

# **CASHMERE MIDDLE SCHOOL**

**Home of the  
Bulldogs**

**STUDENT HANDBOOK  
2022-23**

(509) 782-2001  
300 Tigner Road  
Cashmere, WA 98815

Website: <https://www.cashmere.wednet.edu/cashmerems>

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August 31, 2022

Dear CMS Parents/Guardians:

The purpose of this student handbook is to keep you informed of policies and procedures. All students have had an opportunity to read and discuss the ideas in this handbook during class. Please familiarize yourself with it as well and discuss the contents with your child. When you have done so, please sign and return the bottom portion of this page to school with your child.

The middle school years are critical to your child's education. Our goal is to work closely with you to make your child's time at CMS a positive and productive experience. If you have any questions or concerns, do not hesitate to inform us. Communication between home and school is essential.

Your child is attending an exceptional middle school with a staff dedicated to high levels of student learning in a safe and supportive setting. On behalf of the staff, we welcome you to the 2022-23 school year.

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(tear line)

**Signing indicates you have read and acknowledged the student handbook policies and procedures including the following:**

1. Cashmere Middle School Compact (page 6)
2. Attendance and Truancy Policy (pages 8-10)
3. PBIS Policy & Administrative Discipline (pages 11-18 & 22-26)
4. Computer Use Agreement (page 18)
5. Athletic Eligibility (page 21)

_____	_____
Student signature	Parent/Guardian Signature
_____	_____
Printed Name of Student	Printed Name of Parent/Guardian
_____	_____
Date	Date

**\* This handbook is subject to change. The most updated version of the handbook can be found on the CMS website at**

**<https://www.cashmere.wednet.edu/site/Default.aspx?PageID=11> . \***



## Cashmere Middle School Staff

### Teaching Staff

8 <sup>th</sup> Grade	7 <sup>th</sup> Grade	PE	Specialists
Ms. Ball	Ms. Simpson	Ms. Broadbent	Ms. Brown
Mr. Christensen	Ms. Mackenzie	Mr. Heyen	Ms. Lowers
Mr. Davidson	Ms. Hemmer	Mr. Hartmann	Ms. Smith
Mr. Robertson	Ms. Maney		Ms. Snyder
Mr. Loftus	Mr. Wise		Ms. Harrison
		Librarian	
6 <sup>th</sup> Grade	5 <sup>th</sup> Grade	Ms. Blankenship	Electives
Ms. Anderson	Ms. Clinton		Ms. Benita
Mr. Cravens	Ms. Edwardson	Music	Ms. Flagel
Mr. Crutcher	Ms. Keogh	Mr. Chalmers	
Ms. Shook	Mr. Loomis	Ms. Bronson	
Ms. T-Bo	Ms. Hartwich	Ms. Chalmers	

### **Best times to contact teachers:**

Before School 7:45-8:00 & After School 3:00-3:15

5<sup>th</sup> 2:00 - 2:50

6<sup>th</sup> 12:30 - 1:05

7<sup>th</sup>- 8:45 - 9:33

8<sup>th</sup>- 10:11 - 10:59

### **Counselor**

Mr. Hallmark

### **Office Staff**

Ms. Desy  
Ms. Huber  
Ms. Theiss

### **School Nurse**

Ms. Varrelman

### **Para-Educators**

Ms. Irby

Ms. Johnson

Ms. Lindell

Ms. Fuller

Ms. Worley

Ms. Chandra

Ms. Stutzman

Ms. Troxler

### **Food Services**

Ms. Burts

Ms. Valle

### **Custodians**

Mr. Troxler

Mr. Schmidt

Mr. Knowles

### **Administrators**

Sara Graves, Principal

Jon Shelby, Assistant Principal

**Cashmere Middle School Compact** - Cashmere Middle School exists to ensure high levels of learning for all in a safe and supportive setting. This Compact is a tool for defining the working relationship we share as staff, students, and parents.

**As a STAFF Member, I will...**

- Treat others fairly, with respect and kindness.
- Provide a safe and supportive learning environment.
- Encourage students to become responsible for their own behavior and learning.
- Direct my actions to one purpose, the benefit of students.
- Be a positive role model for students.
- Be fair and consistent.
- Do whatever it takes for students to achieve or exceed grade-level standards.
- Monitor the progress of learning; meet the individual needs of each student.
- Communicate with parents on a regular basis.
- Keep students and parents informed of learning progress.
- Collaborate regularly with colleagues to seek and implement effective strategies for helping each child achieve his/her potential.

**As a STUDENT, I will...**

- Attend school regularly.
- Do whatever it takes to learn. I will work, think and behave in the best way I know.
- Complete all of my homework every night.
- Check with my teacher if I have a problem with homework or a problem coming to school.
- Raise my hand and ask questions if I don't understand something in class.
- Be on time and prepared for my classes.
- Demonstrate a positive attitude toward my peers and teachers.
- Behave in a respectful manner that protects the learning, safety, and well-being of every individual at CMS.
- Continue to challenge myself and seek to improve.
- Tell the truth and accept responsibility for my actions.

**As a PARENT, I will...**

- See that my child attends school every day and on time.
- Contact the office prior to 8:00 a.m. if our child is absent from school.
- Teach my child values such as respect for self and others.
- Participate in school activities as much as I can.
- Do whatever it takes for our child to learn.
- Check our child's homework every night and make sure our child reads at least 120 minutes each week.
- Always be available to our child and the school and address any concerns they may have.
- Carefully read all correspondence sent home from school.
- Understand our child must follow the rules so as to protect the learning, safety, and well-being of all individuals at school.
- Take responsibility for the behavior and actions of our child.

## Clubs & Activities

We urge you to get involved in Cashmere Middle School! The following activities and clubs are available to you. If you are interested, contact your teacher or the office.

**Corps Of Discovery** - The Corps of Discovery is for 7<sup>th</sup> and 8<sup>th</sup> grade students who are interested in learning about a topic of special interest. Students spend several months working during their free time to prepare a thorough, original research paper on their subject under the guidance of adult mentors. All students who successfully complete the project are allowed to participate in a Pathfinder Seminar field trip. Those reports judged outstanding are given a special Medallion Award.

**Drill Team** - The 5-8<sup>th</sup> grade drill team will perform at some half times, parades and assemblies. The main objective is to experience individual success.

**All School Play** – Performed in late February, the play is open to all CMS students. This year we will be partnering with Missoula Children's Theater to bring you The Emperor's New Clothes.

**Misc. Activities** -

Activity nights	ASB/Leadership
Canned Food Drive	6 <sup>th</sup> Grade Outdoor Education Days
Color Run	Yearbook
Band/Choral Concerts	5 <sup>th</sup> & 6 <sup>th</sup> Spring Track Meets
Spirit Days	8 <sup>th</sup> Grade Dance
Reward Activities	Explorer's Club
End-of-the year activities	Bike Repair Club
All School Play	

### **Athletics**

#### ***Fall***

Football

Cross Country

Volleyball

#### ***Winter I***

Boy's Basketball

#### ***Winter II***

Wrestling

Girl's Basketball

#### ***Spring***

Track

Girl's Softball

**Participation in all clubs and activities is contingent on positive student behavior and up-to-date assignment completion. Athletic participation is determined by the Cashmere School District Athletic Code.**

## **Attendance**

Regular attendance is essential for students to learn at high levels. When a student is absent, it is impossible to gain the same degree of understanding that he/she would experience through direct teacher instruction, group discussion, and participation. Regular attendance also teaches personal responsibility and commitment to one's work, which establishes habits and patterns for future success.

**All absences, in accordance with state law RCW 28 A.27 and district policy 3122, require parent verification and school approval.**

**PARENT VERIFICATION:** If a student is absent from school for any reason, a parent must call the office before 8:00 each day (782-2001) OR send a note on the day of return stating the reason and date(s) the student was absent (or before the absence for appointments, etc.), include a phone number and parent signature. **Absences not cleared within 48 hours will be unexcused.**

**ADMIT SLIPS:** Following an absence, students are required to get an office admit slip.

### **Excused Absences & Tardiness**

Students are expected to attend class each day. Teachers shall keep a daily record of absence and tardiness. The following are valid excuses for absences and tardiness (**WAC 392-400-325**):

#### **Absences due to the following reasons must be excused:**

1. Illness, health condition, mental health or medical appointment (including, but not limited to, medical, counseling, dental, optometry, pregnancy, and in-patient or out-patient treatment for chemical dependency or mental health) for the student or person for whom the student is legally responsible;
2. Family emergency including, but not limited to, a death or illness in the family;
3. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
4. Court, a judicial proceeding, court-ordered activity, or jury service;
5. Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
6. State-recognized search and rescue activities consistent with RCW 28A.225.055;
7. Absence directly related to the student's homeless or foster care/dependency status;
8. Absences related to deployment activities of a parent or legal guardian who is an active duty member consistent with RCW 28A.705.010;
9. Absences due to suspensions, expulsions, or emergency exclusions imposed pursuant to chapter 392-400 WAC if the student is not receiving educational services and is not enrolled in qualifying "course of study" activities as defined in WAC 392-121-107;
10. Absences due to student safety concerns, including absences related to threats, assaults, or bullying;
11. Absences due to a student's migrant status; and
12. An approved activity that is consistent with district policy and is mutually agreed upon by the principal or designee and a parent, guardian, or emancipated youth.



A school principal or designee has the authority to determine if an absence meets the above criteria for an excused absence. Districts may define additional categories or criteria for excused absences.

**Absences Allowed:** A note will be sent home after 6 absences explaining the policy and then after 12 absences in a year, parents will no longer be allowed to excuse their student. The accepted excused absence will be from a doctor, court official, dentist, etc. If a student is sick, the school nurse may evaluate and determine if the student should go home.

**Extended Absences/Prior Arrangements**

Cashmere Middle School strongly discourages students from taking extended vacations during the semester or leaving school prior to the normal closing date. Students missing classes lose essential instruction and place increased demands on classroom teachers in the areas of record keeping, administering make-up work. However, occasions arise where extended absences are necessary. When this is the case, the school will make every reasonable attempt to reduce the damage to the student's educational program.

**Extended absences must be pre-arranged and have the approval of the building principal or the absences will be unexcused.**

**Attendance and Co-Curricular Activities**

Students who are absent the afternoon of the school day of a co-curricular activity or before a Saturday performance in which they are scheduled to take part will not be allowed to participate in that activity. Exceptions will be made for doctor appointments or other cases pre-arranged through a building administrator. This policy affects all co-curricular activities and students involved in them; i.e. clubs, drama, music. Activities involving out-of-school time require school attendance that day.

**Guidelines for Make-Up Work**

- A. It is the student's responsibility to obtain the make-up assignments from the teacher(s).
- B. The student who arrives late or leaves early is responsible for checking with teachers the same day to arrange make-up work.

**Tardiness**

Students are expected to be in class and seated when the bell rings. A student is tardy when he/she is up to 10 minutes late to class without authorization from the office or a teacher. The teacher will enter all tardiness in the student records system.

**First Period Unexcused Tardiness:**

**\*TARDY LEVEL I-** 1st/2nd tardy: Warning from office

**\*TARDY LEVEL II-** 3rd/4th tardy: 30 min. lunch detention(s)

**\*TARDY LEVEL III-** 5th tardy or more: Parent contact; before, lunch &/or after school detention(s) with time added for severity. (\*per semester)

**Other Unexcused Tardiness:**

Tardiness between classes will result in classroom consequences, including reflection. Repetitive tardiness will evoke a behavior contract between grade-level teachers, student, parent(s), and administration.

**Truancy**

Truancy is absence from class/school without the knowledge and consent of parent/guardian or school officials. A student is truant if he/she:

- 1. Leaves school without signing out in the office.

2. Is absent from school without prior permission of parent/guardian.
3. Leaves a class without teacher permission.
4. Obtains a pass to go to a designated place and does not report there.
5. Is more than 10 minutes late to class.
6. Is on school grounds but does not attend class.
7. Fails to attend a scheduled assembly.
8. Falsifies a parental or school official's attendance verification.
9. Fails to verify an absence within (2) days of the absence.
10. Unexcused absences/tardiness (see Becca Bill)

### **BECCA BILL**

#### **(RCW 28A.225- WA State Compulsory School Attendance and Admission Law)**

##### **After 1 unexcused absence in a month:**

Parent contact. This is generally done by phone.

##### **2 unexcused absences:**

Conference with parent & student to discuss solutions to the truancy problem.

##### **5 unexcused absences in a month:**

Parent and school enter a contract to improve attendance.

##### **7 unexcused absences in a month, or 15 unexcused absences in an academic year:**

The school district may file truancy petitions with the juvenile court.

The truancy law requires school districts to file a petition in Superior Court against the student, parent, or both.

#### **Truancy--Disciplinary Process**

**Level I** - After School Detention.

**Level II** – Saturday School/Friday School.

**Level III** – Parent Conference & Behavior Contract.

## **CMS Positive Behavior Intervention Support**

Common Commitments and Beliefs:

1. Behavior is taught.
2. Positive behavior is rewarded.
3. Behavior is analyzed to offer appropriate behavioral interventions.
4. Behavioral expectations are clearly stated in advance.
5. Students meet expectations, simply because it is the right thing to do.
6. Teacher response is predictable, unemotional, and consistent.
7. No one has the right to interfere with the learning, safety, or well-being of others.
8. An effective behavior system allows teachers to teach and students to learn.

### **Reflection**

Students who display interfering behaviors are asked to reflect. If a student reflects 3 times in a class period, he/she will be referred to administration. Through the reflection process, students have the ability to make choices at several levels while remaining in the classroom to redirect their behavior.

### **Student/Parent/Teacher Behavioral Conference**

The following behaviors constitute an automatic conference before the student may return to class: Defiance (not following the reasonable request of an adult), profanity directed at others, failing to identify self to school authorities upon request.

<b>PBIS School-wide Expectations:</b>	<b><u>Participation</u></b>	<b><u>Respect</u></b>	<b><u>Integrity</u></b>	<b><u>Determination</u></b>	<b><u>Excellence</u></b>
<b><u>Hallway/ Lockers</u></b>	Walk on the right  Backpacks/ bags in lockers at all times	Hands/Feet to self  0-2 Voice Level	Always have a pass	Keep it moving	Personal items remain in their own locker
<b><u>Classroom</u></b>	Follow classroom expectations	Hands/Feet to self	Do your own work  Visit appropriate websites	Be prepared & on-time  Use appropriate & non-offensive language	Clean up after yourself
<b><u>Playground/ Outside</u></b>	Include others in game activities	Finish food inside  Refrain from physical altercations	Play fairly & by the agreed-upon rules	Use crosswalks  Enter building calmly	Put away equipment  Respond immediately & appropriately to whistle

<b><u>Bathrooms</u></b>	Electronics not allowed	Report vandalism	Always have a pass	Use restroom during breaks	Clean up after yourself
<b><u>Cafeteria</u></b>	Line up in a single file	0-1 Voice Level in kitchen	Eat your own food Wait to be dismissed	The last group to eat in section puts up tables (lunch)	Clean up after yourself
<b><u>Assembly</u></b>	Meet stated assembly expectations	Listen/watch	Sit with your assigned class	Leave personal belongings in locker/classroom	Arrive on time
<b><u>Morning Procedure</u></b>	5 <sup>th</sup> /6 <sup>th</sup> Grade: Outside, 7:45 7 <sup>th</sup> /8 <sup>th</sup> Grade: Inside commons, 7:30	Hands/Feet to self	Always have a pass: Library (7:50) Classrooms (7:45) Labs (7:45)	Attend morning interventions on time	Electronics put away from 8:00-2:50; headphones never allowed in common spaces
<b><u>Bus</u></b>	Sit safely	Clean up	Talk quietly	Wait patiently to load/unload the bus	Report problems to the driver
<b><u>Computer Labs</u></b>	Log out	Treat equipment with care.	Get permission to print Use approved sites	Offer help when appropriate	Report problems to an adult
<b><u>Library</u></b>	Return books on-time	Treat books & materials carefully	Report any problem to the librarian	Bring a hall pass	Return items to their proper place
<b><u>Substitute Teachers</u></b>	Follow directions given by the guest teacher	Treat all guests as you would the regular teacher.	Be honest at all times	Model expected behavior	Help answer questions & offer assistance. Hold others accountable

## **Administrative Discipline**

In accordance with (WAC 180-40-210, RCW 28A600.10) it shall be the responsibility and duty of each student to pursue his/her course of studies, comply with written rules, and submit to reasonable restorative practices or corrective action.

Students are responsible for their own actions and are held accountable for the following:

- 1) All rules and responsibilities within this document.
- 2) The Cashmere School District Board of Directors' policies concerning student conduct and other rules set forth by CMS administration. See CSD Board Policy & Procedure 3240.
- 3) State law.

Students not adhering to any of the above will be subject to restorative practices or corrective action found in CSD Procedure 3240. The student who is suspended from school will be asked to have a parent or guardian conference with school authorities.

***\*See School-Wide Discipline Consideration Matrix on pages 22-26.\****

### **Minor Infractions**

For a number of minor school policy infractions, the normal procedure for progressive discipline shall follow the School-Wide Discipline Consideration Matrix. These infractions would include, but are not limited to:

- o Academic dishonesty
- o Building and campus disturbances/violations
- o Use of cell phones/electronic devices without authorization
- o Forged notes
- o Inappropriate display of affection
- o Inappropriate dress
- o Minor theft or property damage
- o Not telling the truth about school-related situations
- o Possession of inappropriate materials
- o Use of profanity not directed at another student or staff
- o Violation of bus rules.

**Multiple offenses at Level I or Level II will be considered for more serious consequences.**

**Exceptional Misconduct** are situations where a student behaves in a way where student actions are considered exceptional misconduct and may result in immediate suspension or emergency exclusion if warranted to protect students and staff safety and the quality of the learning environment.

**Use or Possession of Alcohol/Drugs:** Being under the influence, or in possession of alcohol, marijuana/cannabis, or illegal drugs, drug paraphernalia (including e-devices), or prescription and other over-the-counter drugs without school approval while on school premises, school transportation, or at school events is not allowed.

**Alcohol/Drug Distribution or Selling:**

Selling or distributing alcohol, nicotine products, marijuana/cannabis, illegal drugs, drug paraphernalia (including e-devices), or prescription and over-the-counter drugs or other

prohibited chemical substances while on school premises, school transportation, or at school events is not allowed and will include police notification.

**Search-** The District may conduct a reasonable search of students, student lockers, and desks, as needed to maintain student safety, health, and an orderly learning environment. Students will not have any expectation of privacy regarding student lockers and desks. **The Chelan County Sheriff's Office may periodically be on School District Property with a drug detection K9.**

**Use or Possession of Tobacco/Nicotine Products & E-device/Vaping device (including paraphernalia).** Under no circumstance should e-devices (filled or empty) be brought on campus.

### **Assault**

For purposes of school discipline, "assault" means actual hitting, striking, or other wrongful physical contact inflicted on another either directly or indirectly through an object. For verbal threats, see Harassment, Intimidation, and Bullying.

**Reasonable Self Defense-** It is expected that a student must always first retreat from any threat of harm and/or contact an adult staff member for assistance before engaging in any type of physical response.

**Fighting or Involvement-** (May include police notification)- Includes instigating, promoting (including promotion by presence as a spectator), and escalating a fight, as well as the failure to disperse at the scene of a fight.

### **Defacing/Destructing Property**

Restitution for loss and/or damage (May include police notification)

### **Theft or possession of stolen property**

**Fire/Arson-** Any student who sets a fire on school premises is subject to a charge of arson. The students will be suspended long-term or expelled. Arson is a felony. Police will be notified.

### **Defiance of School Authority**

"Defiance" is defined as refusal to obey reasonable requests, instructions, and directives of any school personnel, including volunteers or contractors working for the school. This includes dress/appearance in violation of Policy 3224 that the student either refuses to correct at the directive of a school administrator, or that is a persistent and repeated violation. Defiance of school authority can also include intentional disruptive behavior.

**Harassment/Intimidation/Bullying-** Intentional, harmful, verbal or nonverbal, physical, emotional, social or interferes with learning, including electronic transmission. Repeated, chronic, targeted, creates intimidation and abuse of power. Examples: Name-calling, rumors, exclusion, taunting, threats, extortion, humiliation (WAC495A-121-011). If a student is being subjected to harassment, intimidation or bullying, please report concerns to CMS office.

**Harassment:** Any malicious act, which causes harm to any person's physical or mental well-being.

**Sexual Harassment:** (CSD Policy 6590/WAC 495A-121-011)

It is the policy of Cashmere School District to maintain a working and learning environment for all its employees and students, which provides for fair and equitable treatment including freedom from sexual harassment. Sexual harassment is defined as un-welcomed sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual

nature when:

- Submission to the conduct is either explicitly a term or condition of an individual's employment or grades.
- Submission to or rejection of such conduct by an individual is used as a basis for employment/grade decisions affecting that individual; and/or
- Such conduct has the purpose or effect of unreasonable interfering with an individual's work or school performance or creating an intimidating, hostile, or offensive working/school environment.
- Students or staff who sexually harass shall be subject to disciplinary action.
- Supervisors or managers who fail to take prompt action to discipline staff/students who sexually harass shall be subject to discipline up to and including termination.
- Questions concerning the application of this policy are to be referred to teachers, counselors or administrative staff.

**Intimidation:** Implied or overt threats of physical violence.

**Bullying:** Any intentional **unwanted aggressive behavior** by another youth or group of youths that involves a perceived **power imbalance** and is **repeated** multiple times or is likely to be repeated. Bullying may inflict **harm or distress** on the targeted youth including physical, psychological, social or educational harm.

### **Lewd, Obscene, or Profane Acts**

*Language, Gestures or Materials*

For purposes of school discipline, this includes, but is not limited to, lewd, obscene or profane language, gestures or materials that are unrelated to authorized school curriculum. Prohibited "materials" includes digital or electronic text, images, or sounds that are possessed, displayed, or transmitted while under the supervision of school authorities. Any conduct under this section that could constitute a criminal act will be reported to law enforcement. Any conduct under this section that involves the use of district resources or equipment may result in the loss or restriction of a student's use of district systems, resources, or equipment.

**Possession &/or Distribution of Explicit Materials-** Initiating or participating in the dissemination of inappropriate messages or images which cause a disruption to the educational process including transmitting, viewing, or possessing images of a sexually-explicit nature is not allowed. Police will be contacted.

### **Gang Conduct**

Gang conduct includes the creation, display, or communication of gestures, language, imagery, or symbols as defined below commonly associated with gang culture; the promotion of gang culture and/or gang violence, and/or the solicitation or recruitment of gang members. Gang imagery and symbols include, but are not limited to:

- Apparel (including shoelaces, bandanas, belts, or hats) which by virtue of color, arrangement, trademark, symbol, or any other attributes indicate or imply gang membership or affiliation;
- Displays of gang affiliation on personal belongings including clothing, school assignments, notebooks, body, etc.

### **Weapons on School Premises**

(penalty prescribed by state law RCW 9.41.280)

State law (RCW 9.41.280). It is unlawful for a person to carry onto public or private

elementary or secondary school premises, school-provided transportation, or areas of facilities while being used exclusively by public or private schools:

1. Any firearm, knife; or
2. Any dangerous weapon as defined in RCW 9.41.250; or
3. Any device commonly known as "nun-chu-ka sticks", consisting of two or more lengths of wood, metal, plastic, or similar substance connected with wire, or other means; or
4. Any device, commonly known as "throwing stars", which are multi-pointed, metal objects designed to embed upon impact from any aspect; or
5. Any air gun, including any air pistol or air rifle, designed to propel a BB, pellet, or other projectile by the discharge of compressed air, carbon dioxide, or other gas.

Any such person violating subsection (1) of this section is guilty of a gross misdemeanor.

Any violation of subsection (1) of this section constitutes grounds for expulsion from the state's public schools in accordance with RCW 28A.600.010.

**Includes knives, nunchucks, clubs, etc. - Firearms and weapons are not allowed in school or district facilities, on school grounds, at school-sponsored activities, or on transportation vehicles provided by the school district. If a student brings a firearm to school, it will result in an immediate expulsion for no less than one calendar year, and parents and law enforcement officials will be notified. The expulsion may be modified by the school district on a case-by-case basis.**

Subsection (1) of this section does not apply to:

- Any student or employee of a private military academy when on the property of the academy
- Any person engaged in military, law enforcement, or school district security activities
- Any person who is involved in a convention, showing, demonstrating, lecture or firearms course authorized by school authorities in which the firearms of collectors or instructors are handled or displayed; or
- Any person who possesses nun-chu-ka sticks, throwing stars, or other dangerous weapons to be used in martial arts classes authorized to be conducted on the school premises; or
- Any person while the person is participating in firearms or air gun competition approved by the school or school district.
- Any person who has been issued a license under RCW 9.41.070, while picking up or dropping off a student
- Any person legally in possession of a firearm or dangerous weapon that is secured within an attended vehicle or concealed from view within a locked unattended vehicle while conducting legitimate business at the school.
- Any person who is in lawful possession of an unloaded firearm, secured in a vehicle while conducting legitimate business at the school, or
- Any law enforcement officer of the federal, state, or local government agency;

Except as provided in subsection (3) (b), (c), (e) and (i) of this section, firearms are not permitted in a public or private school building.

"GUN-FREE-ZONE" signs shall be posted around school facilities giving warning of the prohibition of the possession of firearms on school grounds.

### **Appeal Process**

#### **Short Term Suspension:**

Any student, parent or guardian who is aggrieved by the imposition of a short-term



suspension shall have the right to an informal conference with the building principal or his or her designee for the purpose of resolving the grievance.

**Long Term Suspension:**

After receiving notice that a long-term suspension has been imposed, the suspended student has the right to a hearing to appeal the suspension, a request must be delivered before the expiration of the third (3) school business day after receipt of the long-term suspension notice.

**The request for appeal must be delivered to the Superintendent**

Cashmere School District #222  
210 South Division Street  
Cashmere, Washington 98815

**Closed Campus** - CMS is a closed campus; students must remain on school grounds at all times unless excused by the office or under the direct supervision of a teacher. Students who ride buses must remain on school grounds after arrival. Students arriving by foot, bicycle, or vehicle must come directly to campus and remain there. Permission to leave the campus during school hours will be granted only upon request of a parent or legal guardian and with permission from the office.

**Gum Chewing**- Gum chewing is not permitted at any time.

**Dress Code**- Appearance and attire at school should be within the bounds of decency, health, and safety. Dress and appearance shall not be disruptive to the educational process. Otherwise, dress and appearance are the responsibility of the parent and the student.

**Dress Code Guidelines:**

- Holes or tears may not be in areas that clothing is required to cover.
- Undergarments are not to be visible.
- Hats, bandanas, head coverings, and sunglasses are not worn inside the building.
- Footwear must be worn at all times.
- Clothing advertising drugs or alcohol, using obscene language, or innuendoes of sexual or inappropriate nature is NOT to be worn.
- Skirt length: end of fingertips when arms are at the side
- Shorts: 3-inch inseam or longer is suggested
- Pants that are excessively baggy or sag below the waist are not allowed.
- Pajama pants, slippers or wearing a blanket is not allowed.

Students in violation of the dress code will be asked to dress appropriately by changing clothes or covering up. Students are subject to progressive discipline if the proper dress code cannot be maintained.

**Electronic Listening Devices, Games, Cell Phones, etc.**

Cashmere Middle School Electronic/Cell Phone Policy

1. **Electronic devices are for educational purposes only.** They are permitted for use in classrooms only with teacher permission. No hallway use during school hours, 8:00-2:50.
2. Electronic use is not allowed, **at any time,** in bathrooms or locker rooms.
3. Electronics are only allowed from 7:00-8:00 a.m. in the commons. After that, electronics must be put away until 2:50.
4. Headphones are not to be used or worn around your neck **at any time,** unless for

educational purposes in a classroom with teacher permission.

**\* CMS accepts no responsibility for lost or damaged electronic devices.** Unauthorized use of electronic devices will result in confiscation, upon which the device will be available for pick-up in the office by a parent or guardian. \*Students using cell phones during class time may receive additional administrative discipline.

**Bikes, skateboards, roller blades, and scooters-** For safety reasons, no bikes, skateboards, rollerblades or scooters are to be ridden on school property between the hours of 7:45-3:15. *If used as transportation to and from school, students are expected to wait until off-campus to begin riding.*

**Snowballs-** The following rules will be in effect when we experience snowfall during the year:

1. Throwing snowballs is prohibited.
2. Any placing of snow on another student or possessions is not allowed.
3. Snow is not to be brought into the building.

### **Computer Lab/Chromebook Use Agreement**

Before students are granted the privilege of using computers in the building and access to the network and Internet, they must agree to abide by the guidelines below:

1. Student use of computers when under direct supervision of a staff member.
2. Student use of Internet with permission of a staff member, and only operate in areas designated by staff member.
3. Students responsible for damage resulting in inappropriate use of equipment.
4. Students are not allowed to write, print, or send inappropriate messages.
5. Students can only access areas of the computer approved by staff.
6. Students are only allowed to access e-mail accounts with teacher permission.
7. Students are not allowed to bring any type of software or games from home to use on school computers.
8. Students are not allowed to change equipment from one computer to another or change computer settings.
9. Students cannot bring food or drinks into the computer area.
10. Before students can leave the lab, they must clean their area, place keyboards next to the computer, and push in chairs.
11. Students will not lend or reveal personal passwords to others and will only access their own files.

**It is understood that any violation of this agreement will result in a loss of the privilege to use the computer equipment and the network and any intentional misuse or damage to the network and equipment will result in progressive disciplinary action.**

### **Daily Procedures**

-- School rules are in effect when students are going to and from school. --

#### **Before School**

1. Students may enter the building at 7:00 a.m. and sit in the commons until dismissal. Student lockers and hallways are off-limits until the first bell.
2. Breakfast is served from 7:30-8:00 each day.
3. At 7:45 a.m. 5th & 6th grade students may go to recess or to the library.
4. At 7:45 a.m. 7th & 8th grade students have a choice of remaining in the commons, going

to the library, or going to recess.

### **Lunch Time**

1. Students must eat lunch in the commons unless under supervision of an adult.
2. After being dismissed, students will go outside for recess.
3. Only the restroom facilities near the commons will be used during lunch.
4. Students may not share hot lunch or use another student's lunch ticket.
5. Cutting or holding places in the lunch line is not allowed.

### **Hot Lunch**

1. Students are asked to credit their lunch account before 10:00 a.m.
2. Students may not let other students use money from their lunch accounts.
3. Students may not share food.

### **Student Movement Between Middle School and High School**

1. Students traveling to the high school are to walk up the sidewalk in front of the tennis courts to the crosswalk near the entrance to the football stadium.
2. **Walk** -- do not ride bicycles or skateboards.
3. Any tampering with or damage to high school students' vehicles will be handled by the Chelan County Sheriff's Department and may result in school disciplinary action.
4. Students are responsible for getting to class on time.
5. No playground equipment can be taken to the high school.

### **After School**

1. All students are to be out of the building by 3:15 p.m. unless under the direct supervision of an adult or are attending the homework program.
2. Students involved in extra-curricular activities may not re-enter the building unless they are with an adult.
3. Students should pre-arrange with their parents to be picked up after all after school or evening activities.

## **GENERAL POLICIES**

**Health and Accidents-** When a student is ill, every effort will be made to send the student home. If a student is injured at school, the parents/guardians will be notified immediately so that they may transport the child to a doctor. If the school is unable to locate the parents/guardians, the child will be taken to a doctor who has been designated by the parent on the emergency information card. If this is not possible and an emergency situation exists, the child will be taken to the nearest doctor. There is a school nurse available in case of emergency.

**Prescription Medication-** Prescription medication will be stored and dispensed to students through the office with written authorization from a licensed healthcare provider. Medication must be in a prescription-labeled container. All procedures will be in accordance with the standard operating procedures of the local health department. Parents have the responsibility of maintaining not more than a four-week supply of medication to be dispensed. The only performance to be accomplished by school district personnel is to supply storage space and dispensing of medication. Medication administered via injection by school personnel under life-threatening conditions only.

### **Student Insurance-**

School - Time Plan covers students during the school year while on school property,

engaging in school-sponsored activities, coming directly to school, and going directly home from school (excluding transportation in 2 or 3-wheel motorized vehicles or snowmobiles). This plan includes all interscholastic sports except football.

24-Hour Plan covers students on a 24-hours-per-day basis for the full calendar year. Both of these plans will cover in excess of other insurance benefits.

Football Plan costs an additional fee. However, if a student turns out only for football, basic coverage is not required. Benefits from this plan will be pro-rated with other insurances. Contact the office for the cost of various instances.

**Fire and Emergency Drills-** When a fire alarm sounds, students should quietly and quickly exit the building. If the alarm should occur during lunch, students should file out the nearest exit in an orderly manner. If in the restroom, nurse's office, or hall when the fire alarm sounds, students should proceed to the nearest exit and join the nearest class. When the all clear sounds, excuse yourself from the nearest teacher whose line you have joined and return to your regular classroom's position on the campus or return to your classroom.

**Report Cards-** Students receive report cards after the end of each quarter. Report cards are mailed home at the end of the school year.

**Skyward Family Access-** Parents may access their student's academic progress, lunch account and attendance via the Internet. This system provides real-time progress. Questions regarding login and password may be directed to the main office.

**Progress Reports-** Progress reports will be emailed home on a regular basis and sent home with students at the middle of each quarter throughout the school year. Teachers may require reports to be signed by parents and returned to school.

**Homework-** Middle school students develop study habits by setting aside a specific time at home for study each evening. This time may be used to complete assignments, practice spelling or math, and read.

### **Academic Awards Assembly**

1. Academic Awards Assemblies are held at the end of each quarter to recognize students' academic accomplishments.
2. Students are encouraged to show their Bulldog Pride and dress their best on these special days.

**Out of School Activities-** Complete a pre-arranged absence form found in the main office.

**Change in Address-** Please inform the office immediately (782-2001) when there is a change of email, address, phone number, or emergency number. Emergency contact information should include someone other than parent/guardian.

**Visitors/Volunteers-** Visitors must have permission from the principal to be on campus. They must sign "in" and "out" at the office and wear a visitor's badge. School-aged visitors are not allowed on campus during school hours.

**Personal Property-** Students assume the responsibility for loss or damage to their clothing, equipment, books, or instruments. The school endeavors to protect all personal property, such as bikes, but it is not responsible for them. Large sums of money and articles of real or sentimental value should not be brought to school. When items of value must be brought to school, they should be taken to the office for safekeeping until they are needed.

**Lost and Found-** If students lose an item at school, he/she should report it to staff immediately. Having names on articles of clothing and other items will make identification easier. Lost and found articles are kept one (1) quarter. At the end of the quarter, they will

be donated to charity.

**Lockers-** Lockers are provided for storing books and personal belongings. Lockers are to be kept neat and clean. Students may personalize their locker with pictures or a mirror attached with magnets or tape (masking/Scotch) only. Lockers remain school property and may be searched if situations warrant. Students are responsible for any damage. Students are to use only the locker that has been assigned to them. Students may not use their own locks.

**Telephone-** The telephone number at CMS is 782-2001. A phone for student use is provided outside of the office. This phone is to be used, by permission, before or after school, or emergency calls authorized by the office.

**Posters-** If students have posters they wish to put up at school, they need to have them approved by the principal. Only posters that have been approved in the office may be displayed; others will be taken down.

**Student Pictures-** CMS provides an opportunity for all students to have their pictures taken. Re-takes will be available in case of photographer error.

**Library-** Students are encouraged to use the library for reading, research, independent study, and pure enjoyment. Library hours will be from 7:50 a.m. to 4:00 p.m. and the library will remain open during lunch. After school homework help is available. Students are responsible for any materials that they check out of the library. Lost or damaged books must be paid for or replaced.

**Fundraising-** Students are not allowed to sell merchandise at school without approval.

### **Athletic Eligibility**

For a student to be eligible for after-school sports, they must:

- Pay a participation fee/per each school sport.
- Have a signed Activities/Athletic Release Form which includes:
  - ✓ Current physical examination signed by a doctor (Examinations are good for two calendar years only).
  - ✓ School insurance, or an insurance waiver signed by parents, indicating the home insurance that covers the student for school athletics.
  - ✓ Emergency Medical Clearance Release information
- Abide by the Washington Interscholastic Activities Association rules, and the Cashmere School District Board Policies pertaining to eligibility.
- Abide by the Cashmere School District Athletic Code.
- Students may not participate in athletics or extra-curricular activities, while they are suspended from school.
- Athletes must be at standard in life skills in all classes. When athletes fail to meet that requirement, they are ineligible to participate in contests until the standard is met.

## Cashmere Middle School DISCIPLINE PROCEDURES

We believe the most effective way to improve and maintain a positive school climate is to implement a schoolwide behavior plan that stresses proactive and positive corrective responses toward misbehavior.

We are committed to developing procedures that: 1) Define expectations; 2) Ensure expectations are taught multiple times an academic term; 3) Acknowledge appropriate behavior; and 4) Correct misbehavior in a manner that is proactive. If a student does not follow CMS expectations and rules, the chart below will serve as a guide for applying appropriate consequences. Administrators may always try a previous action if deemed appropriate.

Because safety is absolutely our priority, the following behaviors will, in most instances, result in an out-of-school suspension:

- Fighting/Assault
- Drug/Alcohol possession, distribution, or under the influence
- Slurs, profanity, vulgarity, or threats toward a staff member
- Possession of a weapon

Each teacher is to have a *STOIC Behavior Management* plan.

- S** Structure classroom
- T** Teach expectations
- O** Observe and supervise
- I** Interact positively
- C** Correct fluently

Restorative Practices will be used whenever possible and can replace any discipline action. Restorative practices include the following but are not limited to:

- Restorative conferences
- Community Service

\*A note regarding the following School-Wide Discipline Matrix:

- Where indicated, long term suspension will only be considered for non discretionary discipline offenses.
- Parents will be contacted for all disciplinary actions
- Teachers will receive a printed copy of their submitted ODR with a discipline action noted in their mailboxes.

## School-Wide Discipline Consideration Matrix

Academic dishonesty/plagiarism	1 <sup>st</sup> Offense 2 <sup>nd</sup> Offense 3 <sup>rd</sup> Offense	Redo assignment or alternative assignment Lunch Detention and redo assignment After School Detention, redo assignment, and Conference with parent
Assault: Student/s physically cause injury to another student	1 <sup>st</sup> Offense 2 <sup>nd</sup> Offense 3 <sup>rd</sup> Offense	5 Day short term suspension 10 Day short term suspension Long term suspension up to remainder of Academic Term
Computer Lab Violations/ Student Chromebook Violations	1 <sup>st</sup> Offense 2 <sup>nd</sup> Offense 3 <sup>rd</sup> + Offense	Lunch Detention, lose computer for week After School Detention, lose computer for 20 days Short Term suspension
Criminal Acts		Chelan County Sheriff notified; short/long term suspension depending on severity
Destruction of Property	1 <sup>st</sup> + Offense	Restitution and school discipline ranging from After School Detention to long term suspension.
Disruptive Conduct/Failure to Cooperate or comply.  Note: 7 <sup>th</sup> and 8 <sup>th</sup> graders will be held to expectations more closely matching CHS, taking into factors such as developmental level and IEP/504 status.	CHS = 1 <sup>st</sup> /2 <sup>nd</sup> Offenses are detention and 3 <sup>rd</sup> + is STS  1 <sup>st</sup> /2 <sup>nd</sup> Offense 3 <sup>rd</sup> /4 <sup>th</sup> Offense 5 <sup>th</sup> /6 <sup>th</sup> Offense 7 <sup>th</sup> + Offense	Most disruptions are managed by the teacher in the classroom using interventions outlined in the Behavior Interventions chart. If disruptions continue or are severe, students will be referred to administration.  Lunch detention After school detention In School Suspension Parent Conference, Behavior Contract, OSS

Dress Code Violation	1 <sup>st</sup> Offense 2 <sup>nd</sup> Offense 3 <sup>rd</sup> + Offense	Sign Dress Code Contract, must change clothing Lunch Detention, must change clothing After School Detention, must change clothing
Drug/Alcohol/Paraphernalia (including Vaporizers) possession, use, or under the influence	1 <sup>st</sup> Offense 2 <sup>nd</sup> Offense	45-day suspension, Chelan County Sheriff notified (can be reduced to 5 days with D/A assessment) 45-day suspension, Chelan County Sheriff notified (No reduction offered)
Drug/Alcohol distribution	1 <sup>st</sup> Offense +	Long-Term suspension for remainder of academic term, Chelan County Sheriff notified
Electronic Device Violation: Phone will be confiscated by teacher and turned into office	1 <sup>st</sup> Offense 2 <sup>nd</sup> Offense 3 <sup>rd</sup> Offense 4 <sup>th</sup> + Offense	Lunch Detention (Student picks up phone at end of day) After School Detention (*Parent picks-up phone at end of day for all other violations) In-School Suspension* Parent Conference, Behavior Contract, OSS*
Fighting: Students mutually engage in attempting to cause physical harm to one another	1 <sup>st</sup> Offense 2 <sup>nd</sup> Offense 3 <sup>rd</sup> Offense	3-day suspension (confronter +1 day) 6-day suspension (confronter +1 day) 10-day suspension
Filming a fight	1 <sup>st</sup> Offense 2 <sup>nd</sup> + Offense	After School Detention STS
Gang activity	1 <sup>st</sup> Offense 2 <sup>nd</sup> + Offense	Emergency Exclusion from school when warranted by law, Threat Assessment, short term suspension Emergency Exclusion from school when warranted by law, Threat Assessment, long term suspension



Harassment, intimidation, bullying	1 <sup>st</sup> Offense 2 <sup>nd</sup> Offense 3 <sup>rd</sup> + Offense	Lunch Detention, No-Conflict agreement signed, severity may move discipline up to 2 <sup>nd</sup> offense level After School Detention to Short Term Suspension depending on severity Short Term suspension up to 10 days, (Long-Term if harassment is criminal) Chelan County Sheriff notified
Harassment, intimidation, bullying of staff member	1 <sup>st</sup> Offense 2 <sup>nd</sup> Offense	10-day suspension, Chelan County Sheriff notified Long-Term suspension, Remainder of Academic Term, Chelan County Sheriff notified
Inciting Drama: Intentionally attempting to start conflict with/between others	1 <sup>st</sup> offense 2 <sup>nd</sup> Offense 3 <sup>rd</sup> Offense	Lunch Detention After School Detention ISS
Littering	1 <sup>st</sup> + Offense	Community Service Contract
Physical aggression: Ex) Intentional shoulder bump	1 <sup>st</sup> + Offense	In School Suspension to Short-Term suspension, if severe, will be considered an <i>Assault</i>
Requirement to correctly identify self	1 <sup>st</sup> Offense 2 <sup>nd</sup> + Offense	In School Suspension Short Term suspension
Sexual harassment/misconduct	1 <sup>st</sup> Offense  2 <sup>nd</sup> + Offense	After-school detention to short term suspension, depending on severity, Chelan County Sheriff notified  Short Term to Long Term suspension, depending on severity, Chelan County Sheriff notified.

Slurs, profanity, vulgarity	1 <sup>st</sup> + Offense	After School Detention to Saturday School to Short Term suspension up to 10 days, depending on severity
Slurs, profanity, vulgarity towards a staff member	1 <sup>st</sup> + Offense	Short Term suspension up to 10 days, depending on severity
Tardies	1 <sup>st</sup> 2 <sup>nd</sup> Offense 3 <sup>th</sup> -4 <sup>th</sup> Offense 5+ Offense	Warning Lunch Detention Parent Conference / After School Detention
Theft/ Possession of stolen property	1 <sup>st</sup> offense 2 <sup>nd</sup> Offense 3 <sup>rd</sup> Offense	Restitution, 3-day suspension, Chelan County Sheriff notified Restitution, 5-day suspension, Chelan County Sheriff notified Restitution 10-day suspension, Chelan County Sheriff notified
Tobacco use or possession	1 <sup>st</sup> Offense 2 <sup>nd</sup> Offense 3 <sup>rd</sup> Offense	3-day suspension 5-day suspension, citation issued by Chelan County Sheriff 10-day suspension, citation issued by Chelan County Sheriff
Truancy	1 <sup>st</sup> Offense 2 <sup>nd</sup> /3 <sup>rd</sup> Offense 4 + Offense	After School Detention Saturday School Parent Conference and Behavior Contract
Verbal aggression	1 <sup>st</sup> Offense 2 <sup>nd</sup> Offense 3 <sup>rd</sup> + Offense	After School Detention In-School Suspension Short Term suspension, progressive
Weapons	1 <sup>st</sup> + Offense	Emergency Exclusion from school, may result in a Threat Assessment and Expulsion from school

Failure to attend Lunch Detention, After School Detention, or follow ISS expectations may result in a two-day out of school suspension.

ODR = Office Discipline Referral

STS = Short Term Suspension

IEP = Individualized Education Plan

OSS = Out of School Suspension

LTS = Long Term Suspension

ISS = In School Suspension

## **NOTICE OF NONDISCRIMINATION**

Cashmere 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 employees have been designated to handle questions and complaints of alleged discrimination:

El Distrito Escolar de Cashmere no discrimina en sus programas o actividades por motivos de sexo, raza, credo, religión, color, origen nacional, edad, condición de veterano de guerra o grado militar, orientación sexual, expresión de género o identidad, discapacidad o uso de perro guía entrenado o animal de servicio, y ofrece igualdad de acceso a los Boy Scouts y a otros grupos de jóvenes especificados. El empleado mencionado a continuación ha sido designado para atender consultas y quejas de supuesta discriminación:

**Title IX Coordinator** – Scott Brown, 329 Tigner Rd, Cashmere (509) 782-2914 sbrown@cashmere.wednet.edu

**Civil Rights Compliance Coordinator** – Scott Brown, 210 S Division, Cashmere (509) 782-3355 sbrown@cashmere.wednet.edu

**Section 504/ADA Coordinator** – Michelle Christensen, 101 Pioneer Ave, Cashmere, (509) 782-2710

mchristensen@cashmere.wednet.edu

## **SEXUAL HARASSMENT**

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

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

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

**Examples of Sexual Harassment:**

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

**You can report sexual harassment** to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of your district's sexual harassment policy and procedure, contact your school or district office, or view it online here: <http://www.cashmere.wednet.edu/domain/395>

## **COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT**

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

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

### **Complaint to the School District**

#### **Step 1. Write Out Your Complaint**

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

#### **Step 2: School District Investigates Your Complaint**

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

#### **Step 3: School District Responds to Your Complaint**

In its written response, the district will include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination, and any measures

necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

**Appeal to the School District**

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

**Complaint to OSPI**

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

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

**Email:** [Equity@k12.wa.us](mailto:Equity@k12.wa.us) | **Fax:** 360-664-2967

**Mail or hand deliver:** PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

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

**Other Discrimination Complaint Options**

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

206-607-1600 | TDD: 1-800-877-8339 | [OCR.Seattle@ed.gov](mailto:OCR.Seattle@ed.gov) | [www.ed.gov/ocr](http://www.ed.gov/ocr)

*Washington State Human Rights Commission*

1-800-233-3247 | TTY: 1-800-300-7525 | [www.hum.wa.gov](http://www.hum.wa.gov)