded in whole or part by a program of the United States Department of Education.
    - Political affiliations or beliefs of the student or student's parent
    - Mental or psychological problems of the student or student's family
    - Sex behavior or attitudes
    - Illegal, anti-social, self-incriminating or demeaning behavior
    - Critical appraisals of others with whom respondents have close family relationships
    - Legally recognized privileged relationships, such as with lawyers, doctors or ministers
    - Religious practices, affiliations or beliefs of the student or parents
    - Income, other than as required by law to determine program eligibility
    - Opting Out of Certain Surveys, Physical Exams or Activities Related to Selling or Marketing of Personal Information.
  - As to any protected information survey not funded in whole or part by the US Department of Education, a student's parent or an adult-aged student may advise that the student has chosen to opt out of participation in any such survey.
  - A student's parent or an adult-aged student may advise that the student will not participate in any non-emergency, invasive physical exam or screening, provided that this opt-out entitlement shall not apply to any physical exam or screening that is necessary to protect the immediate health and safety of the student, nor will it apply to hearing, vision or scoliosis screenings or any other physical exam or screening permitted or required under Washington law.
  - A student's parent or an adult-aged student may advise that the student will not participate in any activities involving collection, disclosure or use of personal information obtained from students for

- marketing or to sell or otherwise distribute the information to others.
  - A parent or adult-aged student wishing to exercise any of the opt-out rights discussed herein must inform the school principal, in writing, of that decision. Such written notice to the school principal should occur within seven days of the student's enrollment in school.
- ❖ Rights of Inspection.
  - A student's parent or an adult-aged student may, before administration or use, inspect instructional materials used as part of the curriculum; or any protected information surveys; or any instruments used to collect personal information from students for any of the marketing, sales or other distribution purposes mentioned herein.

## Teacher's Aid

- ❖ Students are eligible to be a teacher's aid in 8<sup>th</sup> grade if they are in good academic standing. One T.A. position per semester year.

## Textbooks

- ❖ Textbooks, workbooks, chrome books and all other materials issued for student use will be examined at the completion of the course.
- ❖ Students will be charged fees for lost or damaged materials.

## Technology Policy

- ❖ Message to Students Regarding: FSDNet Access: As a condition of my right to use the FSDNet, including access to public networks such as the Internet, I understand and agree with the following:
  - To abide by the FSDNet Acceptable Use Procedures
  - The network administrators have the right to review any material stored in FSDNet files and to edit or remove any material which they, in their sole discretion, believe may be unlawful, obscene, abusive or otherwise objectionable and I hereby waive any right of privacy which I may otherwise have to such material.
  - That the Freeman School District will not be liable for any direct or indirect, incidental or consequential damages due to information gained and/or obtained via the use of the FSDNet, including, without limitation, access to public networks.
  - That the Freeman School District does not warrant that the functions of FSDNet or any of the networks through FSDNet will meet any specific requirements you may have, or the FSDNet will be error free or uninterrupted.
  - That the Freeman School District shall not be liable for any direct or indirect, incidental, or consequential damages (including lost data or information) sustained or incurred in connection with the use, operation or inability to use FSDNet.
  - That the use of the FSDNet, including use to access public networks, is a privilege which may be revoked by network administrators at any time for violation of the FSDNet Acceptable Use Procedures. Network administrators will be the sole arbiter(s) of what constitutes a violation of the FSDNet and Acceptable Use Procedures.
- ❖ Freeman School District may provide and assign students Chromebook for use at school and at home as a means to promote achievement and provide flexible learning opportunity.
  - **The usage policy can be seen through Family Access under FMS Registration for all returning students.**

## Testing.

- ❖ SBAC testing will be conducted in the spring of 2025
- ❖ Testing requirements are established by the Office of the Superintendent of Public Instruction, which frequently reviews the state testing requirements and required scores to meet graduation requirements as well as the *College and Career Readiness* test. The state has developed alternative pathways for students who have not met standard through the Smarter Balanced and WCAS tests. This information is available in the



counseling office.

❖ **Testing Benchmarks.**

- The required scores to graduate and meet college benchmarks may change at the discretion of OSPI. Students receiving special education services are eligible to earn a Certificate of Individual Achievement by meeting standard in the Washington Alternate Assessment System after sitting for the Smarter Balanced ELA and Math and WCAS exams.

## **Textbooks.**

- ❖ Textbooks, workbooks and all other materials issued for student use are examined at the completion of the course or school year.
- ❖ Students are charged fees for lost or damaged materials.

## **Title I. Learning Assistance Program (LAP).**

- ❖ The LAP Program is Washington's state-funded program that provides additional academic support to eligible students. LAP funds are available to support programs in grades K-12 in reading and writing. For more information, please visit [www.k-12.wa.us](http://www.k-12.wa.us).
- ❖ Title I, Part A of the Elementary and Secondary Education Act (ESEA) provides financial assistance to states and school districts to meet the needs of educationally at-risk students. The goal of Title I is to provide extra instructional services and activities which support students identified as at-risk and/or not meeting the state's challenging performance standards in mathematics, reading and writing. For more information, please refer to **Policy 4130** and **Procedure 4130P**.
- ❖ NAEP (The Nation's Report Card) is the only test in the United States that allows comparisons of the performance of students in Washington with performance of students nationally. Assessments are conducted periodically in mathematics, reading, science, writing, the arts, civics, economics, geography and US history.
- ❖ The Federal No Child Left Behind Act requires the NAEP assessment in reading and mathematics at Grades 4 and 8, every two years. States and school districts that receive Title I federal funding to help students in high poverty areas must participate in these assessments and their pilot assessments.

## **Transportation**

### **Regular and Activity Routes.**

- ❖ Students/parents receive a list of current bus rules with which they should become familiar. In the event of a violation of the rules. Misconduct on buses shall be handled in cooperation with students, bus drivers, school administrators and parents. Following is the general response to violations on the school bus:
  - **First (minor) citation.** This is for misbehavior is used as an informational tool to inform the parents and principal of improper behavior. The problem will be discussed with the student. There will be a phone call home discussing the problem with the parent, asking them to address the problem before it grows.
  - **Second citation.** This will be discussed with the student. The referral will be sent home with the student as a written warning that the next referral could result in the loss of riding privileges.
  - **Third citation.** This involves a conference with the student and one to three days suspension from the buses' regular and activity routes.
  - **Fourth citation.** This involves a conference and one to five days suspension from the regular and activity routes.
  - **Fifth citation.** This involves a conference and possible long-term suspension off the regular and activity routes.
  - **Extenuating Circumstances.** When the incident is harmful to others or causes physical damage to school buses, a more severe punishment may result. The discipline procedures for any referrals at the end of the school year may be carried into the next school year. As situations vary, all discipline will be at the principal's discretion.

### **Obscenities**

- ❖ Obscene language or gestures directed toward the driver will result in loss of bus privileges for one week and will supersede the progressive discipline procedure. All school rules apply at the bus stop.

#### **Authority**

- ❖ The driver is in full charge of the bus, and the pupils will obey the driver promptly and respectfully. The following rules apply (**WAC 392-145-016**):
- ❖ Students will sit facing forward, keeping themselves and all objects out of the aisle.
- ❖ No rough-housing or fighting.
- ❖ Excessive noise, profanity and obscene gestures are not allowed.
- ❖ Assigned seat placement will be at the driver's discretion.
- ❖ Students will not change seats or stand while the bus is in motion. Drivers may change a student's seat placement if necessary. Windows may be opened with driver's permission. Nothing is to be extended from the windows at any time (hands, head, arms, garbage, spitting, etc.). (**WAC 392-145-016**)
- ❖ Students shall ride their assigned bus at all times and must exit at their proper stop unless written permission has been granted by parents with school authorities. (**WAC 392-145-016**)
- ❖ Students shall have nothing on the bus that may cause injury to another student, including glass, sticks, pointed objects, fire of any kind, weapons, etc. Items brought must be kept in a closed backpack or duffel bag. Large items that cannot be held safely in the student's lap are not allowed. (**WAC 392-145-016**)
- ❖ Students shall keep the bus clean and in good repair. Students and parents will be held financially responsible for any damage. Eating and drinking are not allowed on route buses. (**WAC 392-145-016**)
- ❖ Controlled substances designated by law are not allowed. Possession or use of such will be handled according to school district policy.
- ❖ Animals and insects are not allowed on the bus, whether for class purposes or not. Seeing-eye dogs or service animals are allowed. (**WAC 392-145-021**)
- ❖ Students shall be on time and wait in an orderly fashion, with no pushing or rough-housing, and be safely off the road while waiting for the bus. The policy is for students to arrive at the stop five minutes early. Students shall cross only in front of the bus, never behind, and only after the bus has stopped and the driver has motioned that the way is clear. (**WAC 392-145-016**)
- ❖ State law requires students to remain silent while buses are crossing railroad tracks. (**WAC 392-145-070**)

#### **Applicability of Rules**

- ❖ The same rules apply for regular and activity routes, with these exceptions:

#### **Food/Beverages**

- ❖ Eating and drinking will be up to the teacher/coach, with the driver's permission.

#### **Seating**

- ❖ Sitting with legs stretched across the seat is permitted, as long as safety is not compromised and with the driver's permission.

#### **Pencils**

- ❖ Pencils may be used for immediate homework only, as approved by the principal with the driver's permission.

#### **Sports Equipment**

- ❖ All items brought on the bus for necessary sports, band, etc., will be secured. Sports equipment is stored in the underneath storage compartments whenever possible.

#### **Glass**

- ❖ No glass containers are allowed. (**WAC-392-145-016**)

#### **Non-student Passengers**

- ❖ All teachers, coaches and parents that ride are subject to the same rules as students. While the bus is in motion, teachers/coaches may walk back to aid a student immediately in the event of any situation that becomes life-threatening. Coaches and chaperones are responsible for student conduct. The driver should not have to intervene.

#### **School-district Transportation.**

- ❖ When transportation is provided by the school district, a participant is expected to travel to and from school-sponsored events in the vehicle provided. Students may ride home with their parents as long as they sign out with their coach or advisor. Students wishing to travel home with someone other than their parents must have a written pre-arranged permission slip signed by the principal, his designee or the athletic director.

## Withdrawals

- ❖ Parents are asked to notify the school office of their intentions to withdraw a student from school and complete a withdrawal form available from the school office. All financial obligations should be satisfied prior to withdrawal (library, meal balances, fees, etc.).

## Ways to Support Freeman

- ❖ Facebook
  - Families may “like” the Freeman School District Facebook page for further opportunities to see Freeman’s current activities.
- ❖ Fred Meyer
  - Fred Meyer Community Rewards.
  - Fred Meyer will make a donation to the school by linking loyalty cards to Freeman’s rewards account.
  - At the Fred Meyer web page, select, “My Account.” In the search window, enter school code VF693.
  - [www.fredmeyer.com/topic/fred-meyer-rewards](http://www.fredmeyer.com/topic/fred-meyer-rewards)
- ❖ PTSG
  - The district has an active Parent Teacher Student Group. For more information, see [www.freemansd.org](http://www.freemansd.org) (Parents/Community). The web address is [freemanptsg.org](http://freemanptsg.org), or email [freemanptsg@gmail.com](mailto:freemanptsg@gmail.com). PTSG members are considered volunteers for the purpose of security screening and interaction with Freeman students.
- ❖ Volunteer.
  - Freeman will train community members to serve in a variety of roles and encourages parents/ guardians/ community members to volunteer. Opportunities are many and greatly utilized by staff members. Nonpaid coaches are considered volunteers for the purpose of screening and interaction with Freeman students.
  - *State laws governing new employees and volunteers working in schools are in effect.*
  - Volunteer Applications are online, [www.freemansd.org/page/3132](http://www.freemansd.org/page/3132). Current state identification is required, and background checks, as applicable.

## Annual Notifications

### Americans with Disabilities Act (ADA)

- ❖ Individuals with disabilities who may need a modification to participate in a school-related meeting or activity need to contact the school or district office location no later than three days before the meeting, so that arrangement for the modification or accommodations can be made.

### Annual School Performance Reports

- ❖ Each FSD school posts its Annual School Performance Report on the school’s website. These reports include the most current student achievement data and a description of school programs. School websites are accessed through website at [www.freemansd.org](http://www.freemansd.org).

### Asbestos Hazard Emergency Response Act

- ❖ In compliance with federal legislation, FSD has contracted with Environmental Protection Agency accredited personnel and has completed AHERA inspections and management plans for all district buildings. All friable and non-friable asbestos-containing building material (ACBM) discovered during the inspections are recorded in the AHERA management plan along with the approved response actions for each. Copies of reports and plans are available for public review. For more information, call FSD Facilities, (509) 291-6883.

### Child Find

- ❖ A child with a disability may be eligible for services through Section 504 of the Rehabilitation Act of 1973 or special education and related services through the Individuals with Disabilities Education Act of 2004. If you have reason to suspect your child or another child may have a disability which affects his/her education, please contact the school or Special Services Department at (509) 291-4791, Ext. 105, for additional information or to refer the child for an evaluation to determine eligibility for services.

### Dangerous Weapons/ Firearms. Policy and Procedure 4210

- ❖ states it is a violation of district policy and state and federal law for any person to carry a firearm or dangerous weapon, pursuant to state and federal law, on school premises, including on school-provided transportation. This also applies to non-school facilities when being used for school activities. Possession of firearms on school

property will result in a one-year mandatory expulsion, subject to appeal, with notification to parents and law enforcement. Because of the extremely disruptive effect on the school environment and educational process, bomb threats will not be tolerated; a threat to bomb or injure property is a violation of RCW 9.61.160. Intervention and disciplinary actions for students violating this policy are reflected in **Policy and Procedures 3200**.

#### **Drug-free Schools**

- ❖ FSD recognizes that the use/abuse of alcohol, controlled substances (including marijuana) and other drugs is a societal problem. Within the context of a school, use/abuse represents a health danger, disrupts the educational process, contributes to behavioral problems, often results in diminishing academic performance and can prevent the fullest physical, intellectual and emotional development of each student. Programs of education, prevention, intervention and aftercare are supported by FSD in collaboration and cooperation with public and private agencies. Students who possess, use, deliver, distribute, sell, offer to sell, arrange to sell or are under the influence of any controlled substance, including marijuana, are subject to disciplinary action as outlined in **Policy and Procedure 3200**. (RCW 69.50.204; RCW 69.50.102; 20USC 3171, 3221, etc.)

#### **Education of Students with Disabilities**

- ❖ **Policy 2161** addresses education of students with disabilities as it pertains to the Individuals with Disabilities Act (IDEA) and Section 504 of the Rehabilitation Act of 1973. Questions pertaining to IDEA or Section 504 should be directed to the Special Services Department at (509) 291-4791, Ext. 105.

#### **Human Papilloma Virus (HPV)**

- ❖ HPV is a very common virus that is spread through genital contact. At least 50 percent of sexually active people will get HPV at some time in their lives. HPV vaccines protect against four types of HPV which cause 70 percent of cervical cancers and 90 percent of genital warts. The vaccine is recommended for adolescent girls and boys, ages 11-12, prior to the time they become sexually active. For more information, visit the Centers for Disease Control & Prevention, [www.cdc.gov/vaccines](http://www.cdc.gov/vaccines), the Washington Department of Health, [www.doh.wa.gov/YouandYourFamily/Immunization](http://www.doh.wa.gov/YouandYourFamily/Immunization), or your personal health care provider. This information is provided at the direction of the Washington State Legislature to reduce rates of cervical cancer in the state.

#### **Meningococcal Disease**

- ❖ Meningococcal disease is a serious infection of the brain (meningitis) and blood, caused by a certain type of bacteria. People at any age may get meningococcal disease. However, adolescents and young adults are more likely to get the disease, especially those living in group settings. One dose of meningococcal vaccine is recommended for all adolescents ages 11-12; a booster shot is recommended at age 16.

#### **Highly Capable Program (HCP)**

- ❖ **Policy and Procedure 2190** guides the District's offerings of appropriate instructional programs to meet the needs of highly capable students of school age. Anyone may nominate a FSD student to be assessed to determine if the student qualifies to participate in the Highly Capable Program. The district nomination form is available through school offices. Information about the nomination, selection and appeals process and program options is also available through school offices. (**WAC 392-170-042**)

#### **Homeless Children & Youth**

- ❖ The purpose of the McKinney-Vento Act is to provide educational services to homeless students which are equal to all other enrolled students, and ensure that homeless children and youth have equal opportunities to enroll in, attend and be successful in school. Contact your principal or school counselor for more information. More online at [www.fsd.org](http://www.fsd.org).

#### **Home Schooling Declaration**

- ❖ State law requires that parents providing home-based instruction to their children must file a declaration with their local school district by September 15, or within two weeks of the beginning of any public-school quarter or semester. Applicable forms are available at the Freeman School District Office or by calling (509) 291-3695.

#### **Pesticide Notification**

- ❖ State law requires school districts to provide parents of students and employees information about the district's pest control policies and methods on request. For information regarding the use of pesticides in, please contact Facilities at (509) 291-6883 (RCW 28A.320.164, RCW 17.21.415[2])

#### **School Employee Disciplinary Records**

- ❖ State law requires school districts to provide parents with information regarding their rights under the Washington Public Disclosure Act to request public records regarding school employee discipline. To make a public records request, please see **Policy and Procedure 4040**. (RCW 28A.320.160)

#### **Teacher/ Paraprofessional Qualifications**

- ❖ FSD receives federal funds for Title I programs through *The Every Student Succeeds Act of 2015*. Under ESSA, parents have the right to request information regarding the professional qualifications of their child's classroom teacher(s). If your child also receives services from a Title I-funded paraprofessional, parents also have the right to request information regarding his or her professional qualifications. More online at [www.freemansd.org](http://www.freemansd.org).

#### **Tobacco Use**

- ❖ The use of any tobacco product and delivery devices, e.g., electronic cigarettes, is prohibited by all persons in or near (within 500 feet of) all district buildings, facilities and vehicles, including playgrounds.

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

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

#### **What is HIB?**

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

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

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

#### **How can I make a report or complaint about HIB?**

**Talk to any school staff member** (consider starting with whoever you are most comfortable with!). You may use our district's reporting form to share concerns about HIB ([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 (Dr. Randy Russell) 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](#) or the district’s *HIB Policy [3207] and Procedure [3207P]*.

#### **Our School Stands Against Discrimination**

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

#### **What is discriminatory harassment?**

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

*To review the district’s Nondiscrimination Policy [3210] and Procedure [3201P], visit [\[Board of Directors / 3000 Series Policy and Procedures\]](#).*

#### **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 [\[Board of Directors / 3000 Series Policy and Procedures\]](#).*

**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: Randy Russell, [509.291.3695](tel:509.291.3695)

Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator: Randy Russell, [509.291.3695](tel:509.291.3695)

Concerns about disability discrimination:

Section 504 Coordinator: Randy Russell, [509.291.3695](tel:509.291.3695)

Concerns about discrimination based on gender identity:

Gender-Inclusive Schools Coordinator: Randy Russell, [509.291.3695](tel:509.291.3695)

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](https://ospi.k12.wa.us/student-success/health-safety/school-safety-center)
- Email: [schoolsafety@k12.wa.us](mailto: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](https://ospi.k12.wa.us/policy-funding/equity-and-civil-rights)
- Email: [equity@k12.wa.us](mailto: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](http://www.oeo.wa.gov)
- Email: [oeoinfo@gov.wa.gov](mailto: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: [ocr@ed.gov](mailto:ocr@ed.gov)
- Phone: 800-421-3481

### **Our School is Gender-Inclusive**

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

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

To review the district's Gender-Inclusive Schools Policy [3211] and Procedure [3211P], visit [\[Board of Directors / 3000 Series Policy and Procedures\]](#). If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator:

Randy Russell, [509.291.3695](tel:509.291.3695)

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