



LEONA MARSHALL LIBBY MIDDLE SCHOOL

3259 BELMONT BLVD.

WEST RICHLAND, WA 99353

STUDENT HANDBOOK

2019-20

School Namesake:

Leona Marshall Woods Libby was an American physicist. At age 23, she was the youngest and only female member of the team that built and experimented with the world's first nuclear reactor (then called a pile), Chicago Pile-1, in a project led by her mentor, Enrico Fermi. In particular, Woods was instrumental in the construction and then utilization of Geiger counters for analysis during experimentation. She was the only woman present when the reactor started working. She worked with Fermi on the Manhattan Project; and, together with her first husband, John Marshall, she subsequently helped solve the problem of xenon poisoning at the Hanford plutonium production site, and supervised the construction and operation of Hanford's plutonium production reactors.



In later life, Libby became interested in ecological and environmental issues, and she devised a method of using the isotope ratios in tree rings to study climate change. She was a strong advocate of food irradiation as a means of killing harmful bacteria. (Wikipedia, May 2017)

Mission:

Inspiring students' imagination, creativity, and perseverance to achieve their goals, shaping our community through the power of **Science, Technology, Engineering, Arts, and Mathematics (STEAM)**.

Vision:

By contributing to a greater community, we will solve real world problems through a relevant, open, and integrated environment where ideas and imagination are encouraged through the cycle of inquiry.

Upon transition/graduation from Leona Libby Middle School:

- STEAM students will **represent** a socially accepting and responsible person with a strong sense of self-- with goals to teach and inspire the same in others.
- STEAM students will **demonstrate** a growth mindset that seeks to improve, explore, and share in self and community improvement through *Science, Technology, Engineering, Arts, and Mathematics*. This includes an upper secondary readiness for the courses and extracurricular activities of local high schools including, but not limited to, Delta, Hanford, Rivers Edge, and Richland High Schools.
- STEAM students will **produce** innovative and researched projects, presentations, or performances that demonstrate a thorough understanding and ability to communicate content, evidence, and arguments as a group or as an individual.
- STEAM students will **be** thoughtful in their involvement and service to the community that involves heart, mind, and character through their talent, skills, and communication developed at Libby Middle School.

Students will do their best and follow the Charger Way:

C	H	A	R	G	E	R
Create	Harmonize	Articulate	Research	Grow	Evaluate	Reimagine

LIBBY STUDENT EXPECTATIONS – 2019-20

We are pleased that you are a Student and member of our School community. Libby Middle School is a positive, productive School where learning is the focus. We have an excellent Staff that is here to help and encourage you in any way possible. Please read this handbook and accompanying policies carefully. It should answer most of your questions, but feel free to talk with any Staff member or Administrator if you have specific issues or concerns.

GENERAL SCHOOL POLICIES

ATTENDANCE

ABSENCES:

Per the Richland School District Attendance Policy, students will be punctual and regular in attendance and will obey the rules and regulations of the School. If a student develops a pattern of continued absences, he/she and the parent/guardian **WILL** be invited to meet with School personnel and create an *Attendance Agreement*.

A student who will miss school will need their parent/guardian to contact Tammi Trimm, our Attendance Secretary in our Attendance Office at 509-967-6473 or email at Tammi.Trimm@rsd.edu to report the absence(s). **All absences MUST be cleared within 48 hours.** If Parent/Guardian prefers, please send a signed note explaining the absence when the Student returns to School. An automated phone call will be made to the Parent/Guardian in the evening to report an absence for that day. Any absence that is not called in or cleared with an email or note within 48 hours will be recorded as an unexcused absence.

- **EXCESSIVE ABSENCES:**

We are very concerned about Students who miss a lot of school. In fact, Washington State Law requires that the School take legal action for excessive absences. After four (4) absences in a School year, whether excused or unexcused, a letter will be sent home to the Parents/Guardians reminding them of the Attendance Policy. After the fifth (5) absence in a School year, whether excused or unexcused, Parent/Guardian contact will be made in the form of a phone call and/or a conference will be set up to discuss the attendance issues.

The Parent/Guardian should communicate with the School in advance, when possible, if his or her student will be absent from School for either an extended illness or other absence. While it is possible to obtain homework for the absent Student, it is virtually impossible to recreate the learning time missed (e.g., class discussions, laboratory experiences, and demonstrations).

- **EXCUSED ABSENCES:**

Excused absences are defined as absences due to illness or a health condition, approved pre-arranged activities, School-sponsored activities, or emergency situations. If any absence is excused, the Student is responsible for making up work missed or doing other work that will be accepted in lieu of the work missed. If a Student is absent two (2) or more days, their Parent/Guardian may request homework by emailing Teachers. A Student who is absent **three (3) consecutive days will require a doctor's note** excusing absences.

If a Student is absent, the Parent/Guardian may phone the Attendance Office at 509-967-6473 (direct line) and leave a voice mail or email the Attendance Secretary at Tammi.Trimm@rsd.edu 24 hours a day to have a Student excused. The Student may also bring a note to the Attendance Office the next day stating the day(s) and reason(s) for the absence(s). At the end of each day, the automated phone dialer message will call home for any absence that is not excused. Unfortunately, the automated calling system cannot identify the specific period absent, only report that a Student missed one or more classes.

If a Student is ill at school and needs to go home, the Student MUST come to the Health Room to check out before leaving. If a Student needs to be released from school during the day, the Student should bring a note signed by their Parent/Guardian stating the time and reason they need to leave. The note should be given to the Attendance Secretary at the beginning of the day.

The School Principal has the authority to determine if an absence meets the criteria for an excused absence.

In the event that excused absences impede the educational success of a Student, Libby Middle School Administration will initiate any of the following actions:

1. When a Student accumulates ten (10) **EXCUSED** absences in a semester, the Parent/Guardian will be contacted and the attendance record will be reviewed, an Attendance Agreement will be created and signed by the Student, Parent/Guardian and School Administration. The Student may also be asked to take the WARNS (Washington Assessment of the Risks and Needs of Students).

2. When a Student accumulates fifteen (15) **EXCUSED** absences in a year, a conference will be **REQUIRED**. The conference will include the Student (when appropriate), the Parent/Guardian, and a Libby Middle School Administrator. A plan to insure regular attendance will be written (Attendance Agreement). This Attendance Agreement will be signed by participants of the conference, including the Student, Parent/Guardian and a Libby Middle School Administrator. The WARNS (Washington Assessment of the Risks and Needs of Students) may also be taken and signed by the Student. If the Student's Parent/Guardian does not attend the scheduled conference, the conference may be conducted with the Student and the Libby Middle School Administrator. The Parent/Guardian shall be notified of the steps taken to eliminate or reduce the Student's absences.

All sanctions imposed for failure to comply with the Attendance policies and procedures shall be implemented in conformance with State and District regulations.

The Student shall assume responsibility to make arrangements with each teacher to make up missed assignments for ALL absences.

Please call the Attendance office **EACH** day your Student is absent.

According to State law, the following shall be considered EXCUSED ABSENCES:

*Illness *Death in the family *Family emergencies *MD/DDS appointments *Pre-arranged absences

- **UNEXCUSED ABSENCES:**

Parents/Guardians will have **48 hours** to clear unexcused absences. No unexcused absences will be cleared after the 48 hours. If a Student has five (5) unexcused absences in a month, or ten (10) unexcused absences over the School year, the Student, Parent/Guardian and a Libby Middle School Administrator will create an Attendance Agreement, the student will take the WARNS (Washington Assessment of the Risks and Needs of Students), and this will result in the filing of the BECCA Bill Petition (see below under "BECCA BILL").

- **MAKE UP WORK POLICY:**

Students with excused absences will have 2 days for each day missed to make up any assignments or projects that were assigned while out.

- **PRE-ARRANGED ABSENCE POLICY:**

Parents/Guardians and/or Students should contact the Attendance Secretary to request a **Pre-arranged Absence Form if the Student is going to miss more than two (2) consecutive days of school**. Any planned absences of more than five (5) days must be requested at least 48 hours in advance of the beginning of the absence. In many cases the work that will be missed may be completed prior to the absence. The key to this is communication and developing a plan to help the Student achieve understanding of the concepts he or she may miss due to the absence. However, no amount of homework or alternative assignment can truly equal the in-class experience.

- **BECCA BILL:**

The Becca Bill enforces mandatory student attendance. Five (5) unexcused absences in one month, or ten (10) unexcused absences in one School year will result in the filing of a Petition against the Student, Parent/Guardian, or both, with the Juvenile Court.

A Student Petition will result in a Student being required to appear before a Truancy Board, which will order the Student to attend school. Failure to comply with the Court's order may result in work crew and/or detention in a Juvenile Detention Center. Students who acquire a fifth (5th) unexcused absence within a month or a tenth (10th) unexcused absence during the School year shall receive a Petition for a civil action with the Juvenile Court for a violation of RCW28A.225.010 (truancy). Student will also be placed on an Attendance Agreement with Libby Middle School.

A Parent Petition results in the Parent/Guardian appearing before the Truancy Board Judge in Juvenile Court. The Judge may order the Parent/Guardian to send the Student to school. Failure to comply may result in a fine of up to \$25/day per Student.

- **COMMUNITY TRUANCY BOARD:**

This is a Board established pursuant to a Memorandum of Understanding (MOU) between a Juvenile Court and the Richland School District and is composed of members of the local community in which the Student attends school.

- **TARDIES:**

Students are to be in classrooms with proper materials ready to begin work when the final bell rings. Students need to be seated *before* the bell rings for class, as passing time between classes is sufficient to get anywhere in the building. If the Student is tardy due to an appointment with School personnel, that person will provide the Student with an excused tardy pass. Students who receive four (4) unexcused tardies in a quarter will have to call home and will receive lunch detention. Lunch detention will be given for every ensuing tardy after that until the eighth (8th) tardy (per quarter). Upon receiving the eighth (8th) tardy for the quarter, there will be a Parent/Guardian meeting and further disciplinary action, including consequences, will be taken (see "Consequences if a Student is tardy" below). At Libby Middle School we expect that our Students will be in class on time. Teachers may also assign their own classroom consequences for tardies.

- **TARDY POLICY**

Consequences if a Student is tardy:

1. Up to 3 tardies during one quarter: Verbal warnings;
2. 4th tardy during one quarter: 1 day Lunch Detention/parent contact;
3. 5th - 7th tardy during one quarter: +1 day Lunch Detention/parent contact;
4. 8th tardy during one quarter: 1 day of After-School Detention/parent contact;
5. 9th tardy during one quarter: 2 days of After-School Detention/parent contact;
6. 10th tardy during one quarter: 1 day of In-School Suspension;
7. Any more than 10 tardies in one quarter, ADDITIONAL CONSEQUENCES WILL BE ASSIGNED BY LIBBY MIDDLE SCHOOL ADMINISTRATION.

- **TRUANCY:**

Defined as "not being where you are supposed to be, when you are supposed to be there." Truancy is an absence from a class or classes without a legitimate excuse. Students "skipping" classes will be marked truant and every effort will be made to notify Parent/Guardian by phone as soon as we are aware that a Student is truant. When a Student is truant, we may require a conference with Parents/Guardians and disciplinary steps will be taken.

As per Washington State Law, five (5) unexcused absences in a month or ten (10) in a year will result in a petition to the Truancy Board.

- **ABSENCE DUE TO DISCIPLINARY ACTION:**

Students who are absent from School due to discipline have the right to make up all work missed during the absence. This is considered an excused absence so for every one day missed, two days will be given to make up the missing work. Work will be collected and sent to the Time-Out Supervisor if a Student is assigned to Time Out or In-School Suspension. If a Student is suspended at home, the work may be collected in the Office for parents to pick up after School and/or posted online, per the Teacher.

***Students/Athletes that have been assigned in-school AND/OR out-of-school suspension cannot participate in clubs, sports practice or athletics games any days during said suspension.

EXPECTATIONS FOR LIBBY MIDDLE SCHOOL STUDENTS

BELL SCHEDULE:

Students are expected to wait outside the Building in their designated grade level area until 7:45 AM, at which time they may enter the Building once the first bell rings. At the end of the day, Students are expected to leave the campus by 2:45 PM, unless involved in a supervised activity. Zero hour students may arrive at 6:45 AM.

BOOK BAGS, BACKPACKS, & COATS:

Students are to carry class materials to class. Lockers will be provided for backpacks and book bags. **THESE ITEMS ARE NOT TO BE TAKEN TO ANY CLASS, INCLUDING PE CLASS AND BAND/ORCHESTRA CLASSES.** There will be consequences assigned by Libby Middle Administration for Students failing to abide by this rule. Students with oversized or athletic equipment that won't fit in a locker need to see their Coach or Advisor to make special arrangements.

BUS REGULATIONS:

Students have the privilege of using the transportation services of the Richland School District. Rigid standards of discipline **MUST** be maintained at ALL times in order to satisfy safety requirements. Whenever a Driver must direct his/her attention away from the road, danger exists. Foremost in our minds is the safety of each and every passenger. Choosing not to follow expectations may result in loss of riding privileges.

While riding the bus, the following rules **MUST** be followed:

1. Students will need to have their ID card/Bus Pass ready when getting on or off the bus;
2. Except for ordinary conversation, students shall observe quiet conduct on the bus;
3. Students shall stay in their seats while the bus is in motion;
4. Students shall **NOT** throw waste paper on the floor of the bus;
5. Students shall **NOT** have food or drinks on the bus;
6. No part of the body shall be extended through the open bus window;
7. Students must be quiet while the bus is stopped for railway crossings;
8. Students shall not leave the bus through the emergency door unless an emergency exists;
9. Students **MUST** follow transportation behavior guidelines; and
10. Discipline and penalties for BAD/DEFIANT bus behavior are as follows:
 - a. The riding privilege of a Student may be revoked for violation of the Rules or for conduct that is detrimental to the safe operation of the School bus; and
 - b. The Driver is in full charge of the bus and Students.

CLOSED CAMPUS:

Middle schools in the Richland School District are closed campuses. This means that we expect our Students to stay on campus for the entire School day, including lunch. Parents and/or guardians must contact the Office if they want their child excused from School for any reason. **This means that once a Student arrives at campus, they cannot leave the campus unless signed out by approved parent/guardian/emergency contact. Parents/Guardians **MUST** come into the Office and sign the Student(s) out with the Attendance Secretary. Students who leave campus without being signed out by a Parent/Guardian will be marked as truant.**

COMMONS:

The Libby Middle School Commons is designed to accommodate the serving of meals to hundreds of Libby Middle School Students each day. Our Staff appreciates your efforts in keeping the Commons clean and tidy. **Please pick up after yourself when you have finished eating.** There are numerous trash containers for uneaten food and garbage. If there is an accidental spill, contact one of the Lunch Supervisors for help in cleaning up the spill. There is no tolerance for throwing food. There is no running or horseplay in the Commons. Students will walk to lunch—not run! Students are expected to stay in lines without pushing or taking “cuts.” You are welcome (weather-permitting) to go outside once the Lunch Supervisors have released Students to do so. There is no food allowed outside of the Commons or in the hallways. Students may also go to the Library; and again, NO food is allowed in the Library. Students who violate the lunch expectations will find that they receive consequences.

Breakfast is served between 7:30 AM and 7:50 AM each day. Only Students who are eating the School breakfast may be in the Commons before School. The Commons is supervised and Students will clean up after themselves.

COMPUTER PRIVILEGES:

Use of the network, which includes the local Richland School District computer network, as well as the internet, is a privilege – not a right – and entails responsibility. Individual users are responsible for their behavior and communications over the network. Each Student MUST adhere to the following ***Code of Conduct of the Student Acceptable Use Policy.***

1. No use of the system shall serve to disrupt the operation of the network by others.
2. Maintain the integrity of data and network. Modifying/copying files/data without consent is NOT permitted.
3. Be ethical and courteous. Defamatory, harassing, obscene, or discriminatory remarks are NOT allowed on the network.
4. Treat information created by others as the private property of the creator. Respect copyrights.
5. Use of the network shall be in support of education and research that is consistent with the mission of the District and shall be used to access only educationally relevant material.
6. Protect your account IDs and passwords from others.
7. Computer hardware or software should not be destroyed, modified or abused in any way.
8. “Hacking” or attempts to gain access to unauthorized data, email, accounts, etc., is NOT permitted.
9. The network is NOT for commercial purposes, financial gain, or illegal activity.
10. Accessing inappropriate internet sites or materials is NOT permitted.
11. Respect the privacy of others.

Any violation of this *Code of Conduct* will result in disciplinary measures.

The District reserves the right to remove network/internet access if it's determined the user is engaged in unauthorized activity; hence, violating this *Code of Conduct of the Student Acceptable Use Policy.* If a Parent/Guardian wishes to restrict computer access for their Student, they must come in and sign a Technology Opt-Out Form. Please understand this would limit a Student's ability to complete some of their learning and School assignments as our School and District move to more technology-driven content.

ELECTRONIC DEVICES/CELL PHONES/CHROMEBOOKS:

Students will be issued a School Chromebook. As such, there is no need for personal electronics in class. If they are brought to School, they must remain off and in their own personal locker from the time Students enter the Building until they leave the Building at the end of the School day. **Starting this year, 2019-20, Students at Libby Middle School will NO LONGER BE ALLOWED to use their phone in any hallways, anywhere in the Building except in the Commons DURING LUNCH ONLY. CELL PHONES WILL NOT BE ALLOWED IN HALLWAYS, IN THE LIBRARY, OR IN CLASSES AT ANY TIME.** Taking pictures and/or videos of another person on campus without their permission and posting on social media is **not** allowed. Exceptions for cell phone use may be made on a case-by-case basis when an emergency situation exists and should be approved by a Libby Middle School Administrator.

A Student using electronic devices, including cell phones, outside of approved guidelines, will be considered in violation of the ELECTRONIC USE POLICY and may result in the confiscation of the device, loss of privileges and disciplinary action. Due to the expensive nature of these devices, Libby Middle School and the Richland School District will NOT be responsible for lost or stolen items. Unclaimed confiscated devices will be donated to charity at the end of the School year.

ELECTRONIC DEVICE/CELL PHONE VIOLATIONS are as follows:

1. 1st Violation: Device will be taken to the office and can be retrieved by Student at the end of the School day.
2. 2nd Violation: Device will be taken to the Office, Student must contact Parent/Guardian, and the Student's Parent/Guardian MUST come to the Office and sign for device before device will be given back to Student.
3. 3rd Violation: Device will be taken to the Office, Student MUST contact Parent/Guardian to come to the Office to sign for release of the device, AND the student will be put on an ELECTRONIC DEVICE CONTRACT for two weeks (signed by Parent/Guardian, Student and LMS Administrator), which means the Student will turn the device in to Mrs. Trimm in the Office each morning before the School day begins and the Student will pick it up from Mrs. Trimm at the end of the School day.
4. 4th Violation: Same as 3rd violation but contract will be for four weeks.
5. 5th Violation: Consequences will be determined by School Administration.

Chromebooks are the responsibility of the Student and the Student's family. For a small fee, accidental insurance coverage will be available for families. For those families who cannot afford insurance, please contact School Administrators.

If a Chromebook is malfunctioning, please report the issue to Mrs. Howard in the Library.

Use of Chromebooks are restricted to academic use only.

Please be sure and charge your Chromebooks each evening so they are fully charged for the School day. Not having a charged Chromebook is like not having a pencil. Please come to class prepared.

EMERGENCY CLOSURE OF BUILDING:

In cases of severe weather, School may be delayed (generally 2 hours) or cancelled. The best way to determine the status is to listen to the local radio/local television news or District social media sites in the morning. All delays or cancellations will be announced by the media after the District makes the decision. **Information will be posted on the District website.**

EMERGENCY DRILLS & LOCKDOWNS:

We take our emergency drills and lockdown drills very seriously. We expect Students to follow directions and comply with Teachers' instructions. We hold periodic evacuation drills (monthly) and we expect our Students will, when instructed, evacuate the Building in an orderly process. Our lockdown drills will keep Students in the classrooms. There should be no talking, horseplay, or misbehavior. In the event of a real emergency, we **MUST** be prepared.

FOOD & DRINK:

Food and drink are **NOT** allowed in Libby Middle School hallways, classrooms, halls, or labs. Students are expected to eat their lunches in the Commons. We also request that Students not bring open containers on School grounds (i.e., pop bottles, coffee cups from restaurants, etc.). Exceptions may be made by individual Teachers for specific classroom activities.

FREEDOM OF EXPRESSION:

Freedom of expression is an important part of education in a democratic society. Students' appropriate verbal and written expression of opinion is encouraged. District Policy prohibits verbal or written expression (including clothes) that is libelous, obscene or profane; causes a disruption of School procedures or processes; invades the privacy of others; demeans any race, religion, gender, or ethnic group; advocates a violation of the law; or advertises cigarettes, liquor, illegal drugs, or drug paraphernalia. Any clothing that is deemed gang-related is strictly prohibited.

GUIDANCE AND COUNSELING:

Libby Middle School Counselors are:

Mrs. Patitucci - All students with **LAST NAME A-L**; Diana.Patitucci@rsd.edu or 509-967-6470.

Mrs. Hazen - All students with **LAST NAME M-Z**; Debby.Hazen@rsd.edu or 509-967-6471.

Our Counselors provide many services for Students, Parents/Guardians, and School Staff. For many it is simply an answer to a scheduling question, but our Counselors also help with friendship issues, peer mediation, and other problems that interfere with Students performing well at School. Students can make an appointment with their Counselor by signing up on the sheet attached to the Counselor's door or emailing them directly. Parents/Guardians can also email or make an appointment by phoning the Counselor.

HALLWAY EXPECTATIONS:

In order to ensure the safety of all Libby Middle School Students and Staff, the following rules **MUST** be adhered to by all Students when in the hallways:

- During School hours and between classes - Walk and talk. If you have time to visit with friends, please keep moving so as not to block the hallway.
- Stay to the right in hallways and on stairs. Doing so will ensure that there is room for others to pass.
- Walk – **RUNNING IN THE HALLWAYS IS NOT ALLOWED!**
- Ear buds and ear phones are **NOT** to be worn or visible in the hallways, including around the neck.
- No Public Displays of Affection (PDAs) – these include touching of any sort, holding hands, linking arms as you walk, and hugging. No one should be touching anyone for any reason.
- No pushing, tripping, chasing, etc. All these behaviors can cause injury and are not tolerated.
- Use garbage cans to keep trash in the appropriate place. Littering in hallways, classrooms, etc., is **NOT** allowed.

HOVERBOARDS, SKATEBOARDS, SCOOTERS, ROLLER SHOES, SKATES AND BICYCLES:

These transportation devices are allowed at School but must be stowed away outside (front of Building) during the School day. Students are not allowed to ride hoverboards, skateboards, scooters, roller shoes, skates or bicycles on School grounds. Bicycle racks and skateboard/scooter racks in front of the Building are available for storing bicycles and skateboards/scooters during the day.

LIBRARY EXPECTATIONS:

The Libby Library is a fantastic place. Students are encouraged to check out books and materials to assist them in the pursuit of excellence at School. There are networked computers to assist in material and resource searches. Students who are in the Library are expected to read or work quietly while there. The Library is not the place for loud conversations or running around. Use of computers will be limited to academic and educational resources. **ALSO, CELL PHONES AND/OR FOOD ARE NOT ALLOWED IN THE LIBRARY.**

LOCKERS:

Libby Middle School loans the School lockers to you; therefore, they are School property. Lockers may be searched by School personnel at any time and without notice to Students. Libby Middle School is **NOT** responsible for the loss of your personal belongings. **Students should only utilize the lockers they are assigned.** There should be **NO** switching of lockers without consent from the Office. Students should not share their combination with **ANYONE** (including friends)! The majority of lost items from lockers are due to sharing the combination with someone. Each Student is responsible for the security of their assigned locker. Students are also responsible to alert the Building Administration if anyone has unauthorized access to their assigned locker.

Libby Middle School Students are welcome to place pictures inside the locker door; but, they must be removable without damaging the paint and must be appropriate for a middle school (stickers, tape and other adhesives are a problem—avoid using these items on your locker). We recommend using magnets. Lockers are subject to inspection by Libby Middle School Administrators at any time.

We expect our Libby Middle School Students to carry classroom materials to each class. Backpacks will be stored in Student lockers. **BACKPACKS ARE NOT ALLOWED IN ANY CLASSROOMS, INCLUDING PE CLASSES AND MUSIC CLASSES.** Do not take phones, book bags, backpacks, large purses, or sports bags to classrooms. Students who have athletic gear that will not fit in their locker will need to make arrangements with their Coach for storage. For example, during football/softball/baseball season, we have the gymnasium open before School to store equipment in a locked room.

How to Open Your Locker:

1. Turn your lock twice to the right past zero to clear lock;
2. Turn to the right and stop on your first number;
3. Turn to the left once past your first number and stop on your second number;
4. Turn right directly to your third number or until you hear a click, then pull open locker.

***IT IS IMPORTANT TO SECURE YOUR LOCKER. DO NOT MAKE ADJUSTMENTS THAT PROHIBIT LOCKER FROM LOCKING.**

NOTICE: Clean your locker frequently to avoid it becoming jammed!

LOST AND FOUND:

Lost and Found items are located in a bin outside the Main Office. Please check here first for lost items. Students who lose an item and are unable to find it in the Lost and Found bin should report the loss as soon as possible to a Secretary or Administrator. We suggest marking clothing, lunch bags and all belongings with the Student's name, which will allow us to return lost items to the proper owners. **The Lost and Found bin will be cleaned out weekly.**

LUNCH OPTIONS:

Our Cafeteria serves different types of lunches: Regular full lunch, pizza lunch, deli sandwiches, and a la carte. The a la carte lunch allows Students to select single items for their lunch. Students may pay for their lunches with cash or may put money into their account. Lunch account moneys may be paid online at Mymealtime.com.

Students may use their accounts for the full lunch or pizza lunch and may use their account for a la carte items if their Parent/Guardian writes a note giving approval. Libby Middle School participates in the Federally subsidized free and reduced lunch program. Forms are available in the Office.

PRICES ARE AS FOLLOWS:

Student Lunch: \$3.25	Student Breakfast: \$1.75	Milk: \$.50
Adult Lunch: \$3.75	Adult Breakfast: \$2.50	Reduced Lunch: \$.40

***** Free or Reduced Meal Applications are available in the LMS Main Office *****

MEDICATIONS:

All medications shall be stored in the Nurses' office. "Medication" is defined as all drugs, whether prescription or over the counter.

To have medication available for Students, the following requirements must be met:

- Parents/Guardians must complete specified request forms (*Medication Authorization Form*) signed by a licensed healthcare provider to have medications available for Students. These forms must be kept on file in the Health Room. Forms are available at www.rsd.edu.
- The medication must be brought to School by the Parent/Guardian in the original container in an amount not to exceed a four-week supply. The container must be labeled with the Student's name, drug name and dosage. The "*Medication Authorization Form*" must be signed by a licensed healthcare provider and the Parent/Guardian.

In situations where the Parent/Guardian, a licensed healthcare provider, and School Nurse believe it is in the best interest of the Student that he/she carry an asthma inhaler, EpiPen (or similar auto-injector), the "*Authorization for Self Administration of Medication*" form must be on file in the Health Room.

STUDENT DELIVERIES:

Balloons and flowers delivered to Students at school will NOT be delivered directly to the Student. The Student will collect the items from the Office after the School day ends. Balloons are NOT allowed on buses for safety reasons. Since access to Student electronic devices are not allowed during the School day, please call the Office if you need to get a message to your Student. Please notify the Office and they will deliver the message to your Student. This policy minimizes disruptions to the educational process at Libby Middle School.

STUDENT SERVICES:

Student services such as enrolling or withdrawing from School, obtaining a report card, arranging for a pre-excused absence, or checking into the Health Room may be done at the front counter in the Office. While one of our Counselors, the Principal, Assistant Principal or the Administrative Assistant may actually help you, the best place to start is at the counter in the Office.

VISITORS:

Parent/Guardian visitors are welcome. Please check in at the Office. You will receive a Visitor's badge upon signing in at the front desk. (Please understand that we may ask for identification). If you are interested in meeting with one of our Teachers, please arrange a time in advance of your visit. Due to teaching responsibilities, Teachers are not available during class time. Our Counseling Staff may assist you in setting up an appointment to meet with your Student's Teacher(s). Student visitors will not be allowed at Libby Middle School during the School day.

BEHAVIOR AND DISCIPLINE

BASIC CODE OF CONDUCT FOR LIBBY MIDDLE SCHOOL STUDENTS

It is the responsibility of the Students and Parents/Guardians to ensure that their child behaves appropriately and demonstrates respect for all School Staff at all times. Repeated acts of disrespect and willful defiance will result in suspension from the regular learning environment. In turn, the School will do its part to assist Students with learning from their mistakes in order to maintain a healthy culture and climate conducive to achieving positive learning outcomes.

We expect all Students to help make Libby Middle School an excellent, innovative place to learn. As you explore STEAM, there are some activities that we feel are unacceptable. Please note that this is not an exhaustive list of unacceptable behavior. The Libby Middle School Administrators shall use specific District policies, past precedents, and their discretion when determining both the type of violation of behavior and the appropriate sanction.

ALCOHOL / DRUGS AND OTHER PROHIBITED CHEMICAL SUBSTANCES:

The use, possession, and/or distribution of alcohol, illegal drugs, or other mind-altering substances and/or prohibited chemical substances (including prescription drugs - see "Medication" section for exceptions) are not tolerated. This includes all paraphernalia that could be used to consume, use, or transport such material.

The possession, consumption, use, storage, or distribution of drugs (including marijuana/cannabis), alcohol, and other similar illegal chemical substances on School grounds, at School activities, or on District-provided transportation is prohibited. For purposes of Student conduct expectations, the following are explanations of the different categories regarding such substances:

- This section applies to any controlled substance, medication, stimulant, depressant, or mood-altering compound, including simulated compounds intended to produce intoxication or euphoria, whether or not such compounds have been designated a controlled substance by State or Federal law;
- This section applies to marijuana or substances containing marijuana;
- This section applies to legally-prescribed drugs which a Student is nevertheless not lawfully authorized to possess on School grounds, at School activities, or on District-provided transportation;
- This section applies to Students who enter School grounds, School activities, or on District-provided transportation following the unlawful use or consumption of drugs, alcohol, and other similar chemical substances, including Students who appear to be under the influence of such substances; and
- This section applies equally to the possession or use of paraphernalia or other items used to possess, consume, store, or distribute drugs, alcohol, and/or other illegal chemical substances, including marijuana or substances containing marijuana, look-alike drugs/items purported to be a drug.

Detection Canines

Pursuant to Richland School District Policy 3235, a trained dog may be used to sniff the air in and around School grounds for prohibited items. The specific areas sniffed may be lockers, unoccupied classrooms, unattended desks, bags, items, and vehicles that are on District property or at a District-sponsored event. A dog's alert constitutes reasonable suspicion to search. If the dog alerts on a particular item or place, the person(s) bringing the item onto District property, or are

responsible for that place or item, will be called to the scene as outlined in District Policy to witness the search by School official(s). All searches shall be made in compliance with District Policy and applicable law. Discovery of a prohibited substance or item may result in referral to law enforcement and/or disciplinary action in keeping with District Policy for students. ***Detection canines may be used in the Building for training or for random searches throughout the School year with no prior notice to Students or Parents/Guardians.***

ASSAULT / FIGHTING / VIOLENCE:

For purposes of School discipline, "assault" means actual or attempted hitting, striking or other wrongful physical contact inflicted on another person, either directly or indirectly, with any object. For verbal threats, see *"Harassment, Intimidation, Bullying and Cyber-Bullying."* Fighting and instigating, promoting, or escalating a fight, as well as failure to disperse, are included in this prohibition. Engaging in any form of fighting where physical blows are exchanged is prohibited, regardless of who initiated the fight. This prohibition includes hitting, slapping, pulling hair, biting, kicking, choking, and scratching or any other acts in which a Student intentionally inflicts or attempts to inflict injury on another.

Reasonable Self-Defense:

It is expected that a Student must always first retreat from any threat of harm and/or contact a Staff Member for assistance before engaging in any type of physical response to an assault. However, an Administrator may decide not to subject a Student to discipline if, following a reasonable investigation, the Building Administrator determines that all of the following are true:

- A Student who is being assaulted or who witnessed another Student being assaulted acts only in a manner that is defensive and protective of himself/herself or others;
- The Student is acting in a manner that the Building Administrator determines is reasonable and necessary in light of the circumstances; and
- The Student did not instigate, provoke, or promote the violence by his or her words or conduct immediately prior to the assault.

A reasonable physical response to an assault may include holding the assailant's hands or arms to prevent the assault, or pulling two fighting Students apart and holding them until a Staff Member can arrive and intervene.

ACADEMIC DISHONESTY / CHEATING / PLAGIARISM / FALSIFICATION / MISREPRESENTATION / FORGERY:

School discipline will be assigned if a Student knowingly submits the work of others represented as the Student's own or assists another Student in doing so, or uses unauthorized sources. A Student may be guilty of falsifying or forging documents if the Student knowingly makes any false entry, alters times, names, dates, grades, addresses or alters any School document used or intended to be used in connection with the operation of the School. Also a false representation of a matter of fact—whether by words or by conduct, by false or misleading allegations, or by concealment of what should have been disclosed—that deceives and is intended to deceive another so that the individual will act upon it to her or his legal injury.

Cheating/academic dishonesty includes, but is not limited to, the following:

- Copying from or allowing another Student to copy from a test, homework, paper, project, lab report or other work that is not intended to be collaborative in nature;
- Sharing papers with another Student;
- Plagiarizing the work of others;
- Intentionally obtains test questions and/or answers through fraudulent means;

- Looking at another Student's test, answer sheet, or other materials;
- Using unauthorized material including textbooks, notes, calculators, computer program, or outside help during an examination or other assignment;
- Using writings, passages, ideas of others and passing them off as your own (including, but not limited to, faxing, duplicating, file sharing, or transmittal using any technology);
- Sabotaging or destroying the work of others;
- Illegal or unauthorized entry into School computer or program;
- Submitting material (written or designed by someone else without citing the source (e.g., plagiarizing or submitting work created by family, friends, tutors, or anyone else not the student).

ARSON / DESTRUCTION OF PROPERTY / VANDALISM:

For purposes of School discipline, "arson" means any intentional or reckless setting of a fire or other burning of personal or public property. "Reckless" means that the Student understood, but acted with disregard for, the consequences of his or her conduct. "Damaging School Property" means intentional damage to District property. "Vandalism" means the act of deliberately destroying or damaging property of another. Discipline will be assigned for any of these acts.

COMPUTER MISUSE/UNAUTHORIZED USE OF TECHNOLOGY:

(See RSD Policy and Procedure 2314)

It may be a violation of this section for a Student to tamper with the electronic hardware, data files, or software or gain unauthorized access to, or use of, such technology. Students are NOT permitted to:

- Damage any part of the computer system by attempting to harm, modify, or destroy computer hardware, software, or the data stored therein;
- Send, receive, or display offensive, inappropriate, or sexually explicit material;
- Use obscene language;
- Use other people's passwords;
- Harass, bully, insult, or attack others;
- Seek to receive or provide unauthorized access to resources;
- Trespass in files and/or folders of others;
- Violate copyright laws and/or plagiarize the material of others;
- Steal equipment or software;
- Intentionally waste resources;
- Use a network computer for commercial purposes, personal gain, and fraud.

Any defiance of these guidelines WILL result in disciplinary measures by Libby Middle School Administration.

DEFACING OR DESTRUCTION OF PROPERTY:

For School discipline purposes, this means the unauthorized, intentional damage to District property or the property of others (other than arson, above). If such damage is done, discipline measures will be taken by Libby Middle School Administration.

DEFIANCE OF SCHOOL AUTHORITY / FAILURE TO COOPERATE / INSUBORDINATION / CUMULATIVE VIOLATIONS:

Strict discipline measures will be taken if a Student refuses to obey reasonable requests, instructions, and directives of any School personnel, including volunteers or contractors working for the School and/or School District. Defiance includes dress or 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 of School District policy. Defiance of School authority can also include intentional disruptive behavior.

DISRUPTIVE CONDUCT:

Strict discipline measures will be taken if a Student creates a substantial or material disruption to the educational process or any School operation and exhibits conduct that markedly interrupts or severely impedes the day-to-day operations of the School; including disruption of the School program by bomb scares, false fire alarms, firecrackers, etc.

DRESS CODE (PER R.S.D. POLICY):

It is the goal of the Richland School District to establish and maintain a quality learning environment for all Students and Staff. To that end, we expect all Students to dress in a manner that provides for adequate safety while on any school campus. Further, we want Students to understand and comply with appropriate dress for a work environment (no pajamas, slippers, etc.). Also, Students wearing clothing that is disruptive to the learning environment or hampers the safety of themselves or others as determined by the School will be asked to change clothing and may be subject to School discipline if they refuse to do so. These guidelines are not intended to be all-inclusive. The Principal or Designee has the authority to determine if clothing is disruptive to learning or impacts Student safety.

When in doubt, a good rule of thumb is: "If I think it's not appropriate, it probably isn't!"

At Libby Middle School, we expect that our Students will dress appropriately for a middle school. In an effort to help Parents/Guardians assist their middle school student in making good clothing decisions, we have established some clothing guidelines:

- Appropriate clothing that fits a middle school student and is appropriate to a middle school environment. Clothing that exposes undergarments or a midriff is inappropriate for School.
- Clothing or accessories with offensive pictures, symbols, or sayings, including but not limited to, demeaning, violent, sexual, racial statements (including innuendo) is **NOT ALLOWED**. Clothing that advertises or promotes alcohol, tobacco, or other drugs or any gang-affiliated clothing is **NOT ALLOWED**.
- Tank tops and sleeveless shirts must cover the shoulder and shoulder straps must be at least a full hand-width wide. This must be accomplished with one shirt, not layering. All undergarments (bra straps, undershirts, etc.) must be completely covered.
- Shorts/skirts must be mid-thigh in length. No **SHORT SHORTS** are allowed.
- No portion of a shirt's neckline may be lower than the Student's armpit.
- Pants must be worn with the belt-line at the hip level. Belts may not hang and must be in the belt loops of the pants. Coveralls or suspenders must be completely fastened and worn on the shoulders.
- Students are welcome to wear hats to and from School, meaning outside the Building; however, caps, hats and hoods are not appropriate during the School day inside the building and are **NOT** allowed in hallways and classrooms

- (with the exclusion of outside the Building during lunch). Messages on hats are to be appropriate and not gang-related.
- Sunglasses are NOT allowed to be worn in the Building at any time.

GANG CONDUCT:

The Richland School Board of Directors is aware of the public existence of gangs which are involved in illegal, intimidating and harassing conduct and the Board hereby determines that such gangs and the expression of such gang membership cause or are likely to cause disruption in the School environment and present a threat to the health and safety of Students and School personnel.

"Gang" means a group which: (a) consists of three or more persons; (b) has identified leadership; and (c) on an ongoing basis, regularly conspires and acts in concert mainly for criminal purposes. Any such activity or expression by Students is prohibited while they are subject to the disciplinary control of the School District. Therefore, it may be a violation of this section for a Student or Students on or about School property or in any place involving a school-related activity to:

- wear, possess, distribute or display any clothing, jewelry, display any sign, which by virtue of its color, arrangement, symbol, or any other attribute, is evidence of membership or affiliation in any such gang; or imply gang membership or affiliation by written communication in conjunction with design, emblem upon any School or personal property or one's person that is disruptive or interferes with the School environment, and/or activity, and/or educational objectives and/or process; or
- Use any speech, gesture, conduct, or commit any act or omission in furtherance of the interest of any such gang or such gang activity.

Any activity related to defiance of these guidelines will result in disciplinary action by Libby Middle School Administration.

HARASSMENT, INTIMIDATION, BULLYING AND CYBER-BULLYING POLICY:

The Richland School District, in Policy 3207, has a Harassment, Intimidation, Bullying and Cyber-Bullying section, which clearly states that bullying or harassment of any kind will NOT be tolerated on our campuses. "Harassment, Intimidation, Bullying and Cyber-Bullying" means any intentional written message or other visual communication or physical act, gesture or omission, including but not limited to, one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, mental or physical disability or other distinguishing characteristics, when engaged in with the intent to, creating a substantial and unjustifiable risk of, creating the threat of, or with the natural end result of:

- Physically harming 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;
- Casts a Student or member of Student's immediate family in such light as to subject them to torment, ridicule or shame;
- Constitutes a crime pursuant to Federal, State or Local laws;
- Subjects a Student to unwanted or illegal pornographic material;
- Portrays a Student in a state of nudity, engaging in sexual acts, or in such a state of near nudity as to subject the Student to shame and embarrassment.

Further, the Policy:

- Encourages all Students and Staff to report any incident of bullying or harassment to an appropriate School official;
- Establishes an informal and formal process for filing complaints;
- Protects the reporting person from reprisal, retaliation, or false accusation against a victim or witness.

Harassment in School is unwanted attention from other Students and is not tolerated. It may include, but is not limited to:

- Leering, pinching, grabbing, pushing, teasing;
- Spreading gossip or rumors;
- Expressing unwanted comments or jokes (directly told or overheard) ;
- Implied verbal or written threats.

Harassment may carry the message that if the victim does not comply with demands, there may be retaliation. Victims of harassment should report the problem to a Libby Middle School Staff Member as soon as possible. The Staff Member will then work with the Student to see that appropriate action is taken.

“Cyber-bullying” means any harassment, intimidation or bullying, when such is accomplished utilizing electronic communication media. Such media includes email messages, text messages, instant messages, social networking sites, internet-based video sites and posting of blogs.

This also includes the following actions towards engaging in harassment, intimidation, bullying or cyber-bullying activity:

- Attempting
- Solicitation
- Conspiracy
- Aggressor
- Retaliation
- Targeting students

ANY DEFIANCE OF THESE GUIDELINE WILL RESULT IN DISCIPLINARY ACTION.

LEWD, OBSCENE, OR PROFANE 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 activity related to defiance regarding actions discussed in this category will result in disciplinary measures by Libby Middle School Administration.

PUBLIC DISPLAYS OF AFFECTION:

In the interest of creating and maintaining a safe and secure environment for all students, public displays of affection are not allowed on the Libby Middle School campus, this includes hand-holding, kissing, hugging and inappropriate touching. Such behavior may result in Libby Middle School Administrators contacting Parents/Guardians and disciplinary action.

SEXUAL HARASSMENT:

(See RSD Policy and Procedure 8700)

"Sexual harassment" means conduct or communication intended to be sexual in nature, is unwelcome by the targeted person(s) and has the potential to deny or limit another Student(s) ability to participate in or benefit from a School's education program.

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; or
 - 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:
Todd Baddley, Todd.Baddley@rsd.edu, 509-967-6002

You also have the right to file a complaint. For a copy of your District's sexual harassment policy and procedure, contact Libby Middle School or the Richland School District Office.

SUBSTITUTE TEACHER POLICY:

Libby Middle School Students must respect our Substitute Teachers. Substitute Teachers provide an important service to the School, and we appreciate their efforts. We also hold our Students accountable for any disrespect shown to our Substitute Teachers. The Students will not misrepresent their names, the seating chart, assignments, or exhibit other deceitful behavior. Students will be cooperative and respectful at all times. Any defiance of proper behavior with our Substitute Staff will result in disciplinary action by Libby Middle School Administration.

THEFT / STEALING:

Theft/Stealing is the taking or knowingly being in possession of District property or property of others without permission. As part of the sanction, restitution will usually be required. A Student may be guilty of theft if the Student obtains or exerts unauthorized control over the property or services of another or the value thereof, with intent to deprive the person of such property or services. This also pertains to the possession of another person's or District property, regardless of value, without the person's permission with the intent to deprive the owner of such property. Theft and/or stealing will NOT be tolerated at Libby Middle School. Any such act will result in disciplinary action by Libby Middle School Administration. Such behavior could also result in criminal action by the local Police Department.

TOBACCO/NICOTINE PRODUCTS - USE OR POSSESSION:

Students are prohibited from being in possession, consumption and/or delivery of tobacco or nicotine, including "look-alike" products, on the School campus, at any School-sponsored activity, or on any School District vehicle. This includes, but is not limited to, electronic cigarettes or vaporizers and the fluids that are used in such devices.

WEAPONS AND LOOK-ALIKE WEAPONS:

There is a strict no-tolerance policy at Libby Middle School for weapons and look-alike weapons. A Student may be guilty of this section if the Student has a firearm or other weapon on School premises, at a School-sponsored event, on School District-provided transportation, at any official School District bus stop, or in other areas of other facilities being used exclusively for School activities.

This section also addresses the possession or use of actual weapons in violation of District Policy 10.020, including firearms, dangerous weapons, and other items listed within that Policy. This includes when a student acts with malice as defined under RCW 9A.04.110 and displays a device that appears to be a firearm. Objects and conduct that fall outside of Policy 10.020 should be addressed under other sections of the District Policy, as appropriate.

Any Student who is determined to have carried a firearm or to have possessed a firearm on School premises, School District-provided transportation, or School-sponsored activities at any facility shall be expelled from School for not less than one year (12 months) under RCW 28A.600.420, with notification to parents and law enforcement. The District Superintendent or the Superintendent's designee is authorized to modify the expulsion of a Student on a case-by-case basis.

The School District may also suspend or expel a Student for up to one year if the Student acts with malice as defined under RCW 9A.04.110 and displays a device that appears to be a firearm.

Expulsion may result based upon the District Administrator's judgment of the seriousness of the act or circumstances surrounding the act, and/or the previous record of the Student.

Possessed or brought to school a "weapon" is defined, by School District Policy, as, but at least the following:

- Handgun;
- Shotgun/Rifle;
- Multiple firearms;
- Other firearm as defined on following page;
- Other weapon as defined on following page.

Other firearm is defined by the Gun Free Schools Act as:

- Any weapon (including zip guns, starter guns, and flare guns) which will or is designed to or may readily be converted to expel a projectile by the action of any explosive;
- The frame or receiver of any handgun, shotgun, or rifle;
- Any firearm muffler or firearm silencers;
- Any destructive device, which includes:
 - a) any explosive, incendiary, or poison gas (such as: bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one quarter ounce, mine, or similar device;
 - b) any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one half inch in diameter;
 - c) any combination or parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.
- Knife/dagger.

Other weapon is defined by the Gun Free Schools Act as:

Anything used as a weapon that is not classified as a handgun, rifle/shotgun, knife/dagger, or other firearm. Examples include chains, pipes, razor blades or similar instruments with sharp cutting edges; ice picks, pointed instruments (pencils, pens); nun-cha-ka sticks; brass knuckles; stars; billy clubs; tear gas guns; electric weapons (stun guns); BB or pellet guns; and explosives or propellants.

Examples of Behaviors that might result in suspension:

Assault/Fighting □ Bullying/Harassment/Threats □ Weapons □ Theft □ Exceptional misconduct □ Drugs/Alcohol/Tobacco

Searches: Based on reasonable suspicion, searches of Students and their possessions may be done by School Administration. Lockers may be searched at any time for the safety of our Students and Staff.

Libby Middle School utilizes a positive behavior interventions and support or PBIS system focusing on positive rewards for behaviors and relationship building and refocusing when inappropriate behavior occurs. We view each behavior incident as a learning opportunity.

SCHOOL ACTIVITIES

We welcome and encourage all Students to become involved in all Libby Middle School Athletics and Activities.

Students are expected to follow the regular school dress code while at any School activity.

ASB LEADERSHIP:

Libby Middle School Chargers are involved in the leadership of their School. In addition to the officers in the ASB, there are classroom representatives elected during the first few weeks of School. These representatives attend general ASB meetings and provide a Student voice to issues affecting the School. There will be a fee for membership in the ASB of \$20.

ACTIVITIES:

Involvement in School activities is known to enhance the educational experience for Students. Libby Middle School offers a variety of activities for our Students. Students should listen to the daily announcements to hear when clubs are meeting or activities are going on. Some of the clubs/activities we may possibly offer at Libby Middle School this school year are:

- Anime Club;
- Art Club;
- Buddy Club;
- Charging for the Community;
- Chess Club;
- Destination Imagination;
- Drama Club;
- Dungeons & Dragons Club;
- Fellowship of Christian Athletes (FCA);
- Fuel Up to Play 60;
- Math Club;
- National Junior Honor Society;
- Podcast Club;
- Robotics Club;
- Science Club;
- Yearbook Club.

Students participating in activities are required to belong to the ASB and to sign and abide by the Interscholastic Activities Participation Agreement.

ATHLETICS:

Athletics are only available to 7th and 8th Grade Students enrolled at Libby Middle School. In our Athletic Program we feature a "no cut" philosophy. This means everyone who wants to play (provided the Student is academically eligible) gets to play. We have four sports seasons:

Fall: Cross country, Volleyball, Football, Soccer;

Winter 1: Boys' Basketball, Dance Team;

Winter 2: Girls' Basketball, Wrestling; and

Spring: Baseball, Softball, Track & Field

We welcome and encourage all Students to become involved in Chargers Athletics and Activities. Athletes must have appropriate accident and health insurance, a doctor's physical, ASB membership, appropriate grades maintained (passing 5 of 6 classes), and fees paid.

ASB membership is \$20. There is a \$35 sports fee for EACH season in which a Student participates. Fees may be paid to the ASB Secretary or online. Parents/Guardians are required to sign up for each sport the Athlete participates in at www.familyid.com.

Regarding attendance and athletic participation, Athletes MUST attend at least half a day of School to be able to participate in practices or games, regardless of whether absence is excused or unexcused.

Students/Athletes that have been assigned in-school AND/OR out-of-school suspension cannot participate in practice or games any days during said suspension.

FIELD TRIPS:

Libby Middle School Students will have the opportunity to participate in field trips. In order to participate Parents/Guardians must fill out appropriate forms listed below:

1. **Parental Travel Permission Form/Student Conduct Form (on familyid.com)**
2. **Medication Form (see specification below) (also on familyid.com)**

Student Health Forms

Field trips and before and after-school activities that are School-sponsored activities follow the same District Policy that governs medication administration during the School day. If a Student with a life-threatening condition is going on the trip, the School Nurse will review the Student's emergency health plan and medication usage with the Teacher. Teachers will also be trained in medication administration for other Students who have medications at School. The Teacher will then be responsible for the medications and emergency health plans during the field trip.

"Medication" is defined as all medicine, whether prescription or over-the-counter.

ACADEMICS

Libby Middle School is a school of academic excellence. We expect Students to embrace learning.

ACADEMIC MATERIALS:

All Libby Students are responsible for any materials checked out to them during the course of the School year (i.e., library books, technology equipment, literary books and music). If such material is lost or damaged, fees will be assigned.

CANVAS AND SUMMIT LEARNING MANAGEMENT SYSTEMS:

Parents/Guardians should be talking with their Students on a regular basis about their academic progress. Canvas and Summit can be accessed using Student logins. By doing this, Parents/Guardians not only can see what the Students are working on, but they can also view due dates, learning outcomes, and rubrics for the assignments. Canvas can also be accessed using apps on both Apple and Android phones. There is a Canvas Parent app and a Canvas Student App available.

HOMEWORK AND PROJECTS:

Students should expect homework from your classes. While some classes will offer in-class time to complete some of the assigned work, Students will find most will not. Therefore, Students will need to plan for homework each evening. Most Students find that 1 to 1-½ hours each evening is average (but this may vary). Homework is a valuable part of each Student's education. In addition to the extension of learning from the classroom, homework teaches good time management skills and how to successfully complete tasks on time. These are lifelong skills that will serve each Student well in high school, college, and beyond. In-class work and homework have due dates specified by the classroom teachers. Our teachers expect that the due dates will be met—if a Student finds they are not being able to meet a particular due date, the Student should make sure and communicate that to their Teacher.

Successful Students set aside time each evening, stay on top of the due dates, and turn assignments in on time. If a Student is struggling with an assignment or project, the Student should see their Teacher—he/she will help. We care!

We also have Study Hall from 2:25-4:25 p.m., Monday through Thursday, starting sometime in late September. Notice will be given for the start date.

REPORT CARDS AND PROGRESS REPORTS:

We will hand out progress reports to Students at the end of each quarter. Report cards with semester grades will be mailed home at the end of each semester.

LMS EMERGENCY RESPONSE SITUATIONS AND PROCEDURES

Emergency drills are conducted throughout the School year so Students and Staff are familiar with emergency procedures. Students are expected to know emergency building evacuation routes. Students are also expected to respond appropriately to alerts or situations, as supervised by Libby Middle School Staff Members who are present. Students **MUST** stay in single-file lines and move about and stand **SILENTLY**. These are serious procedures which help us prepare in the event of a real emergency. Students that are unable to behave accordingly **WILL** be subject to School consequences.

The following is a summary of the emergency response situations and procedures for Libby Middle School:

LOCKDOWN PROCEDURES:

In the event of an intruder on campus, hostage situation, or similarly threatening circumstance, it may be necessary to implement a "critical" lockdown to protect Students and Staff. Such a procedure may include the following:

- Detention of Students in classrooms or a designated safe area;
- "Sweep" of the hallways by Staff to bring stray Students safely into classrooms;
- Review of safety procedures to maintain order and calm; and
- Lockdown of doors, windows, and building exits until an "all clear" signal is relayed.

EVACUATION PROCEDURES:

In the event of an evacuation, everyone is expected to move in an orderly and ***SILENT*** manner to locations as directed by their Teachers, where attendance will be taken. If the fire alarm sounds when Students are in the hallways, they should leave by the nearest exit and line up with the Teacher from their previous class (i.e., if the fire alarm sounds between 1st and 2nd period, Students will line up with their 1st period Teacher).

Students that are disruptive during emergencies and/or drills will be sent to the Office following such emergency/drill to meet with a Libby Middle School Administrator and disciplinary action may be taken.

ADVICE TO PARENTS DURING EMERGENCY SITUATIONS:

During any emergency situation, the Students' safety and security are of utmost importance to us. In order to assist us with maintaining accountability and safety, Parents/Guardians should please refrain from coming to the School during an area disaster alert. Listen to the local radio and television stations for School closure or evacuation instructions. Information on where to pick up Students will be available through news stations (AM610-KONA). We will also use our automated calling system, website, the District website, and our School's Facebook page to keep families updated with information.

NONDISCRIMINATION AND SEXUAL HARASSMENT

DISCRIMINATION

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

Civil Rights Coordinator: Galt Pettett, Galt.Pettett@rsd.edu or 509-967-6009

Title IX Officer: Todd Baddley, Todd.Baddley@rsd.edu or 509-967-6002

Section 504 Coordinator: Brian Moore, Brian.Moore@rsd.edu or 509-967-6003

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view it online here: <https://app.eduportal.com/documents/view/717196> and <https://app.eduportal.com/documents/view/717203>.

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:

<https://app.eduportal.com/documents/view/713236> and

<https://app.eduportal.com/documents/view/713239>.

COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT

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

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

Complaint to the School District

Step 1. Write Our Your Complaint

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

Step 2: School District Investigates Your Complaint

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

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Step 3: School District Responds to Your Complaint

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

Appeal to the School District

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

Complaint to OSPI

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

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

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

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

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

Other Discrimination Complaint Options

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

206-607-1600 | TDD: 1-800-877-8339 | OCR.Seattle@ed.gov | [OCR Website](#)

Washington State Human Rights Commission

1-800-233-3247 | TTY: 1-800-300-7525 | [Human Rights Commission Website](#)

Handbook Language | Arabic

التمييز

Richland تقدم الإدارة التعليمية كل البرامج والنشاطات من دون التمييز على أساس الجنس، أو العرق، أو العقيدة، أو الدين، أو اللون، أو الوطن الأصلي، أو العمر، أو الرتبة العسكرية، أو الميول الجنسية، أو التعبير الجنساني، أو الهوية الجنسية، أو الإعاقة، أو استخدام الكلاب المدربة أو حيوانات الخدمة للاسترشاد. كما توفر الإدارة فرصًا عادلة للانضمام إلى فرق الكشف للفتيان أو أي مجموعات أو فرق أخرى محددة للشباب. لقد عُيِّن الموظف/الموظفون التالي ذكرهم للإجابة عن التساؤلات، وتلقي الشكاوى الخاصة بمزاعم التمييز:

Civil Rights Coordinator: Galt Pettett, Galt.Pettett@rsd.edu or 509-967-6009

Title IX Officer: Todd Baddley, Todd.Baddley@rsd.edu or 509-967-6002

Section 504 Coordinator: Brian Moore, Brian.Moore@rsd.edu or 509-967-6003

يمكنك رفع البلاغ عن التمييز أو المضايقات التمييزية إلى أي موظف بالمدرسة أو منسق الحقوق المدنية بالإدارة الوارد أعلاه. كما أنه لك الحق في تقديم شكوى (انظر أدناه). للحصول على نسخة من سياسة الإدارة وإجراءاتها لعدم التمييز، اتصل بمدرستك أو بمكتب الإدارة، أو اطلع عليها عبر الإنترنت من هنا: <https://app.eduportal.com/documents/view/717196> and <https://app.eduportal.com/documents/view/717203>.

التحرش الجنسي

يتمتع الطلاب والموظفون بالحماية من تعرض أي شخص لهم بالتحرش الجنسي في أي برنامج مدرسي أو نشاط، ويشمل ذلك حرم المدرسة، وفي حافلة المدرسة، أو في أثناء أي نشاط ترعاه المدرسة خارجها.

التحرش الجنسي هو كل سلوك أو تواصل غير مرحب به له طبيعة جنسية عندما:

- يغلب على ظن أي طالب أو موظف أن من الواجب عليه أو عليها الخضوع لفعل أو تواصل جنسي غير مرحب به في سبيل الحصول على شيء ما بالمقابل، مثل: درجة، أو ترقية، أو مكان في أحد الفرق الرياضية، أو أي قرار تعليمي أو وظيفي، أو
- عندما يتعارض التصرف فعليًا مع الأداء التعليمي للطالب، أو يخلق بيئة تعليمية أو وظيفية مخيفة أو عدائية.

وتشمل أمثلة التحرش الجنسي:

- ممارسة الضغط على شخص لأهداف جنسية
- الملامسة غير المرحب بها ذات الطابع الجنسي
- الكتابة ذات الطابع الجنسي على الجدران
- توزيع رسائل نصية أو رسائل بريد إلكتروني أو صور جنسية صريحة
- التفوه بفكاهات جنسية أو نشر إشاعات أو إبداء ملاحظات إيحائية
- العنف الجسدي، بما فيه الاغتصاب أو الاعتداء الجسدي

يمكنك رفع البلاغ عن التحرش الجنسي إلى أي موظف بالمدرسة أو إلى موظف الإدارة المسئول عن الامتثال للباب التاسع (Title IX) المذكور أعلاه. كما أنه لك الحق في تقديم شكوى (انظر أدناه). للحصول على نسختك من سياسة الإدارة وإجراءاتها لعدم التمييز، اتصل بمدرستك أو بمكتب الإدارة، أو اطلع عليها عبر الإنترنت من هنا: <https://app.eduportal.com/documents/view/713236> and <https://app.eduportal.com/documents/view/713239>

خيارات الشكوى: التمييز والتحرش الجنسي

إذا ظننت أنك، أو طفلك، قد تعرضت لتمييز أو مضايقات تمييزية، أو تحرش جنسي غير قانوني بالمدرسة، فإنه يحق لك تقديم شكوى.

وقبل تقديم الشكوى يمكنك مناقشة مخاوفك مع مدير مدرسة طفلك، أو منسق Section 504 لدى الإدارة التعليمية، أو مسؤول الامتثال

لللباب التاسع (Title IX)، أو منسق الحقوق المدنية الوارد ذكرهم أعلاه. وغالبًا ما تكون هذه أسرع طريقة لتبديد مخاوفك.

تقديم الشكوى للإدارة التعليمية

الخطوة 1: اكتب شكواك

في معظم الحالات، يجب أن تقدم الشكوى في خلال عام واحد من حدوث الواقعة أو الفعل موضوع الشكوى. ويجب أن تُقَدِّم الشكوى كتابةً. تأكد من وصفك للفعل أو للواقعة، وشرح كيفية احساسك بالتمييز أو بالمضايقة التمييزية، أو التحرش الجنسي الواقع، فضلاً عن وصفك للإجراء الذي ترى من الواجب على الإدارة اتخاذه لحل المشكلة. ارسل شكواك المكتوبة - بالبريد، أو الفاكس، أو البريد الإلكتروني، أو سلمها باليد - إلى مشرف الإدارة أو منسق الامتثال للحقوق المدنية.

الخطوة 2: تحقق الإدارة التعليمية في شكواك

بمجرد استقبال الإدارة لشكواك المكتوبة، سيعطيك المنسق نسخة من إجراءات الشكوى، وسيعمل على التأكد من إجراء تحقيق سريع وشامل في شكواك. سيرد المشرف أو من يعينه عليك في خلال 30 يومًا تقويمياً - ما لم توافق على فترة زمنية مختلفة. إذا كان بشكواك ظروف استثنائية، وكانت تتطلب تحقيقًا مطولاً، فسوف تخطرك الإدارة كتابةً بسبب حاجة الموظف إلى مزيد من الوقت للتعامل مع شكواك، وتعلمك بالتاريخ الجديد المنتظر لحصولك على الرد.

الخطوة 3: استجابة الإدارة التعليمية لشكواك

في رد الإدارة المكتوب، ستذكر ملخصاً لنتائج التحقيق، وقراراً بنجاح الإدارة أو فشلها في الامتثال لقوانين الحقوق المدنية، وإشعاراً أن بإمكانك التظلم من هذا القرار، وأي تدابير ضرورية أخرى لحمل الإدارة على الامتثال لقوانين الحقوق المدنية. سوف تُطبَّق التدابير التصحيحية في غضون 30 يومًا تقويمياً بعد الرد المكتوب - ما لم توافق على فترة زمنية مختلفة.

رفع التظلم إلى الإدارة التعليمية

إذا رفضت قرار الإدارة التعليمية، يجوز لك التظلم من القرار لمجلس المديرين بالإدارة التعليمية. ويتعين عليك تقديم التظلم كتابةً إلى أمين مجلس المدرسة في غضون 10 أيام تقويمية من تلقي قرار الإدارة التعليمية على شكواك. وسوف يحدد مجلس المدرسة موعداً لعقد جلسة الاستماع للشكوى في خلال 20 يومًا تقويمياً من تاريخ تلقي التظلم الخاص بك، ما لم توافق على جدول زمني آخر. سوف يرسل إليك مجلس المدرسة قراره كتابةً في خلال 30 يومًا تقويمياً بعد استلام الإدارة لتظلمك. سيُشتمل قرار مجلس المدرسة على معلومات حول كيفية تقديم الشكوى إلى (the Office of Superintendent of Public Instruction, OSPI).

تقديم الشكوى إلى (the Office of Superintendent of Public Instruction, OSPI)

إذا لم تقبل قرار الإدارة التعليمية بشأن تظلمك، يوفر لك قانون الولاية خياراً لتقديم شكوى رسمية إلى the Office of Superintendent of Public Instruction, OSPI. وهذه عملية منفصلة لرفع الشكوى يمكن اللجوء إليها إذا توفر أحد هذان الشرطين: (1) أكملت إجراءات الشكوى إلى الإدارة وكذا التظلم، أو (2) لم تتبع الإدارة عملية الشكوى والتظلم بشكل صحيح.

أمامك 20 يومًا تقويمياً لتقديم شكواك إلى (the Office of Superintendent of Public Instruction, OSPI) من تاريخ استلامك لقرار التظلم. يمكنك إرسال شكواك مكتوبة إلى مكتب الإنصاف والحقوق المدنية التابع لـ

(the Office of Superintendent of Public Instruction, OSPI)

البريد الإلكتروني: Equity@k12.wa.us | الفاكس: 360-664-2967

البريد أو التسليم باليد: PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

للمزيد من المعلومات، زر موقعنا، أو اتصل بمكتب الإنصاف والحقوق المدنية التابع لـ OSPI 6162-725-360 / الهاتف النصي (TTY: 3631-664-360) أو عبر البريد الإلكتروني equity@k12.wa.us.

الخيارات الأخرى لشكاوى التمييز

مكتب الحقوق المدنية، وزارة التعليم الأمريكية
1600-607-206 | الهاتف النصي لضعاف السمع (TDD: 1-800-877-8339) | OCR.Seattle@ed.gov | [الموقع الإلكتروني](#)
[لمكتب الحقوق المدنية](#)

لجنة ولاية واشنطن لحقوق الإنسان
3247-233-800-1 | الهاتف النصي (TTY: 7525-300-800-1) | [الموقع الإلكتروني للجنة حقوق الإنسان](#)

Handbook Language | Chinese

歧視

Richland 學區不在任何計劃或活動中因性別、種族、信仰、宗教、膚色、原國籍、年齡、退伍軍人或軍人身份、性取向、性別表現、性別認同、殘障，或殘疾人使用經訓練的導盲犬或服務型動物的原因而受到歧視，並為童子軍和其他指定的青年團體提供相同權益。以下員工被指定處理涉嫌歧視的問題和投訴：

Civil Rights Coordinator: Galt Pettett, Galt.Pettett@rsd.edu or 509-967-6009

Title IX Officer: Todd Baddley, Todd.Baddley@rsd.edu or 509-967-6002

Section 504 Coordinator: Brian Moore, Brian.Moore@rsd.edu or 509-967-6003

您可以向任何學校職員或上述學區的民權協調員舉報歧視和歧視性騷擾。您也有權提出投訴（見下文）。有關您所在學區的不歧視政策和程序的文件，請聯絡您的學校或學區辦公室，或者在這裡線上檢視：<https://app.eduportal.com/documents/view/717196> and <https://app.eduportal.com/documents/view/717203>.

性騷擾

學生和職員會受到保護，且不在任何學校計劃或活動中受到任何人的性騷擾，包括校園內、校車內或校方在校外承辦活動的期間內。

性騷擾指在以下情況中，本質為性且不受歡迎的行為或溝通：

- 學生或職員被引導認為他或她必須接受不受歡迎的性行為或溝通，才能獲取一些回報，例如成績、升遷、運動隊的一席之地或者任何教育或就業決定，或者
- 實質上干擾學生的教育成果，或者營造令人生畏或敵對的教育或就業環境的行為。

性騷擾示例：

- 脅迫他人接受性行為
- 不受歡迎且本質為性的接觸
- 寫下本質為性的塗鴉
- 散佈色情文字、電子郵件或圖片
- 進行性笑話、謠言或暗示性言論
- 身體暴力，包括強姦和性侵犯

您可以向任何學校職員或上述學區的第九條專員舉報性騷擾。您也有權提出投訴（見下文）。有關您所在學區性騷擾政策和程序的文件，請聯絡您的學校或學區辦公室，或者在這裡線上檢視：<https://app.eduportal.com/documents/view/713236> and <https://app.eduportal.com/documents/view/713239>.

投訴選項：歧視和性騷擾

如果您認為您或您的孩子在學校遇到非法歧視、歧視性騷擾或性騷擾，則有權提出投訴。

在提出投訴之前，您可以與您孩子的校長或上述學區第 504 節協調員、第九條專員或民權協調員討論您的疑慮。這通常是解決您疑慮的最快方式。

向學區投訴

步驟 1：書寫您的投訴

在大多數情況下，必須自所投訴事件或行為發生之日起一年內提出投訴。投訴必須採用書面形式。請務必描述行為或事件，解釋您認為發生了歧視、歧視性騷擾或性騷擾的原因，並描述您認為學區應該採取哪些行動來解決問題。將您的書面投訴，透過郵件、傳真、電子郵件或親自遞送給學區總監或民權合規協調員。

步驟 2：學區調查您的投訴

在學區收到您的書面投訴後，協調員將給您一份投訴程序副本，並確保進行迅速徹底的調查。總監或指定人員將在 30 個日曆日內以書面形式回覆（您也可以協定其他時段）。如果您的投訴涉及需要更長調查時間的特殊情況，學區將以書面形式通知您，以解釋為何工作人員需要延期和書面回覆的新日期。

步驟 3：學區回覆您的投訴

在書面回覆中，學區將回覆包括調查結果的總結大綱、有關學區是否未遵守民權法的裁決、有關您可以對這一決定提出上訴的通知，以及學區遵從民權法而需要採取的任何措施。糾正措施將在這個書面回覆日期後的 30 個日曆日內生效（您也可以協定其他時段）。

向學區上訴

如果您不同意學區的決定，您可以向學區的董事會提出上訴。您必須在收到學區對於您必須在收到學區對於您投訴內容的回覆後的 10 個日曆日內，以書面方式向學校董事會秘書提出上訴通知。學校董事會將在收到上訴後的 20 個日曆日內安排聽證會（您也可以協定其他時間表）。學校董事會將在學區收到您的上訴通知後的 30 個日曆日內向您傳送書面決定。學校董事會的決定將包括如何向公共教育監督辦公室 (OSPI) 提出投訴的相關資訊。

向 OSPI 投訴

如果您不同意學區的上訴決定，州法律提供您可以向公共教育監督辦公室 (OSPI) 提出正式投訴的選擇。這是一個獨立投訴流程，如果發生以下兩種狀況之一，則可以進入該流程：(1) 您已完成學區的投訴和上訴程序，或者 (2) 學區未正確地遵循投訴和上訴程序。

您可以在收到上訴決定後的 20 個日曆日內，向 OSPI 提出投訴。您可以將書面投訴傳送給 OSPI 的平等與民權辦公室：

電子郵件： Equity@k12.wa.us | **傳真：** 360-664-2967

郵寄或親自遞送： PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

有關更多資訊，請訪問我們的[網站](http://www.k12.wa.us/equity)，或者聯絡 OSPI 的平等與民權辦公室，電話號碼為 360-725-6162/TTY: 360-664-3631，或者傳送電子郵件至 equity@k12.wa.us。

其他歧視投訴選項

美國教育部民權辦公室

206-607-1600 | TDD : 1-800-877-8339 | OCR.Seattle@ed.gov | [OCR 網站](#)

華盛頓州人權委員會

1-800-233-3247 | TTY : 1-800-300-7525 | [人權委員會網站](#)

Handbook Language | Korean

차별

Richland 학군은 어떤 프로그램 또는 활동에서 성별, 인종, 신념, 종교, 피부색, 출신 국가, 나이, 재향군인 또는 군 신분, 성적 지향, 성 표현, 성 정체성, 장애 또는 훈련된 안내견 또는 서비스 동물 사용을 근거로 차별하지 않으며, 보이 스카우트 및 기타 지정 청소년 그룹에 동등하게 접근할 수 있도록 합니다. 다음 직원이 차별로 의심되는 사건에 대한 문의 사항과 민원 처리를 담당합니다:

Civil Rights Coordinator: Galt Pettett, Galt.Pettett@rsd.edu or 509-967-6009

Title IX Officer: Todd Baddley, Todd.Baddley@rsd.edu or 509-967-6002

Section 504 Coordinator: Brian Moore, Brian.Moore@rsd.edu or 509-967-6003

여러분은 차별 및 차별적 괴롭힘을 신고할 수 있습니다. 위에 기재된 모든 교직원 또는 학군 담당 시민권 코디네이터에게 말씀해주시기 바랍니다. 민원을 제기할 권리도 있습니다(아래 참조). 지역 내 학군의 차별 금지 정책 및 절차 사본은 해당 학교, 학군 사무소 또는 학군 직원에게 연락하시거나 여기에서 온라인으로 확인할 수 있습니다:

<https://app.eduportal.com/documents/view/717196> and

<https://app.eduportal.com/documents/view/717203>.

성희롱

학생 및 교직원은 학교 캠퍼스, 스쿨버스, 학교가 지원하는 활동 중 학교 캠퍼스 외부를 포함하는 모든 학교 프로그램 또는 활동에 참여하는 모든 사람으로부터 성희롱을 당하지 않도록 보호합니다.

성희롱은 성적인 성격의 불쾌한 행동 또는 의사소통으로, 다음과 같은 상황에 해당합니다:

- 학생 또는 교직원이 성적, 승진, 스포츠팀 발탁, 교육 또는 취업 결정과 같은 보상을 목적으로 불쾌한 성적 행동이나 표현을 감수해야 한다고 생각하게 만드는 행동, 또는
- 학생의 학업을 방해하거나 위협적이거나 적대적인 교육 또는 업무 환경을 조성하는 행동.

성희롱의 예:

- 성적인 부탁을 들어주도록 압력을 행사
- 원치 않는 성적인 성격의 접촉
- 성적인 성격의 낙서를 그림
- 노골적인 성적 내용을 담은 문자, 이메일 또는 사진을 배포
- 성적인 농담, 소문 또는 이를 암시하는 내용을 언급
- 강간 및 성폭행을 포함한 신체적 폭력

여러분은 성희롱을 신고할 수 있습니다. 위에 기재된 모든 교직원 또는 학군 Title IX 직원에게 말씀해주시기 바랍니다. 민원을 제기할 권리도 있습니다(아래 참조). 지역 내 학군의 성희롱 정책 및 절차 사본은 해당 학교, 학군 사무소 또는 학군 직원에게 연락하시거나 여기에서 온라인으로 확인할 수 있습니다: <https://app.eduportal.com/documents/view/713236> and <https://app.eduportal.com/documents/view/713239>.

민원 제기 방법: 차별 및 성희롱

귀하 또는 귀 자녀가 학교에서 불법적인 차별, 차별적 괴롭힘 또는 성희롱을 경험했다고 생각되는 경우, 민원을 제기할 권리가 있습니다.

민원을 제기하기 전, 여러분의 우려 사항을 위에 기재된 자녀 학교의 교장 또는 학군 내 504 섹션 코디네이터, Title IX 직원 또는 시민권 코디네이터와 상의하시기 바랍니다. 우려 사항을 해결하는 가장 빠른 방법이 될 수 있습니다.

학군에 민원 제기

1 단계: 민원서 작성

대부분의 경우, 민원의 대상이 되는 사건 또는 행동이 발생한 날짜로부터 1 년 이내에 민원을 제기해야 합니다. 민원은 서면으로 작성해야 합니다. 해당 행동이나 사건을 기술하십시오. 차별, 차별적 괴롭힘, 성희롱이 발생한 이유를 설명하고 본인이 판단하기에 학군이 문제 해결을 위해 어떤 조치를 취할 수 있는지도 기술하시기 바랍니다. 작성한 민원서를 우편, 팩스, 이메일 또는 직접 제출하는 방식으로 교육감 또는 민권 준수 코디네이터에게 제출해 주십시오.

2 단계: 학군에서 민원 조사

학군에서 귀하의 민원서를 접수하면 코디네이터가 민원 절차 사본을 제공해 드리고 조사가 신속하고 철저하게 진행되는지 확인하게 됩니다. 귀하가 다른 기간에 동의하지 않는 한, 교육감 또는 피지정인이 달력일 기준 30 일 이내에 서면으로 답변을 드립니다. 귀하의 민원이 조사 기간 연장이 필요한 이례적인 상황과 관련되어 있을 경우, 담당 학군이 귀하에게 이를 서면으로 통지하여 기간 연장이 필요한 이유 및 새로운 일자를 제시할 것입니다.

3 단계: OSPI 가 민원에 답변

OSPI 의 서면 답변에는 조사 결과 요약, 학군의 민권법 준수했는지 여부의 결정, 결정에 대한 항소 가능 여부 통지 및 학군이 민권법을 준수할 수 있도록 하는 모든 조치가 포함되어있어야 합니다. 귀하가 다른 기간에 동의하지 않는 한, 시정 조치가 필요한 경우 서면 답변 날짜로부터 달력일 기준 30 일 이내에 시행되어야 합니다.

학군에 항소

학군의 결정에 동의하지 않을 경우, 학군 이사회에 항소할 수 있습니다. 귀하의 민원에 대한 학군의 답변을 받은 날로부터 달력일 기준 10 일 이내에 학교 이사회장에게 항소 통지를 서면으로 접수해야 합니다. 귀하가 다른 기간에 동의하지 않는 한, 학교 이사회는 귀하의 항소 접수일로부터 달력일 기준 20 일 이내에 심리 일정을 정해야 합니다. 학교 이사회는 귀하의 항소 통지를 받은 날로부터 달력일 기준 30 일 이내에 귀하에게 서면 결정문을 발송할 것입니다. 학교 이사회의 결정문에는 공교육 교육감 사무소(Office of Superintendent of Public Instruction, OSPI)에 대한 민원 제기 방법에 대한 정보를 포함합니다.

OSPI 에 민원 제기

학군 항소 결정에 동의하지 않을 경우, 주 법률에 따라 공교육 교육감 사무소(Office of Superintendent of Public Instruction, OSPI)에 공식 민원을 제기할 수 있습니다. 이는 별도의 민원 과정으로 다음 두 가지 조건 중 하나가 충족되면 진행됩니다: (1) 학군 민원 및 항소 과정을 완료한 경우, 또는 (2) 학군이 민원 및 항소 과정을 올바르게 준수하지 않은 경우.

OSPI 에 민원을 제기하시려면 항소 결정문을 받은 날로부터 달력일 기준 20 일 이내에 하셔야 합니다. 다음 방법으로 OSPI 산하 평등 및 민권 사무소에 민원서를 보낼 수 있습니다:

이메일: Equity@k12.wa.us | **팩스:** 360-664-2967

다음 주소로 우편 발송 또는 직접 제출: PO Box 47200, 600 Washington St. S.E.,
Olympia, WA 98504-7200

자세한 내용은 당국 [웹 사이트](#)를 방문하거나 OSPI 산하 평등 및 민권 사무소에 360-725-6162 번/TTY: 360-664-3631 번으로 전화 또는 equity@k12.wa.us 로 이메일 전송.

기타 차별 관련 민원 방법

미국 교육부 산하 민권 사무소(Office for Civil Rights)

206-607-1600 | TDD: 1-800-877-8339 | OCR.Seattle@ed.gov | [OCR 웹 사이트](#)

워싱턴 주 인권 위원회(Washington State Human Rights Commission)

Handbook Language | Punjabi

ਪੱਖਪਾਤ

Richland ਸਕੂਲ ਡਿਸਟ੍ਰਿਕਟ ਲਿੰਗ, ਜਾਤੀ, ਨਸਲ, ਧਰਮ, ਰੰਗ, ਰਾਸ਼ਟਰੀ ਮੂਲ, ਉਮਰ, ਸਾਬਕਾ ਫੌਜੀ ਜਾਂ ਫੌਜੀ ਸਥਿਤੀ, ਜਿਨਸੀ ਝੁਕਾਅ, ਲਿੰਗ ਪ੍ਰਗਟਾਵੇ, ਲਿੰਗ ਪਛਾਣ, ਅਪਾਹਜਪੁਣੇ, ਜਾਂ ਸਿਖਲਾਈ ਪ੍ਰਾਪਤ ਕੁੱਤਾ ਗਾਈਡ ਜਾਂ ਸੇਵਾ ਜਾਨਵਰ ਦੀ ਵਰਤੋਂ ਦੇ ਆਧਾਰ ਤੇ ਕਿਸੇ ਵੀ ਪ੍ਰੋਗਰਾਮਾਂ ਜਾਂ ਗਤੀਵਿਧੀਆਂ ਵਿੱਚ ਪੱਖਪਾਤ ਨਹੀਂ ਕਰਦਾ ਅਤੇ ਮੁੰਡਿਆਂ ਦੇ ਸਕਾਉਟ (Boy Scouts) ਅਤੇ ਹੋਰਾਂ ਨਿਯਤ ਨੌਜਵਾਨ ਸਮੂਹਾਂ ਨੂੰ ਬਰਾਬਰ ਪਹੁੰਚ ਮੁਹੱਈਆ ਕਰਦਾ ਹੈ। ਇਸ ਕਰਮਚਾਰੀ(ਆਂ) ਨੂੰ ਕਥਿਤ ਪੱਖਪਾਤ ਸਬੰਧੀ ਸਵਾਲਾਂ ਅਤੇ ਸ਼ਿਕਾਇਤਾਂ ਨਾਲ ਨਿਪਟਣ ਲਈ ਨਿਯੁਕਤ ਕੀਤਾ ਗਿਆ ਹੈ:

Civil Rights Coordinator: Galt Pettett, Galt.Pettett@rsd.edu or 509-967-6009

Title IX Officer: Todd Baddley, Todd.Baddley@rsd.edu or 509-967-6002

Section 504 Coordinator: Brian Moore, Brian.Moore@rsd.edu or 509-967-6003

ਤੁਸੀਂ ਪੱਖਪਾਤ ਅਤੇ ਪੱਖਪਾਤੀ ਉਤਪੀੜਨ ਦੀ ਰਿਪੋਰਟ ਸਕੂਲ ਦੇ ਕਿਸੇ ਵੀ ਸਟਾਫ ਮੈਂਬਰ ਨੂੰ ਜਾਂ ਡਿਸਟ੍ਰਿਕਟ ਦੇ ਸਿਵਲ ਰਾਈਟਸ ਕੋਆਰਡੀਨੇਟਰ ਨੂੰ ਕਰ ਸਕਦੇ ਹੋ, ਜਿਸਦੀ ਸੂਚੀ ਉੱਪਰ ਦਿੱਤੀ ਗਈ ਹੈ। ਤੁਹਾਨੂੰ ਸ਼ਿਕਾਇਤ ਦਰਜ ਕਰਨ ਦਾ ਵੀ ਹੱਕ ਹੈ (ਹੇਠਾਂ ਦੇਖੋ)। ਆਪਣੇ ਡਿਸਟ੍ਰਿਕਟ ਦੀ ਗ਼ੈਰ ਪੱਖਪਾਤ ਨੀਤੀ ਅਤੇ ਪ੍ਰਕਿਰਿਆ ਦੀ ਇੱਕ ਕਾਪੀ ਲਈ, ਆਪਣੇ ਸਕੂਲ ਜਾਂ ਡਿਸਟ੍ਰਿਕਟ ਦੇ ਦਫਤਰ ਨੂੰ ਸੰਪਰਕ ਕਰੋ ਜਾਂ ਇਸਨੂੰ ਇੱਥੇ ਔਨਲਾਈਨ ਦੇਖੋ: <https://app.eduportal.com/documents/view/717196> and <https://app.eduportal.com/documents/view/717203>.

ਜਿਨਸੀ ਉਤਪੀੜਨ

ਵਿਦਿਆਰਥੀਆਂ ਅਤੇ ਸਟਾਫ ਦੀ ਕਿਸੇ ਵੀ ਸਕੂਲ ਦੇ ਪ੍ਰੋਗਰਾਮ ਜਾਂ ਗਤੀਵਿਧੀ ਵਿੱਚ ਕਿਸੇ ਵੀ ਵਿਅਕਤੀ ਦੁਆਰਾ ਕੀਤੀ ਜਾ ਸਕਣ ਵਾਲੀ ਜਿਨਸੀ ਉਤਪੀੜਨ ਤੋਂ ਰੱਖਿਆ ਕੀਤੀ ਜਾਂਦੀ ਹੈ, ਇਹਨਾਂ ਵਿੱਚ ਸਕੂਲ ਕੈਂਪਸ ਵਿੱਚ, ਸਕੂਲ ਬੱਸ ਵਿੱਚ ਜਾਂ ਕੈਂਪਸ ਤੋਂ ਬਾਹਰ ਸਕੂਲ ਵੱਲੋਂ ਸਪਾਂਸਰ ਕੀਤੀ ਗਤੀਵਿਧੀ ਸ਼ਾਮਲ ਹੈ।

ਜਿਨਸੀ ਉਤਪੀੜਨ ਅਜਿਹਾ ਨਾਪਸੰਦ ਵਿਵਹਾਰ ਜਾਂ ਗੱਲਬਾਤ, ਜੋ ਜਿਨਸੀ ਪ੍ਰਕਾਰ ਦਾ ਹੋਵੇ, ਜਦੋਂ:

- ਕੋਈ ਵਿਦਿਆਰਥੀ ਜਾਂ ਕਰਮਚਾਰੀ ਇਹ ਮੰਨਦਾ ਹੋਵੇ ਕਿ ਉਸਨੂੰ ਬਦਲੇ ਵਿੱਚ ਕੁਝ, ਜਿਵੇਂ ਕਿ ਗ੍ਰੇਡ, ਤਰੱਕੀ, ਸਪੋਰਟਸ ਟੀਮ ਵਿੱਚ ਜਗ੍ਹਾ ਪ੍ਰਾਪਤ ਕਰਨ ਜਾਂ ਕੋਈ ਵੀ ਸਿੱਖਿਆ ਸਬੰਧੀ ਜਾਂ ਰੋਜ਼ਗਾਰ ਸਬੰਧੀ ਫ਼ੈਸਲੇ ਲਈ ਨਾਪਸੰਦ ਜਿਨਸੀ ਆਚਰਨ ਜਾਂ ਗੱਲਬਾਤ ਕਰਨੀ ਪਵੇਗੀ, ਜਾਂ
- ਆਚਰਨ ਕਾਫ਼ੀ ਹੱਦ ਤੱਕ ਵਿਦਿਆਰਥੀ ਦੇ ਸਿੱਖਿਆ ਸਬੰਧੀ ਪ੍ਰਦਰਸ਼ਨ ਵਿੱਚ ਦਖਲ ਦਿੰਦਾ ਹੈ, ਜਾਂ ਧਮਕੀ ਵਾਲਾ ਜਾਂ ਸਿੱਖਿਆ ਜਾਂ ਰੋਜ਼ਗਾਰ ਵਿਰੋਧੀ ਵਾਤਾਵਰਨ ਪੈਦਾ ਕਰਦਾ ਹੈ।

ਜਿਨਸੀ ਉਤਪੀੜਨ ਦੇ ਉਦਾਹਰਨ:

- ਕਿਸੇ ਵਿਅਕਤੀ ਤੇ ਜਿਨਸੀ ਮਿਹਰਬਾਨੀ ਦਾ ਦਬਾਅ ਪਾਉਣਾ
- ਜਿਨਸੀ ਤੌਰ ਤੇ ਗਲਤ ਢੰਗ ਨਾਲ ਫ਼ੁਹਣਾ
- ਜਿਨਸੀ ਕਿਸਮ ਦੇ ਸੰਕੇਤ ਲਿਖਣਾ
- ਜਿਨਸੀ ਪ੍ਰਗਟਾਵੇ ਵਾਲੇ ਟੈਕਸਟ, ਈਮੇਲਾਂ, ਜਾਂ ਤਸਵੀਰਾਂ ਵੰਡਣਾ
- ਜਿਨਸੀ ਮਖੌਲ ਕਰਨੇ, ਅਫ਼ਵਾਹ ਉਡਾਉਣੀ, ਜਾਂ ਸੰਕੇਤਕ ਟਿੱਪਣੀਆਂ ਕਰਨਾ
- ਸਰੀਰਕ ਹਿੰਸਾ, ਜਿਸ ਵਿੱਚ ਬਲਾਤਕਾਰ ਅਤੇ ਜਿਨਸੀ ਹਮਲਾ ਸ਼ਾਮਲ ਹਨ

ਤੁਸੀਂ ਜਿਨਸੀ ਉਤਪੀੜਨ ਦੀ ਰਿਪੋਰਟ ਸਕੂਲ ਸਟਾਫ਼ ਦੇ ਕਿਸੇ ਵੀ ਮੈਂਬਰ ਜਾਂ ਡਿਸਟ੍ਰਿਕਟ ਦੇ ਟਾਈਟਲ IX ਅਫ਼ਸਰ ਨੂੰ ਕਰ ਸਕਦੇ ਹੋ, ਜਿਹਨਾਂ ਦੀ ਸੂਚੀ ਉੱਪਰ ਦਿੱਤੀ ਗਈ ਹੈ। ਤੁਹਾਨੂੰ ਸ਼ਿਕਾਇਤ ਦਰਜ ਕਰਨ ਦਾ ਵੀ ਹੱਕ ਹੈ (ਹੇਠਾਂ ਦੇਖੋ)। ਆਪਣੇ ਡਿਸਟ੍ਰਿਕਟ ਦੀ ਜਿਨਸੀ ਉਤਪੀੜਨ ਨੀਤੀ ਅਤੇ ਪ੍ਰਕਿਰਿਆ ਦੀ ਇੱਕ ਕਾਪੀ ਲਈ, ਆਪਣੇ ਸਕੂਲ ਜਾਂ ਡਿਸਟ੍ਰਿਕਟ ਦੇ ਦਫ਼ਤਰ ਨੂੰ ਸੰਪਰਕ ਕਰੋ ਜਾਂ ਇਸਨੂੰ ਇੱਥੇ ਔਨਲਾਈਨ ਦੇਖੋ: <https://app.eduportal.com/documents/view/713236> and <https://app.eduportal.com/documents/view/713239>.

ਸ਼ਿਕਾਇਤ ਦੇ ਵਿਕਲਪ: ਪੱਖਪਾਤ ਅਤੇ ਜਿਨਸੀ ਉਤਪੀੜਨ (ਸੈਕਸੁਅਲ ਹਾਰੇਸਮੈਂਟ)

ਜੇਕਰ ਤੁਹਾਨੂੰ ਲੱਗਦਾ ਹੈ ਕਿ ਤੁਸੀਂ ਜਾਂ ਤੁਹਾਡੇ ਬੱਚੇ ਨੇ ਗ਼ੈਰ ਕਨੂੰਨੀ ਪੱਖਪਾਤ, ਪੱਖਪਾਤੀ ਉਤਪੀੜਨ ਜਾਂ ਸਕੂਲ ਵਿੱਚ ਜਿਨਸੀ ਉਤਪੀੜਨ ਦਾ ਸਾਹਮਣਾ ਕੀਤਾ ਹੈ, ਤੁਹਾਨੂੰ ਸ਼ਿਕਾਇਤ ਦਰਜ ਕਰਨ ਦਾ ਹੱਕ ਹੈ।

ਸ਼ਿਕਾਇਤ ਦਰਜ ਕਰਨ ਤੋਂ ਪਹਿਲਾਂ, ਤੁਸੀਂ ਆਪਣੀਆਂ ਚਿੰਤਾਵਾਂ ਬਾਰੇ ਆਪਣੇ ਬੱਚੇ ਦੇ ਪ੍ਰਿੰਸੀਪਲ ਦੇ ਨਾਲ ਜਾਂ ਸਕੂਲ ਡਿਸਟ੍ਰਿਕਟ ਦੇ ਸੈਕਸ਼ਨ 504 ਕੋਆਰਡੀਨੇਟਰ, ਟਾਈਟਲ IX ਅਫ਼ਸਰ, ਜਾਂ ਸਿਵਿਲ ਰਾਈਟਸ ਕੋਆਰਡੀਨੇਟਰ ਦੇ ਨਾਲ ਵਿਚਾਰ-ਵਟਾਂਦਰਾ ਕਰੋ, ਜਿਹਨਾਂ ਦੀ ਸੂਚੀ ਉੱਪਰ ਦਿੱਤੀ ਗਈ ਹੈ। ਇਹ ਅਕਸਰ ਤੁਹਾਡੀਆਂ ਚਿੰਤਾਵਾਂ ਨੂੰ ਹੱਲ ਕਰਨ ਦਾ ਸਭ ਤੋਂ ਤੇਜ਼ ਤਰੀਕਾ ਹੁੰਦਾ ਹੈ।

ਸਕੂਲ ਡਿਸਟ੍ਰਿਕਟ ਨੂੰ ਸ਼ਿਕਾਇਤ

ਪੜਾਅ 1. ਆਪਣੀ ਸ਼ਿਕਾਇਤ ਲਿਖੋ

ਜ਼ਿਆਦਾਤਰ ਮਾਮਲਿਆਂ ਵਿੱਚ, ਸ਼ਿਕਾਇਤਾਂ ਉਸ ਘਟਨਾ ਜਾਂ ਆਚਰਨ ਜੋ ਸ਼ਿਕਾਇਤ ਦੇ ਅਧੀਨ ਹਨ, ਦੀ ਤਾਰੀਖ ਤੋਂ ਇੱਕ ਸਾਲ ਦੇ ਅੰਦਰ ਦਰਜ ਕੀਤੀਆਂ ਜਾਣੀਆਂ ਲਾਜ਼ਮੀ ਹੁੰਦੀਆਂ ਹਨ। ਸ਼ਿਕਾਇਤ ਲਿਖਤ ਵਿੱਚ ਹੇਠੀ ਲਾਜ਼ਮੀ ਹੈ। ਆਚਰਨ ਜਾਂ ਘਟਨਾ ਦਾ ਵਰਣਨ ਦੇਣਾ ਯਕੀਨੀ ਬਣਾਓ, ਸਪਸ਼ਟ ਕਰੋ ਕਿ ਤੁਹਾਨੂੰ ਕਿਉਂ ਲੱਗਦਾ ਹੈ ਕਿ ਪੱਖਪਾਤ, ਪੱਖਪਾਤੀ ਉਤਪੀੜਨ, ਜਾਂ ਜਿਨਸੀ ਉਤਪੀੜਨ ਹੋਇਆ ਹੈ ਅਤੇ ਵਰਣਨ ਕਰੋ ਕਿ ਤੁਹਾਡੇ ਵਿਚਾਰ ਵਿੱਚ ਡਿਸਟ੍ਰਿਕਟ ਨੂੰ ਸਮੱਸਿਆ ਹੱਲ ਕਰਨ ਲਈ ਕਿਹੜੀਆਂ ਕਾਰਵਾਈਆਂ ਕਰਨੀਆਂ ਚਾਹੀਦੀਆਂ ਹਨ। ਆਪਣੀ ਲਿਖਤ ਸ਼ਿਕਾਇਤ ਭੇਜੋ—ਪੱਤਰ, ਫੈਕਸ, ਈਮੇਲ ਰਾਹੀਂ, ਜਾਂ ਖੁਦ ਪਹੁੰਚਾ ਕੇ—ਡਿਸਟ੍ਰਿਕਟ ਸੁਪਰਡੈਂਟ ਨੂੰ ਜਾਂ ਸਿਵਿਲ ਰਾਈਟਸ ਅਨੁਪਾਲਣ ਕੋਆਰਡੀਨੇਟਰ ਨੂੰ।

ਪੜਾਅ 2: ਸਕੂਲ ਡਿਸਟ੍ਰਿਕਟ ਤੁਹਾਡੀ ਸ਼ਿਕਾਇਤ ਦੀ ਜਾਂਚ ਕਰਦਾ ਹੈ

ਜਦੋਂ ਡਿਸਟ੍ਰਿਕਟ ਨੂੰ ਤੁਹਾਡੀ ਲਿਖਤ ਸ਼ਿਕਾਇਤ ਪ੍ਰਾਪਤ ਹੁੰਦੀ ਹੈ, ਤਾਂ ਕੋਆਰਡੀਨੇਟਰ ਤੁਹਾਨੂੰ ਸ਼ਿਕਾਇਤ ਪ੍ਰਕਿਰਿਆ ਦੀ ਇੱਕ ਕਾਪੀ ਦਿੰਦਾ ਹੈ ਅਤੇ ਯਕੀਨੀ ਬਣਾਉਂਦਾ ਹੈ ਕਿ ਤੁਰੰਤ ਅਤੇ ਸੰਪੂਰਨ ਜਾਂਚ ਕੀਤੀ ਜਾਵੇ। ਸੁਪਰਡੈਂਟ ਜਾਂ ਨਿਯੁਕਤ ਵਿਅਕਤੀ 30 ਕੈਲੰਡਰ ਦਿਨਾਂ ਦੇ ਅੰਦਰ ਲਿਖਤ ਵਿੱਚ ਤੁਹਾਨੂੰ ਜਵਾਬ ਦੇਵੇਗਾ—ਉਸ ਹਾਲਤ ਨੂੰ ਛੱਡ ਕੇ ਜਦੋਂ ਤੱਕ ਤੁਸੀਂ ਕਿਸੇ ਵੱਖਰੀ ਸਮੱਸਿਆ ਲਈ ਸਹਿਮਤੀ ਨਾ ਦੇਵੋ। ਜੇਕਰ ਤੁਹਾਡੀ ਸ਼ਿਕਾਇਤ ਵਿੱਚ ਖ਼ਾਸ ਸਥਿਤੀਆਂ ਸ਼ਾਮਲ ਹਨ, ਜਿਹਨਾਂ ਲਈ ਲੰਮੀ ਜਾਂਚ ਦੀ ਲੋੜ ਹੈ, ਤਾਂ ਡਿਸਟ੍ਰਿਕਟ ਇਹ ਸਪਸ਼ਟ ਕਰਨ ਲਈ ਲਿਖਤ ਵਿੱਚ ਤੁਹਾਨੂੰ ਸੂਚਿਤ ਕਰੇਗਾ ਕਿ ਸਟਾਫ਼ ਨੂੰ ਸਮਾਂ ਸੀਮਾ ਵਿੱਚ ਵਿਸਤਾਰ ਦੀ ਅਤੇ ਉਹਨਾਂ ਦੇ ਲਿਖਤ ਜਵਾਬ ਲਈ ਨਵੀਂ ਤਾਰੀਖ ਦੀ ਕਿਉਂ ਲੋੜ ਹੈ।

ਪੜਾਅ 3: ਸਕੂਲ ਡਿਸਟ੍ਰਿਕਟ ਤੁਹਾਡੀ ਸ਼ਿਕਾਇਤ ਦਾ ਜਵਾਬ ਦਿੰਦਾ ਹੈ

ਆਪਣੇ ਲਿਖਤ ਜਵਾਬ ਵਿੱਚ, ਡਿਸਟ੍ਰਿਕਟ ਜਾਂਚ ਦੇ ਨਤੀਜਿਆਂ ਦਾ ਸਾਰ, ਇਸ ਬਾਰੇ ਫ਼ੈਸਲਾ ਕਿ ਡਿਸਟ੍ਰਿਕਟ ਨਾਗਰਿਕ ਹੱਕਾਂ (ਸਿਵਿਲ ਰਾਈਟਸ) ਦੇ ਕਨੂੰਨਾਂ ਦੀ ਪਾਲਣਾ ਕਰਨ ਵਿੱਚ ਅਸਫ਼ਲ ਹੋਇਆ ਹੈ ਜਾਂ ਨਹੀਂ, ਇਹ ਸੂਚਨਾ ਕਿ ਤੁਸੀਂ ਇਸ ਫ਼ੈਸਲੇ ਲਈ ਅਪੀਲ ਕਰ ਸਕਦੇ ਹੋ ਅਤੇ ਡਿਸਟ੍ਰਿਕਟ ਤੋਂ ਨਾਗਰਿਕ ਹੱਕਾਂ ਦੇ ਕਨੂੰਨਾਂ ਦੀ ਪਾਲਣਾ ਕਰਵਾਉਣ ਲਈ ਜ਼ਰੂਰੀ ਕੋਈ ਵੀ ਉਪਾਅ ਸ਼ਾਮਲ ਕਰੇਗਾ। ਸੋਧ ਉਪਾਅ ਇਸ ਲਿਖਤ ਜਵਾਬ ਦੇ 30 ਕੈਲੰਡਰ ਦਿਨਾਂ ਦੇ ਅੰਦਰ ਪ੍ਰਭਾਵੀ ਹੋਣਗੇ—ਉਸ ਹਾਲਤ ਨੂੰ ਛੱਡ ਕੇ ਜਦੋਂ ਤੱਕ ਤੁਸੀਂ ਕਿਸੇ ਵੱਖਰੀ ਸਮੱਸਿਆ ਲਈ ਸਹਿਮਤੀ ਨਾ ਦੇਵੋ।

ਸਕੂਲ ਡਿਸਟ੍ਰਿਕਟ ਨੂੰ ਅਪੀਲ

ਜੇਕਰ ਤੁਸੀਂ ਸਕੂਲ ਡਿਸਟ੍ਰਿਕਟ ਦੇ ਫ਼ੈਸਲੇ ਤੋਂ ਅਸਹਿਮਤ ਹੋ, ਤਾਂ ਤੁਸੀਂ ਸਕੂਲ ਡਿਸਟ੍ਰਿਕਟ ਦੇ ਬੋਰਡ ਆਫ਼ ਡਾਇਰੈਕਟਰਸ ਨੂੰ ਅਪੀਲ ਕਰ ਸਕਦੇ ਹੋ। ਤੁਹਾਡੇ ਦੁਆਰਾ ਸਕੂਲ ਡਿਸਟ੍ਰਿਕਟ ਤੋਂ ਆਪਣੀ ਸ਼ਿਕਾਇਤ ਦਾ ਜਵਾਬ ਪ੍ਰਾਪਤ ਹੋਣ ਦੇ ਬਾਅਦ 10 ਕੈਲੰਡਰ ਦਿਨਾਂ ਦੇ ਅੰਦਰ ਸਕੂਲ ਬੋਰਡ ਦੇ ਸਕੱਤਰ ਨੂੰ ਲਿਖਤ ਵਿੱਚ ਅਪੀਲ ਦਾ ਨੋਟਿਸ ਦਰਜ ਕਰਨਾ ਲਾਜ਼ਮੀ ਹੈ। ਸਕੂਲ ਬੋਰਡ ਤੁਹਾਡੀ ਅਪੀਲ ਪ੍ਰਾਪਤ ਹੋਣ ਦੇ ਬਾਅਦ 20 ਕੈਲੰਡਰ ਦਿਨਾਂ ਦੇ ਅੰਦਰ ਇੱਕ ਸੁਣਵਾਈ ਨਿਯਤ ਕਰੇਗਾ, ਉਸ ਹਾਲਤ ਨੂੰ ਛੱਡ ਕੇ ਜਦੋਂ ਤੁਸੀਂ ਕਿਸੇ ਵੱਖਰੀ ਸਮਾਂ ਮਿਆਦ ਲਈ ਸਹਿਮਤੀ ਨਾ ਦੇਵੋ। ਸਕੂਲ ਬੋਰਡ, ਡਿਸਟ੍ਰਿਕਟ ਦੁਆਰਾ ਤੁਹਾਡਾ ਅਪੀਲ ਦਾ ਨੋਟਿਸ ਪ੍ਰਾਪਤ ਕਰਨ ਦੇ ਬਾਅਦ 30 ਕੈਲੰਡਰ ਦਿਨਾਂ ਦੇ ਅੰਦਰ ਤੁਹਾਨੂੰ ਇੱਕ ਲਿਖਤ ਫ਼ੈਸਲਾ ਭੇਜੇਗਾ। ਸਕੂਲ ਬੋਰਡ ਦੇ ਫ਼ੈਸਲੇ ਵਿੱਚ ਇਸ ਬਾਰੇ ਜਾਣਕਾਰੀ ਸ਼ਾਮਲ ਹੋਵੇਗੀ ਕਿ ਆਫ਼ਿਸ ਆਫ਼ ਸੁਪਰਿਨਟੈਂਡੈਂਟ ਆਫ਼ ਪਬਲਿਕ ਇੰਸਟ੍ਰਕਸ਼ਨ (ਓ ਐਸ ਪੀ ਆਈ) (Office of Superintendent of Public Instruction) (OSPI) ਨੂੰ ਸ਼ਿਕਾਇਤ ਕਿਵੇਂ ਦਰਜ ਕੀਤੀ ਜਾਵੇ।

OSPI ਨੂੰ ਸ਼ਿਕਾਇਤ

ਜੇਕਰ ਤੁਸੀਂ ਸਕੂਲ ਡਿਸਟ੍ਰਿਕਟ ਦੇ ਅਪੀਲ ਫ਼ੈਸਲੇ ਤੋਂ ਸਹਿਮਤ ਨਹੀਂ ਹੋ, ਤਾਂ ਰਾਜ ਦਾ ਕਨੂੰਨ ਆਫ਼ਿਸ ਆਫ਼ ਸੁਪਰਿਨਟੈਂਡੈਂਟ ਆਫ਼ ਪਬਲਿਕ ਇੰਸਟ੍ਰਕਸ਼ਨ (ਓ ਐਸ ਪੀ ਆਈ) (Office of Superintendent of Public Instruction) (OSPI) ਨੂੰ ਰਸਮੀ ਸ਼ਿਕਾਇਤ ਦਰਜ ਕਰਨ ਦਾ ਵਿਕਲਪ ਮੁਹੱਈਆ ਕਰਦਾ ਹੈ। ਇਹ ਇੱਕ ਵੱਖਰੀ ਸ਼ਿਕਾਇਤ ਵਿਧੀ ਹੁੰਦੀ ਹੈ ਜੋ ਤਦੋਂ ਹੁੰਦੀ ਹੈ ਜਦੋਂ ਇਨ੍ਹਾਂ ਦੇ ਹਾਲਾਤਾਂ ਵਿੱਚੋਂ ਇੱਕ ਪੈਦਾ ਹੁੰਦੀ ਹੈ: (1) ਤੁਸੀਂ ਡਿਸਟ੍ਰਿਕਟ ਦੀ ਸ਼ਿਕਾਇਤ ਅਤੇ ਅਪੀਲ ਪ੍ਰਕਿਰਿਆ ਪੂਰੀ ਕੀਤੀ ਹੈ, ਜਾਂ (2) ਡਿਸਟ੍ਰਿਕਟ ਨੇ ਸ਼ਿਕਾਇਤ ਅਤੇ ਅਪੀਲ ਪ੍ਰਕਿਰਿਆ ਦੀ ਸਹੀ ਰੂਪ ਨਾਲ ਪਾਲਣਾ ਨਹੀਂ ਕੀਤੀ ਹੈ।

ਤੁਹਾਡੇ ਕੋਲ OSPI ਨੂੰ ਸ਼ਿਕਾਇਤ ਦਰਜ ਕਰਨ ਲਈ ਆਪਣੀ ਅਪੀਲ ਤੇ ਫ਼ੈਸਲਾ ਪ੍ਰਾਪਤ ਕਰਨ ਦੇ ਦਿਨ ਤੋਂ ਬਾਅਦ 20 ਕੈਲੰਡਰ ਦਿਨਾਂ ਦਾ ਸਮਾਂ ਹੁੰਦਾ ਹੈ। ਤੁਸੀਂ ਆਪਣੀ ਲਿਖਤ ਸ਼ਿਕਾਇਤ OSPI ਨੂੰ Equity and Civil Rights Office (ਇਕਵਿਟੀ ਅਤੇ ਸਿਵਲ ਰਾਈਟਸ ਆਫ਼ਿਸ) ਨੂੰ ਭੇਜ ਸਕਦੇ ਹੋ:

ਈਮੇਲ: Equity@k12.wa.us | **ਫੈਕਸ:** 360-664-2967

ਪੱਤਰ ਪਾਓ ਜਾਂ ਖੁਦ ਪਹੁੰਚਾਓ: PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

ਹੋਰ ਜਾਣਕਾਰੀ ਲਈ, ਸਾਡੀ [ਵੈਬਸਾਈਟ](#) ਤੇ ਜਾਓ, ਜਾਂ OSPI ਦੇ Equity and Civil Rights Office ਨੂੰ 360-725-6162/TTY: 360-664-3631 ਤੇ ਜਾਂ equity@k12.wa.us ਤੇ ਈਮੇਲ ਰਾਹੀਂ ਸੰਪਰਕ ਕਰੋ।

ਪੱਖਪਾਤ ਸ਼ਿਕਾਇਤ ਦੇ ਹੋਰ ਵਿਕਲਪ

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

206-607-1600 | TDD: 1-800-877-8339 | OCR.Seattle@ed.gov | [OCR ਵੈਬਸਾਈਟ](#)

ਵਾਸ਼ਿੰਗਟਨ ਸਟੇਟ ਹਿਊਮੈਨ ਰਾਈਟਸ ਕਮਿਸ਼ਨ

1-800-233-3247 | TTY: 1-800-300-7525 | [ਹਿਊਮੈਨ ਰਾਈਟਸ ਕਮਿਸ਼ਨ ਦੀ ਵੈਬਸਾਈਟ](#)

Handbook Language | Russian

ДИСКРИМИНАЦИЯ

Школьный округ Richland не допускает в рамках любых программ или мероприятий дискриминации на основе пола, расы, вероисповедания, религии, цвета кожи, национального происхождения, возраста, статуса ветерана или военнослужащего, сексуальной ориентации, гендерного самовыражения, гендерной идентичности, инвалидности или использования обученной собаки-поводыря или служебного животного и предоставляет равный доступ в бойскауты и другие специализированные молодёжные группы. Для ответов на вопросы и урегулирования жалоб на предполагаемую дискриминацию назначен(ы) следующий(е) сотрудник(и):

Civil Rights Coordinator: Galt Pettett, Galt.Pettett@rsd.edu or 509-967-6009

Title IX Officer: Todd Baddley, Todd.Baddley@rsd.edu or 509-967-6002

Section 504 Coordinator: Brian Moore, Brian.Moore@rsd.edu or 509-967-6003

Вы можете сообщить о дискриминации и дискриминационных преследованиях любому сотруднику школы или координатору округа по вопросам гражданских прав, указанному выше. Кроме того, вы имеет право подать жалобу (см. ниже). Копию политики и процедуры вашего округа в отношении недопущения дискриминации можно получить в канцелярии своей школы или округа или просмотреть их в Интернете по адресу: <https://app.eduportal.com/documents/view/717196> and <https://app.eduportal.com/documents/view/717203>.

СЕКСУАЛЬНЫЕ ПРЕСЛЕДОВАНИЯ

Учащиеся и персонал защищаются от сексуальных преследований со стороны любых лиц, участвующих в школьной программе или мероприятии, включая школьные лагеря, школьный автобус или вне территории школы во время проводимых школой мероприятий.

Сексуальные преследования - это нежелательное поведение или сообщения, носящие сексуальный характер, при которых:

- Учащегося или сотрудника заставляют думать, что он или она обязан(а) подчиниться нежелательному сексуальному поведению или сообщению, чтобы получить что-либо в обмен, например, оценку, продвижение по службе, место в спортивной команде или какое-либо решение, касающееся обучения или трудоустройства, или
- Данное поведение в существенной степени влияет на успеваемость учащегося или порождает атмосферу запугивания или враждебности в образовательной или рабочей среде.

Примеры сексуальных преследований:

- Оказание давления с целью получения услуг сексуального характера
- Нежелательные прикосновения сексуального характера
- Создание граффити сексуального характера
- Распространение сексуально-откровенных текстов, сообщений по электронной почте или изображений
- Распространение шуток, слухов или намёков сексуального характера
- Физическое насилие, включая изнасилование и посягательства сексуального характера

Вы можете сообщить о сексуальных преследованиях любому сотруднику школы или инспектору округа по вопросам Раздела IX, указанному выше. Кроме того, вы имеет право подать жалобу (см. ниже). Копию политики и процедуры вашего округа в отношении сексуальных преследований можно получить в канцелярии своей школы или округа или просмотреть их в Интернете по адресу: <https://app.eduportal.com/documents/view/713236> and <https://app.eduportal.com/documents/view/713239>.

ВАРИАНТЫ ПОДАЧИ ЖАЛОБЫ: ДИСКРИМИНАЦИЯ И СЕКСУАЛЬНЫЕ ПРЕСЛЕДОВАНИЯ

Если вы полагаете, что вы или ваш ребёнок подверглись в школе незаконной дискриминации, дискриминационным или сексуальным преследованиям, то вы имеете право подать жалобу.

Прежде чем подать жалобу, вы можете обсудить вызывающие ваше беспокойство вопросы с директором школы своего ребёнка или координатором округа по вопросам Раздела 504, инспектором по вопросам Раздела IX или координатором по вопросам гражданских прав, указанными выше. Зачастую это самый быстрый способ уладить вопросы, вызывающие ваше беспокойство.

Подача жалобы в школьный округ

Этап 1. Изложите свою жалобу в письменном виде

В большинстве случаев жалобы должны подаваться в течение одного года после даты инцидента или поведения, которые являются предметом жалобы. Жалобы должны излагаться в письменном виде. Не забудьте описать данное поведение или инцидент, пояснить, почему вы полагаете, что имеет место дискриминация, дискриминационные или сексуальные преследования, и сообщить, какие действия, по вашему мнению, следует предпринять округу для решения данной проблемы. Отправьте свою письменную жалобу — по почте, факсу, электронной почте или личной доставкой — в адрес руководителя округа или координатора по вопросам гражданских прав.

Этап 2: Школьный округ расследует вашу жалобу

После получения округом вашей письменной жалобы координатор направит вам копию процедуры рассмотрения жалобы и обеспечит проведение оперативного и тщательного расследования. Руководитель или назначенное лицо направят вам письменный ответ в течение 30 календарных дней — кроме случаев, когда между вами согласован иной срок. Если ваша жалоба касается исключительных обстоятельств, требующих более

длительного расследования, то округ известит вас в письменном виде, пояснит, почему персоналу необходимо такое продление срока, и укажет новую дату своего письменного ответа.

Этап 3: Школьный округ отвечает на вашу жалобу

В письменном ответе округа будут содержаться краткое изложение результатов расследования, решение о том, нарушил ли округ законы о гражданских правах, уведомление о том, что вы можете опротестовать это решение, а также описание действий, необходимых для обеспечения выполнения округом законов о гражданских правах. Исправительные меры будут приняты в течение 30 календарных дней после даты этого письменного ответа, если вы не договорились об ином периоде времени.

Подача апелляции в школьный округ

Если вы не согласны с решением школьного округа, то вы можете подать апелляцию совету директоров данного школьного округа. Вы обязаны направить письменное заявление об апелляции секретарю совета по вопросам школьного образования в течение 10 календарных дней после получения ответа школьного округа на вашу жалобу. Совет по вопросам школьного образования назначит слушание дела в течение 20 календарных дней после получения вашей апелляции, если вы не договорились об иных сроках. Совет по вопросам школьного образования направит вам письменное решение в течение 30 календарных дней после получения округом вашего заявления об апелляции. В решении совета по вопросам школьного образования будет содержаться информация о том, как подать жалобу в Управление инспектора народного образования (OSPI).

Подача жалобы в OSPI

Если вы не согласны с решением совета по вопросам школьного образования по поводу вашей апелляции, то закон штата предусматривает вариант подачи официальной жалобы в Управление инспектора народного образования (OSPI). Это отдельный процесс подачи жалоб, который осуществляется при наличии одного из следующих двух условий: (1) вы прошли процедуру подачи жалобы и апелляции в округ или (2) округ не соблюдал процедуру рассмотрения жалобы и апелляции соответствующим образом.

Вы обязаны подать жалобу в OSPI в течение 20 календарных дней после даты получения вами решения по вашей апелляции. Вы можете направить свою письменную жалобу в Совет OSPI по вопросам справедливости и гражданских прав:

Адрес электронной почты: Equity@k12.wa.us | **Факс:** 360-664-2967

Отправка по почте или личной доставкой по адресу: PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

Для получения дальнейшей информации посетите наш [веб-сайт](#) или обращайтесь в Совет OSPI по вопросам справедливости и гражданских прав по телефону 360-725-6162/TTY: 360-664-3631 или электронной почте equity@k12.wa.us.

Другие варианты подачи жалоб на дискриминацию

Отдел гражданских прав (OCR) Министерства образования США

206-607-1600 | TDD: 1-800-877-8339 | OCR.Seattle@ed.gov | [Веб-сайт OCR](#)

Handbook Language | Somali

TAKOORKA

Richland Dugsiga Degmada kuma takoorta qofka wax kamid ah barnaamijyadeeda ama hawlaha jinsiga, qoomiyadda, caqiidada, diinta, midabka, asalka dhalashada, da'da, heerka halyeyga ama milatariga, dooqa galmada, muujinta jinsiga, aqoonsiga jinsiga, naafanimada, ama isticmaalka hagista eyga tabobaran ama xayawaanka adeega waxayna siisaa helitaan isku mid ah Boy Scouts iyo kooxaha ee dhallinyarada ee loogu talo galay. Shaqaalaha soo socda waxa loogu talo galay inay qaabilaan su'aalaha iyo cabashooyinka takoorka la soo eedeeyay:

Civil Rights Coordinator: Galt Pettett, Galt.Pettett@rsd.edu or 509-967-6009

Title IX Officer: Todd Baddley, Todd.Baddley@rsd.edu or 509-967-6002

Section 504 Coordinator: Brian Moore, Brian.Moore@rsd.edu or 509-967-6003

Waxaad u sheegi kartaa takoorta iyo dhibaateynta takoorka xubinta shaqaalaha dugsiga ama Xiriiriyaha Xaquuqaha Madaniga ee degmada, ee kor ku qoran. Sidoo kale waxaad xaq u leedahay inaad gudbisoo cabasho (fiiri hoos). Si aad u hesho nuqul ah siyaasadda iyo nidaamka takoor la'aanta degmada, la xiriir xafiiska dugsigaaga ama degmada ama ka eeg onleenka halkaan:

<https://app.eduportal.com/documents/view/717196> and

<https://app.eduportal.com/documents/view/717203>.

DHIBAATEYNTA GALMADA

Ardayda iyo shaqaalaha waxay kaga illaalsanyihiin dhibaateynta galmada qof walba oo ku jiro barnaamij dugsiga ama hawlaha, oo ay ku jiraan xerada dugsiga, baska dugsiga, ama ka baxsan xerada inta lagu jiro hawsha dugsiga ka faalo qaaday.

Dhibaateynta galmadu waa habdhaqan aan la soo dhaweyn ama xiriirka dabiici ahaan galmo ah:

- Ardayga ama shaqaalaha waxaa loogu hogaamiyay inuu rumeysto in isaga ama iyada ay gudbiyaan habdhaqanka galmada aan la soo dhaweyn ama xiriirka si markaas wax looga helo badelkeeda, sida darajada, dallacsiinta, meel kooxda ciyaaraha, ama go'aanka waxbarasho ama shaqaaleyn walba, ama
- Habdhaqanku uu aad u arbushayo waxqabadka waxbarashada ardayga, ama abuurayo jawiga cabsigelinta ama cadaawada waxbarashada ama shaqada.

Tusaalooyinka Dhibaateynta Galmada:

- Cadaadis saarida qof ee eexashada galmada
- Taabashada aan la soo dhaweyn ee nooca galmada
- Qorista sawirka nooca galmada
- Qeybinta qoraalada galmada cad, i-meelada, ama sawirada
- Sameynta kaftanka galmada, xanta, ama aastaamaha soo jeedinta
- Dagaalka jirka, oo ay ku jiraan kufsiga iyo weerarka galmada

Waxaad ku wargelinta kartaa dhibaateynta galmada xubin kasta ee shaqaalaha dugsiga ama Sarkaalka degmada Title IX, kaas oo kor ku qoran. Sidoo kale waxaad xaq u leedahay inaad gudbiso cabasho (fiiri hoos). Koobiga xeerka iyo nidaamka dhibaateynta galmada ee degmadaada, la xirii xafiiska dugsigaaga ama degmada, ama ka eeg onleenka halkaan: <https://app.eduportal.com/documents/view/713236> and <https://app.eduportal.com/documents/view/713239>.

IKHTIYAARRADA CABASHADA: DHIBAATEYNTA TAKOORKA IYO GALMADA

Haddii aad rumeysan tahay adiga ama canugaaga inaad la kulanteen takoor sharci darro ah, dhibaateynta takoor, ama dhibaateynta galmada dugsiga, waxaad xaq u leedahay inaad gudbiso cabasho.

Kahor gudbinta cabashada, waxaad kala hadli kartaa walaacyada maamulaha carruurtaada ama Xiriiriyaha Qeybta 504 ee dugsiga degmada, Sarkaalka Title IX, ama Xiriiriyaha Xuquuqda Madaniga, kuwaas oo kor ku qoran. Tani sida badan waa qaabka ugu dhakhsaha badan ee loo xalliyo walaacyadaada.

Cabashada ku socoda Dugsiga Degmada***Talaabada 1aad. Ku qor Banaanka Cabashadaada***

Inta badan, cabashooyinka waa in lagu gudbiyaa sannad gudihiin laga bilaabo taariikhda dhacdada ama habdhaqanka keenay cabashada. Cabashadu waa inay qoraal tahay. Hubi inaad sharraxdo dhacdada ama habdhanka, sharraxdo sababta aad u aaminsantahay inay dhacday takoor, dhibaateynta takoor, ama dhibaateyn galmada, oo sharax tallaabooyinka aad rumeysan tahay inay tahay inay degmada ay qaaddo si ay u xalliso dhibaataada. Ku soo dir cabashadaada oo qoran—boost ahaan, fakis, i-meel, ama gaarsiinta gacanta—kormeeraha guud ee degmada ama xiriiriyaha cabashada xaquuqaha madaniga.

Tallaabada 2: Dugsiga Degmo ayaa Baaro Cabashadaada

Marka degmada ay hesho cabashadaada qoran, xiriiriyaha wuxuu ku siinayaa koobiga nidaamka cabashada oo wuxuu hubinayaa in degdeg oo illaa baaritaanka qaadato. Kormeeraha guud ama wakiilkiisu wuxuu kuugu soo jawaabayaa qoraal ahaan 30 maalmood gudahood – ilaa aad oggolaato wakhti ka duwan. Haddii cabashadaada ku lug leedahay xaalado gaaar ah oo u baahan baaritaan dheeraad ah, degmada waxay kugu soo ogeysiineysaa qoraal ahaan, si ay kugu sharaxdo sababta shaqaalaha ugu baahan yahiin kordhinta waqtiga iyo taariiqda cusub ee ee jawaabtooda qoran.

Tallaabada 3: Dugsiga Degmada way ka Jawaabaan Cabashadaada

Jawaabtooda qoran, degmada waxay ku dareysaa dulmarka natiijooyinka baaritaanka, go'aaminta haddii ay ku guuldareysatay ama aysan ku guuldareysan inay u hogaansanaato sharciyada xuquuqda madaniga, ogeysiinta ah inaad ka racfaan qaadan kartid go'aankaan, iyo cabiro walba ee muhiim u ah inay u keento ku u hogaansanaanta sharciyada xuquuqda madaniga. Talaabooyinka saxitaanka waxay bilaabaneysaa gudaha 30 maalmood ee kaleendarja kaddib jawaabtaan qoran — illaa aad ka oggolaato muddo waqti ka duwan.

Racfaanka ku socda Dugsiga Degmada

Haddii aad khilaafto go'aanka dugsiga degmada, waxaad uga racfaan qaadan kartaa agaasimayaasha guddida dugsiga degmada. Waa inaad ugu gudbiso ogeysiinta racfaanka oo qoraal ahaan xogheynta guddida dugsiga 10 maalmood gudahood kadib marka aad heshay jawaabta dugsiga degmada ee cabashadaada. Guddida dugsiga waxay balaminayaan dhageysi 20 maalmood gudahood kadib marka ay heleen racfaankaaga, ilaa aad oggolaato wakhti ka duwan. Guddida dugsiga waxay kugu soo dirayaan go'aan qoran 30 maalmood gudahood kadib marka degmada ay hesho ogeysiinta racfaankaaga. Go'aanka guddida dugsiga waxa kujirayo macluumaad ku saabsan sida loogu gudbiyo cabasho Xafiiska Kormeeraha Guud ee Waxbarashada Dadweynaha (Office of Superintendent of Public Instruction).

Cabashada ku socota OSPI

Haddii aanad ku raacsaneyn go'aanka racfaanka degmo dugsiiyeedka, sharciga gobolku sheegayaa ikhtiyaarka inaad u gudbiso cabasho rasmi ah Xafiiska Kormeeraha guud ee Waxbarashada Dadweynaha (Office of Superintendent of Public Instruction). Tani waa cabasho gaar ah oo la qaban karo haddii lala kulmo mid ka mid ah labadaan shardi: (1) waxaad dhammaystirtay habka cabashada iyo racfaanka degmada, ama (2) degmadu ma raacin habka cabashada iyo racfaanka ee saxda ah.

Waxaad haystaa 20 maalmood inaad ugu gudbiso cabasho OSPI laga bilaabo maalinta aad heshay go'aanka racfaankaaga. Waxaad ugu diri kartaa cabashadaada qoran Xafiiska Sinnaanta iyo Xuquuqda Madaniga ee OSPI:

I-meel: Equity@k12.wa.us | ***Fakas:*** 360-664-2967

Boostada ama gaarsiinta gacanta: PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

Macluumaad dheeraad ah, booqo [websaytkayaga](#), ama kala xiriir Xafiiska Sinnaanta iyo Xuquuqda Madaniga ee OSPI 360-725-6162/TTY: 360-664-3631 ama i-meel ahaan equity@k12.wa.us.

Ikhtiyaarrada Kale ee Cabashada Takoorka

Xafiiska Xuquuqda Madaniga, Waaxda Waxbarashada Maraykanka

206-607-1600 | TDD: 1-800-877-8339 | OCR.Seattle@ed.gov | [Websaytka OCR](#)

Guddida Xuquuqda Aadanaha Gobolka Washington

1-800-233-3247 | TTY: 1-800-300-7525 | [Websaytka Guddida Xuquuqda Aadanaha](#)

Handbook Language | Spanish

DISCRIMINACIÓN

El distrito escolar Richland no discrimina a las personas en ninguno de sus programas o actividades por motivos de sexo, raza, credo, religión, color, origen nacional, edad, condición de veterano o militar, orientación sexual, expresión o identidad de género, discapacidad o por el uso de perros guía o un animal de servicio, y proporciona igual acceso a los niños exploradores (*Boy Scouts*) y otros grupos juveniles designados. El (los) siguiente(s) empleado(s) han sido designados para manejar preguntas y denuncias de supuestos casos de discriminación:

Civil Rights Coordinator: Galt Pettett, Galt.Pettett@rsd.edu or 509-967-6009

Title IX Officer: Todd Baddley, Todd.Baddley@rsd.edu or 509-967-6002

Section 504 Coordinator: Brian Moore, Brian.Moore@rsd.edu or 509-967-6003

Puede denunciar una situación de discriminación y acoso discriminatorio ante cualquier miembro del personal de la escuela o al Coordinador de Derechos Civiles del distrito, anteriormente mencionados. También tiene el derecho de presentar una denuncia (consulte la información a continuación). Para obtener una copia de la política y el procedimiento sobre la no discriminación de su distrito, comuníquese con la oficina de su escuela o distrito o consulte en línea en la siguiente dirección:

<https://app.eduportal.com/documents/view/717196> and

<https://app.eduportal.com/documents/view/717203>.

ACOSO SEXUAL

Los estudiantes y el personal están protegidos contra el acoso sexual proveniente de cualquier persona durante los programas o actividades escolares, incluso si se produce en el campus y el autobús escolar o fuera del campus mientras se realiza una actividad patrocinada por la escuela.

El acoso sexual es una conducta o comunicación no deseada que es de naturaleza sexual cuando:

- Se le hace creer a un estudiante o empleado que debe someterse a una conducta sexual o verbal no deseada con el fin de obtener algo a cambio, tales como una buena calificación, un ascenso, un lugar en un equipo deportivo o cualquier decisión en materia educativa o laboral, o
- La conducta interfiere de manera considerable con el desempeño académico del estudiante o crea un ambiente intimidante u hostil en la escuela o en el trabajo.

Ejemplos de acoso sexual:

- Presión ejercida sobre una persona para obtener favores sexuales
- Contacto físico indeseado de naturaleza sexual
- Escritura de grafitis de índole sexual
- Distribución de mensajes de texto, correos electrónicos o fotos de contenido sexual explícito
- Bromas o insinuaciones de carácter sexual, o creación de rumores
- Violencia física, incluidas la violación y la agresión sexual

Puede informar sobre una situación de acoso sexual a cualquier miembro del personal de la escuela o al Oficial del Título IX del distrito, quien fue mencionado con anterioridad. También tiene el derecho de presentar una denuncia (consulte la información a continuación). Para obtener una copia de la política y el procedimiento sobre el acoso sexual de su distrito, comuníquese con la oficina de su escuela o distrito o consulte en línea aquí: <https://app.eduportal.com/documents/view/713236> and <https://app.eduportal.com/documents/view/713239>.

OPCIONES DE DENUNCIA: DISCRIMINACIÓN Y ACOSO SEXUAL

Si considera que usted o su hijo han experimentado discriminación ilegal, acoso discriminatorio o sexual en la escuela, tiene derecho a presentar una denuncia.

Antes de presentar una denuncia, puede discutir sus inquietudes con el director de su hijo o con el Coordinador de la Sección 504 del Distrito Escolar, el Oficial de Título IX o el Coordinador de Derechos Civiles, que fueron mencionados con anterioridad. A menudo, esta vía es la más rápida para atender sus preocupaciones.

Denuncia ante el Distrito Escolar

Paso 1. redacte su denuncia

En la mayoría de los casos, las denuncias deben presentarse dentro de un año a partir de la fecha del incidente o conducta que es objeto del caso. Las denuncias deben presentarse por escrito. Asegúrese de describir la conducta o incidente, explique por qué considera que la discriminación, el acoso discriminatorio o sexual ocurrió y describa qué acciones cree que el distrito debe tomar para resolver el problema. Envíe su denuncia por escrito (por correo, fax, correo electrónico o entrega en mano) al superintendente de distrito o el coordinador de cumplimiento de derechos civiles.

Paso 2: el distrito escolar investiga su denuncia

Una vez que el distrito recibe su denuncia por escrito, el coordinador le entregará una copia del procedimiento de denuncia y se asegurará de que se lleve a cabo una investigación rápida y exhaustiva. El superintendente o persona designada le responderá por escrito dentro de 30 días calendario, a menos que usted acuerde un período diferente. Si su denuncia incluye circunstancias excepcionales que requieren una investigación más extensa, el distrito le notificará por escrito y especificará por qué el personal necesita la extensión del plazo y una nueva fecha para su respuesta por escrito.

Paso 3: el distrito escolar responde a su denuncia

En su respuesta por escrito, el distrito incluirá un resumen de los resultados de la investigación, la determinación de si el distrito cumplió o no con las leyes de derechos civiles, la notificación de que usted puede apelar esta determinación y cualquier medida necesaria para que el distrito cumpla con las leyes de derechos civiles. Las medidas correctivas necesarias se implementarán dentro de 30 días calendario después de esta respuesta por escrito, a menos que usted haya acordado un período diferente.

Apelación ante el Distrito Escolar

Si no está de acuerdo con la decisión del distrito escolar, puede apelar ante su junta directiva. Debe presentar una notificación de apelación por escrito al secretario de la junta escolar dentro de los 10 días calendario después de recibir la respuesta del distrito escolar a su denuncia. La junta escolar programará una audiencia dentro de los 20 días calendario después de recibir su apelación, a menos que usted acuerde un cronograma diferente. La junta escolar le enviará una decisión por escrito dentro de los 30 días calendario después de que el distrito recibió su notificación de apelación. La decisión de la junta escolar incluirá información sobre cómo presentar una denuncia ante la Oficina del Superintendente de Instrucción Pública (OSPI).

Denuncia ante la OSPI

Si no está de acuerdo con la decisión de apelación del distrito escolar, la ley estatal ofrece la opción de presentar una denuncia formal ante la Oficina del Superintendente de Instrucción Pública (OSPI). Este es un proceso de denuncia por separado al que puede recurrir, si se presenta una de estas dos condiciones: (1) completó el proceso de denuncia y apelación del distrito o (2) el distrito no siguió el proceso de denuncias y apelaciones correctamente.

Cuenta con 20 días calendario para presentar una denuncia ante la OSPI a partir de la fecha en que recibió la decisión sobre su apelación. Puede enviar su denuncia por escrito a la Oficina de Equidad y Derechos Civiles de la OSPI:

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

Envío por correo o entrega personal: PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

Para obtener más información, visite nuestro [sitio web](#) o comuníquese con la Oficina de Equidad y Derechos Civiles de la OSPI al 360-725-6162/TTY: 360-664-3631 o por correo electrónico a equity@k12.wa.us.

Otras opciones de denuncia por discriminación

Departamento de Educación de Estados Unidos, Oficina de Derechos Civiles (Office for Civil Rights, OCR)
al 206-607-1600 | TDD: 1-800-877-8339 | OCR.Seattle@ed.gov | [Sitio web de la OCR](#)

Comisión de Derechos Humanos del Estado de Washington

1-800-233-3247 | TTY: 1-800-300-7525 | [Sitio web de la Comisión de Derechos Humanos](#)

Handbook Language | Tagalog

DISKRIMASYON

Hindi nandiskrimina ang Richland School District sa anumang programa o gawain batay sa kasarian, lahi, pananampalataya, relihiyon, kulay ng balat, pinagmulang bansa, edad, pagiging beterano o tauhan ng militar, sekswal na oryentasyon, pagpapahayag ng kasarian, pagkakakilanlan ng kasarian, kapansanan, o sa paggamit ng gabay ng sinanay na aso o service animal at nagbibigay ng pantay na pagkakataon sa Boy Scouts at iba pang nakatalagang pangkat ng kabataan. Itinatalaga ang (mga) sumusunod na empleyado upang mangasiwa ng mga tanong at reklamo ng paratang na diskriminasyon:

Civil Rights Coordinator: Galt Pettett, Galt.Pettett@rsd.edu or 509-967-6009

Title IX Officer: Todd Baddley, Todd.Baddley@rsd.edu or 509-967-6002

Section 504 Coordinator: Brian Moore, Brian.Moore@rsd.edu or 509-967-6003

Makakapag-ulat ka ng diskriminasyon at discriminatory harassment sa sinumang miyembro ng tauhan ng paaralan o sa Civil Rights Coordinator ng distrito, na nakalista sa itaas. May karapatan ka ring maghain ng reklamo (tingnan sa ibaba). Para sa kopya ng patakaran at pamamaraan laban sa diskriminasyon ng iyong distrito, makipag-ugnayan sa paaralan o opisina ng distrito o tingnan ito online dito:

<https://app.eduportal.com/documents/view/717196> and

<https://app.eduportal.com/documents/view/717203>.

SEKSWAL NA PANLILIGALIG

Pinoprotektahan ang mga mag-aaral at tauhan laban sa sekswal na panliligalig ng sinumang sa anumang programa o gawain sa paaralan, kabilang ang sa campus ng paaralan, sa school bus, o sa labas ng campus habang nagsasagawa ng aktibidad na itinataguyod ng paaralan.

Ang sekswal na panliligalig ay hindi katanggap-tanggap na pag-uugali o pakikipag-usap na sekswal kapag:

- Natulak ang isang mag-aaral o empleyado na paniwalaang dapat siyang pumayag sa hindi katanggap-tanggap na sekswal na gawain o mga pakikipag-usap upang masuklian ng isang bagay, gaya ng marka, isang promosyon, mapabilang sa isang pangkat sa sports, o anumang pasyang nauugnay sa edukasyon o trabaho, o kaya
- Nakakasagabal ang gawain sa ipinapakita ng mag-aaral sa paaralan, o nakakapagbigay ng nakakaasiwa o nakakapinsalang lugar para sa pag-aaral at pagtatrabaho.

Mga Halimbawa ng Sekswal na Panliligalig:

- Pagpipilit sa isang tao ng sekswal na pabor
- Hindi gustong paghihipto na sekswal
- Paggawa ng graffiti na sekswal
- Pamamahagi ng mga text, e-mail, o larawan na maliwanag na sekswal
- Mga pagbibiro o panunuksong sekswal, mga pagtsitsismis, o may bastos na kahulugan na mga mungkahi
- Pisikal na karahasan, kasama na ang panggagahasa at pang-aatakeng sekswal

Makakapag-ulat ka ng sekswal na panliligalig sa sinumang miyembro ng tauhan ng paaralan o sa Title IX Officer ng distrito, na nakalista sa itaas. May karapatan ka ring maghain ng reklamo (tingnan sa ibaba). Para sa kopya ng patakaran at pamamaraan sa sekswal na panliligalig ng iyong distrito, makipag-ugnayan sa paaralan o opisina ng distrito, o tingnan ito online dito:
<https://app.eduportal.com/documents/view/713236> and
<https://app.eduportal.com/documents/view/713239>.

MGA OPSYON SA PAGREREKLAMO: DISKRIMINASYON AT SEKSWAL NA PANLILIGALIG

Kung naniniwala kang nakaranas ka o ang iyong anak ng labag sa batas na diskriminasyon, discriminatory harassment, o sekswal na panliligalig sa paaralan, may karapatan kang maghain ng reklamo.

Bago maghain ng reklamo, matatalakay mo ang iyong mga saloobin sa punong-guro ng iyong anak o sa Section 504 Coordinator, Title IX Officer, o Civil Rights Coordinator ng distrito ng paaralan, na nakalista sa itaas. Ito ang kadalasang pinakamabilis na paraan upang maipadala ang iyong mga saloobin.

Reklamo sa Distrito ng Paaralan***Hakbang 1. Isulat ang Iyong Reklamo***

Kadalasan, dapat ihain ang mga reklamo sa loob ng isang taon mula sa petsa ng insidente o gawain na tinutukoy sa reklamo. Dapat nakasulat ang reklamo. Tiyaking ilarawan ang gawain o insidente, ipaliwanag kung bakit mo pinaniniwalaang nagkaroon ng diskriminasyon, discriminatory harassment, o sekswal na panliligalig, at ilarawan kung anong mga pagkilos ang pinaniniwalaan mong dapat gawin ng distrito upang malutas ang problema. Ipadala ang iyong reklamo sa pamamagitan ng kasulatan—sa pamamagitan ng paghulog sa koreo, pagpapadala ng fax, email, o personal na paghahatid nito—sa superintendent ng distrito o civil rights compliance coordinator.

Hakbang 2: limbestigahan ng Distrito ng Paaralan ang Iyong Reklamo

Kapag natanggap na ng distrito ang iyong reklamo, bibigyan ka ng coordinator ng kopya ng pamamaraan ng pagrereklamo at titiyaking magsasagawa ng agaran at masisinang pagsisiyasat. Tutugon ang superintendent o naitalaga sa iyo sa pamamagitan ng kasulatan sa loob ng 30 araw sa kalendaryo—maliban kung sasang-ayon ka sa ibang panahon. Kung kinasasangkutan ng iyong reklamo ang bukod-tanging mga pangyayari na kailangan ang mas matagal na pagsisiyasat, aabisuhan ka ng distrito sa pamamagitan ng kasulatan at

ipapaliwanag kung bakit kailangan ng tauhan ng dagdag na panahon at isang bagong petsa sa kanilang kasagutan sa pamamagitan ng kasulatan.

Hakbang 3: Sasagutan ang Distrito ng Paaralan sa Iyong Mga Reklamo

Sa nakasulat na tugon nito, magsasama ang distrito ng buod ng mga resulta ng pagsisiyasat, isang pasya kung hindi nakasunod ang distrito sa mga batas ng karapatan bilang mamamayan, abiso na maaari kang mag-apela sa pasyang ito, at anumang hakbang na kakailanganin upang pasunurin ang distrito sa mga batas bilang mamamayan. Ipapatupad ang mga hakbang ng pagwawasto sa loob ng 30 araw na batay sa kalendaryo pagkatapos ng sagot na ito sa pamamagitan ng kasulatan—maliban na lang kung sasang-ayon ka sa ibang panahon.

Apela sa Distrito ng Paaralan

Kung hindi ka sumasang-ayon sa pasya ng distrito ng paaralan, maaari kang mag-apela sa board of directors ng distrito ng paaralan. Dapat kang maghain ng abiso ng pag-apela sa pamamagitan ng kasulatan sa secretary ng school board sa loob ng 10 araw sa kalendaryo pagkatapos mong matanggap ang tugon ng distrito ng paaralan sa iyong reklamo. Mag-iiskedyul ang school board ng pagdinig sa loob ng 20 araw sa kalendaryo pagkatapos nilang matanggap ang iyong apela, maliban kung sasang-ayon ka sa ibang panahon. Papadalhan ka ng school board pasya sa pamamagitan ng kasulatan sa loob ng 30 araw sa kalendaryo pagkatapos matanggap ng distrito ang iyong abiso ng apela. Isasama sa pasya ng school board ang impormasyon tungkol sa kung paano maghain ng reklamo sa loob ng Opisina ng Superintendente ng Publikong Pagtuturo (Office of Superintendent of Public Instruction, OSPI).

Reklamo sa OSPI

Kung hindi ka sumasang-ayon sa pasya sa pag-apela ng distrito ng paaralan, nagbibigay ang batas ng estado ng opsyon na maghain ng pormal na reklamo sa Opisina ng Superintendente ng Publikong Pagtuturo (Office of Superintendent of Public Instruction, OSPI). Ito ay isang hiwalay na proseso ng reklamo na maaaring maganap kung ang isa sa dalawang kundisyon na ito ay naganap: (1) nakumpleto mo na ang proseso ng reklamo at pag-apela ng distrito, o (2) hindi sinunod nang tama ng distrito ang proseso ng reklamo at pag-apela.

Mayroon kang 20 araw sa kalendaryo upang maghain ng reklamo sa OSPI mula sa araw na natanggap mo ang pasya sa iyong apela. Maaari mong ipadala ang iyong reklamo sa pamamagitan ng kasulatan sa Equity and Civil Rights Office sa OSPI:

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

Ipadala sa koreo o personal na ihatid: PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

Para sa higit pang impormasyon, bisitahin ang aming [website](http://www.wa.gov), o tawagan ang OSPI's Equity and Civil Rights Office sa 360-725-6162/TTY: 360-664-3631 o sa pamamagitan ng e-mail sa equity@k12.wa.us.

Iba Pang Opsyon sa Pagrereklamo ng Diskriminasyon

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

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

Washington State Human Rights Commission

1-800-233-3247 | TTY: 1-800-300-7525 | [Human Rights Commission Website](#)

Handbook Language | Ukrainian

ДИСКРИМІНАЦІЯ

Шкільний округ Richland не допускає дискримінації в жодних програмах або заходах за ознакою статі, раси, віросповідання, релігії, кольору шкіри, національного походження, віку, статусу ветерана або військового статусу, статевої орієнтації, гендерного самовираження, статевої належності, інвалідності або використання навченого собаки-поводиря чи тварини-поводиря і забезпечує рівний доступ до груп бойскаутів та інших визначених молодіжних груп. Для розгляду запитань і скарг щодо передбачуваної дискримінації призначено такого(-их) співробітника(-ів):

Civil Rights Coordinator: Galt Pettett, Galt.Pettett@rsd.edu or 509-967-6009

Title IX Officer: Todd Baddley, Todd.Baddley@rsd.edu or 509-967-6002

Section 504 Coordinator: Brian Moore, Brian.Moore@rsd.edu or 509-967-6003

Ви можете повідомити про дискримінацію та дискримінаційне домагання будь-якому співробітнику школи або Координатору нагляду за дотриманням цивільних прав, вказаному вище. Також ви маєте право подати скаргу (див. нижче) Щоб отримати екземпляр політики і процедури недопущення дискримінації для вашого округу, зверніться у свою школу або окружне управління або ж перегляньте їх онлайн ось тут: <https://app.eduportal.com/documents/view/717196> and <https://app.eduportal.com/documents/view/717203>.

СТАТЕВІ ДОМАГАННЯ

Учні та співробітники захищені від статевого домагання з боку будь-кого в рамках будь-якої шкільної програми або заходу, в тому числі у шкільному містечку, в шкільному автобусі або за межами містечка під час здійснення заходу під наглядом школи.

Статеве домагання - це небажана поведінка або спілкування, що має сексуальний характер, коли:

- Учні або співробітнику нав'язують переконання, що він чи вона мають бути залучені в небажану статеву поведінку або спілкування, щоб отримати щось у відповідь, як-от оцінку, просування по навчанню чи службі, місце в спортивній команді або будь-яке рішення у сфері навчання чи роботи, або
- Поведінка значною мірою перешкоджає успішності учня чи створює загрозливе або вороже середовище для навчання чи роботи.

Приклади статевого домагання:

- Наполягання на тому, щоб людина надала статеві послуги
- Небажані доторкування сексуального характеру
- Написання графіті сексуального характеру
- Поширення відверто сексуальних текстів, електронних повідомлень або фотографій

- Сексуальні жарти, чутки або натяки на секс
- Фізичне насилля, включаючи зґвалтування і статеве насилля

Ви можете повідомити про статеві домагання будь-якому співробітнику школи або представнику округу за розділом IX, згаданому вище. Також ви маєте право подати скаргу (див. нижче) Щоб отримати екземпляр політики і процедури щодо статевого домагання для вашого округу, зверніться у свою школу або окружне управління, або ж перегляньте їх онлайн ось тут: <https://app.eduportal.com/documents/view/713236> and <https://app.eduportal.com/documents/view/713239>.

ВАРІАНТИ ПОДАННЯ СКАРГИ: НЕДОПУЩЕННЯ ДИСКРИМІНАЦІЇ І СТАТЕВЕ ДОМАГАННЯ

Якщо ви вважаєте, що ви або ваша дитина зазнали в школі незаконної дискримінації, дискримінаційного домагання або статевого домагання, то маєте право подати скаргу.

Перед поданням скарги ви можете обговорити питання, які викликають тривогу, з директором школи вашої дитини або з Координатором секції 504, Представником округу за розділом IX чи Координатором нагляду за дотриманням цивільних прав шкільного округу, згаданими вище. Часто це найшвидший спосіб вирішення ваших питань.

Подання скарги в шкільний округ

Крок 1. Напишіть скаргу

Здебільшого скарги слід подавати протягом одного року з дня інциденту або вияву поведінки, що є предметом скарги. Скарга має бути в письмовому вигляді. Обов'язково опишіть поведінку або інцидент, поясніть, чому, на вашу думку, виявилася дискримінація, дискримінаційне домагання або статеве домагання, та опишіть, яких заходів, на вашу думку, має вжити округ для вирішення проблеми. Надішліть свою письмову скаргу поштою, факсом, електронною поштою або доставкою на руки окружному інспектору чи координатору нагляду за дотриманням цивільних прав.

Крок 2. Шкільний округ розглядає вашу скаргу

Коли округ отримає вашу письмову скаргу, координатор надасть вам екземпляр процедури розгляду скарги і подбає про проведення невідкладного і ретельного розслідування. Інспектор або призначена особа дасть вам відповідь у письмовій формі протягом 30 календарних днів, якщо ви не погоджуєтесь на інший період часу. Якщо ваша скарга пов'язана з винятковими обставинами, які вимагають тривалішого розслідування, округ повідомить вас про це у письмовій формі, пояснить, чому персоналу потрібно більше часу, і зазначить нову дату своєї письмової відповіді.

Крок 3. Шкільний округ відповідає на вашу скаргу

У свою письмову відповідь округ включить короткий опис результатів розслідування, рішення щодо того, дотримувався округ законів стосовно цивільних прав чи ні, повідомлення про те, що ви можете оскаржити це рішення та опис будь-яких заходів для того, щоб округ дотримувався законів стосовно цивільних прав. Коректувальні заходи вступають в дію протягом 30 днів з моменту надання письмової відповіді, якщо ви не погоджуєтесь на інший період часу.

Подання апеляції в шкільний округ

Якщо ви не згодні з рішенням шкільного округу, то можете подати апеляцію раді директорів шкільного округу. Вам слід подати апеляційну заяву в письмовій формі секретарю шкільної ради протягом 10 календарних днів після отримання відповіді шкільного округу на вашу скаргу. Шкільна рада призначить слухання протягом 20 календарних днів після отримання вашої апеляції, якщо ви не погоджуєтесь на інший термін. Шкільна рада надішле вам письмове рішення протягом 30 календарних днів після того, як округ отримає вашу апеляційну заяву. Рішення шкільного округу включатиме інформацію про те, як подати скаргу в Управління інспектора навчальних закладів (OSPI).

Подання скарги в OSPI

Якщо ви не згодні з апеляційним рішенням шкільного округу, то законодавство штату дає можливість подати офіційну скаргу в Управління інспектора навчальних закладів Office of Superintendent of Public Instruction (OSPI). Це окрема процедура подання скарги, яка можлива в разі наявності однієї з таких двох умов: 1) ви пройшли процедуру розгляду скарги округом та апеляційну процедуру або 2) округ не дотримався правильно процедури розгляду скарги та апеляційної процедури.

У вас є 20 календарних днів для подання скарги в OSPI з дати отримання рішення щодо вашої апеляції. Ви можете надіслати письмову скаргу в Управління нагляду за дотриманням прав і цивільних прав при OSPI:

Електронна пошта: Equity@k12.wa.us | **Факс:** 360-664-2967

Пошта або доставка на руки: PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

Щоб дізнатися більше, зайдіть на наш [веб-сайт](#) або зверніться в Управління нагляду за дотриманням прав і цивільних прав при OSPI за телефоном 360-725-6162/телетайп: 360-664-3631 або на електронну пошту equity@k12.wa.us.

Інші варіанти подання скарги стосовно дискримінації

Управління з цивільних прав, Міністерство освіти США

206-607-1600 | TDD: 1-800-877-8339 | OCR.Seattle@ed.gov | [Веб-сайт OCR](#)

Комісія з прав людини штату Вашингтон

1-800-233-3247 | телетайп: 1-800-300-7525 | [Веб-сайт комісії з прав людини](#)

Handbook Language | Vietnamese

PHÂN BIỆT ĐỐI XỬ

Học Khu Richland không phân biệt đối xử trong bất kỳ chương trình hoặc hoạt động nào trên cơ sở giới tính, chủng tộc, tín ngưỡng, tôn giáo, màu da, nguồn gốc quốc gia, độ tuổi, tình trạng cựu chiến binh hoặc quân đội, định hướng tình dục, thể hiện giới tính, nhận biết giới tính, khuyết tật, hoặc dùng chó đã được huấn luyện để dẫn đường hoặc giúp đỡ và cho phép quyền tiếp cận công bằng với chương trình Hướng đạo sinh và các nhóm thanh niên được ấn định khác. (Những) nhân viên sau đây được chỉ định xử lý các câu hỏi và khiếu nại về cáo buộc phân biệt đối xử:

Civil Rights Coordinator: Galt Pettett, Galt.Pettett@rsd.edu or 509-967-6009

Title IX Officer: Todd Baddley, Todd.Baddley@rsd.edu or 509-967-6002

Section 504 Coordinator: Brian Moore, Brian.Moore@rsd.edu or 509-967-6003

Quý vị có thể báo cáo trường hợp phân biệt đối xử và quấy rối do kỳ thị với bất kỳ nhân viên nhà trường nào hoặc với Điều Phối Viên Dân Quyền của học khu nói trên. Quý vị cũng có quyền nộp đơn khiếu nại (xem dưới đây). Để có một bản chính sách và thủ tục không phân biệt đối xử của học khu, xin hãy liên hệ trường học hoặc văn phòng học khu của quý vị hoặc xem trực tuyến ở đây:

<https://app.eduportal.com/documents/view/717196> and

<https://app.eduportal.com/documents/view/717203>.

QUẤY RỐI TÌNH DỤC

Học sinh và nhân viên được bảo vệ không bị quấy rối tình dục bởi bất kỳ người nào trong bất kỳ chương trình hoặc hoạt động nào của nhà trường, bao gồm trong khu trường sở, trên xe buýt của trường, hoặc ngoài khu trường sở trong hoạt động do trường tài trợ.

Quấy rối tình dục là hành vi không được chào đón hoặc trao đổi có tính chất tình dục khi:

- Học sinh hoặc nhân viên được hướng dẫn để tin rằng họ phải phục tùng theo hành vi hoặc trao đổi tình dục không chào đón để đổi lại có được một điều nào đó như điểm số, thăng tiến, một chỗ trong đội thể thao, hoặc bất kỳ quyết định nào về giáo dục hoặc việc làm, hoặc
- Hành vi cản trở đáng kể hiệu quả giáo dục của học sinh, hoặc tạo ra một môi trường giáo dục hoặc làm việc sợ hãi hoặc thù địch.

Thí dụ của sự quấy rối tình dục:

- Bắt ép người khác cho quan hệ tình dục
- Đụng chạm khiếm nhã có tính chất tình dục
- Vẽ tranh có tính chất tình dục
- Phát tán các tin nhắn, email, hay hình ảnh về tình dục rõ ràng
- Chế nhạo, phao tin đồn, hoặc sự nhận xét có tính chất gợi ý về tình dục
- Bạo hành, bao gồm hăm hiếp và cưỡng bức tình dục

Quý vị có thể báo cáo tình trạng quấy rối tình dục cho bất kỳ nhân viên trường học nào hoặc cho Viên chức phụ trách Tiêu đề IX của học khu, được liệt kê ở trên. Quý vị cũng có quyền nộp đơn khiếu nại (xem dưới đây). Để có một bản chính sách và thủ tục về quấy rối tình dục của học khu, xin hãy liên hệ trường học hoặc văn phòng học khu của quý vị hoặc xem trực tuyến ở đây:

<https://app.eduportal.com/documents/view/713236> and

<https://app.eduportal.com/documents/view/713239>.

CÁC LỰA CHỌN KHIẾU NẠI: PHÂN BIỆT ĐỐI XỬ VÀ QUẤY RỐI TÌNH DỤC

Nếu quý vị tin rằng quý vị hoặc con của quý vị bị phân biệt đối xử trái phép, quấy rối do kỳ thị hoặc quấy rối tình dục khi ở trường, quý vị có quyền nộp đơn khiếu nại.

Trước khi nộp đơn khiếu nại, quý vị có thể thảo luận mối quan ngại của mình với hiệu trưởng của trẻ hoặc với Điều phối viên phụ trách Phần 504, Viên chức phụ trách Tiêu đề IX hoặc Điều phối viên dân quyền của học khu, được liệt kê ở trên. Đây thường là cách nhanh nhất để giải quyết mối quan ngại của quý vị.

Khiếu nại lên Học khu

Bước 1: Viết Đơn Khiếu Nại

Trong hầu hết các trường hợp, phải nộp đơn khiếu nại trong vòng một năm kể từ ngày xảy ra sự việc hoặc hành vi là đối tượng khiếu nại. Vấn đề khiếu nại phải được trình bày bằng văn bản. Xin đừng quên mô tả hành vi hoặc sự việc, giải thích lý do tại sao quý vị tin rằng đã xảy ra phân biệt đối xử, quấy rối do kỳ thị, hoặc quấy rối tình dục, và mô tả những hàng động nào mà quý vị cho rằng học khu nên thực hiện để giải quyết vấn đề. Gửi đơn khiếu nại của quý vị—bằng thư, fax, email, hoặc gửi trực tiếp—đến giám đốc học chánh của khu hoặc điều phối viên tuân hành về dân quyền.

Bước 2: Học khu điều tra đơn khiếu nại của quý vị

Sau khi học khu nhận được đơn khiếu nại của quý vị, điều phối viên sẽ cung cấp cho quý vị một bản thủ tục khiếu nại và chắc chắn tiến hành điều tra nhanh chóng và kỹ lưỡng. Giám đốc hoặc người được bổ nhiệm sẽ hỏi âm cho quý vị bằng văn bản trong vòng 30 ngày—trừ khi quý vị đồng ý thời

hạn khác. Nếu đơn khiếu nại của quý vị liên quan đến những trường hợp ngoại lệ đòi hỏi phải kéo dài việc điều tra, thì học khu sẽ thông báo cho quý vị bằng thư giải thích lý do tại sao nhân viên cần thêm thời gian và hẹn một ngày mới để trả lời bằng thư.

Bước 3: Học khu trả lời đơn khiếu nại của quý vị

Trong văn bản hỏi âm, học khu sẽ bao gồm tóm tắt kết quả điều tra, quyết định xem học khu có không tuân theo luật về dân quyền không, thông báo rằng quý vị có thể kháng cáo quyết định này, và bất kỳ biện pháp nào cần thiết để học khu tuân theo luật pháp về dân quyền. Những biện pháp chấn chỉnh sẽ được thực hiện trong vòng 30 ngày sau khi gửi thư trả lời—trừ khi quý vị đồng ý với một thời hạn khác.

Kháng cáo lên Học khu

Nếu quý vị không đồng ý với quyết định của học khu, quý vị có thể kháng cáo lên ban giám đốc của học khu. Quý vị phải nộp văn bản thông báo kháng cáo lên thư ký của ban giám đốc trường học trong vòng 10 ngày sau khi quý vị nhận được thư hỏi âm của học khu về khiếu nại của quý vị. Ban giám đốc trường học sẽ xếp lịch tổ chức buổi điều trần trong vòng 20 ngày sau khi họ nhận được kháng cáo của quý vị, trừ khi quý vị đồng ý thời hạn khác. Ban giám đốc trường học sẽ gửi văn bản quyết định cho quý vị trong vòng 30 ngày sau khi học khu nhận được thông báo kháng cáo của quý vị. Quyết định của ban giám đốc trường học sẽ bao gồm thông tin về cách nộp đơn khiếu nại với Văn Phòng Tổng Giám Đốc Công Huấn (Office of Superintendent of Public Instruction, OSPI).

Khiếu nại lên OSPI

Nếu quý vị không đồng ý với quyết định kháng cáo của học khu, luật pháp tiểu bang cho phép một lựa chọn nộp đơn khiếu nại chính thức lên Văn Phòng Tổng Giám Đốc Công Huấn (OSPI). Đây là một quy trình khiếu nại riêng có thể thực hiện nếu một trong hai điều kiện sau đây đã xảy ra: (1) quý vị đã hoàn tất quy trình khiếu nại và kháng cáo của học khu, hoặc (2) học khu không tuân theo chính xác quy trình khiếu nại và kháng cáo.

Quý vị có 20 ngày để nộp đơn khiếu nại lên OSPI kể từ ngày quý vị nhận được quyết định kháng cáo của mình. Quý vị có thể gửi đơn khiếu nại lên Văn Phòng Công Bằng và Dân Quyền tại OSPI:

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

Gửi thư bằng bưu điện hoặc giao trực tiếp: PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

Để biết thêm thông tin, hãy truy cập [trang web](#) của chúng tôi, hoặc liên hệ Văn Phòng Công Bằng và Dân Quyền của OSPI theo số 360-725-6162/TTY: 360-664-3631 hoặc qua e-mail tại địa chỉ equity@k12.wa.us.

Những chọn lựa khác về khiếu nại phân biệt đối xử

Văn Phòng về Dân Quyền, Bộ Giáo Dục Hoa Kỳ

206-607-1600 | TDD: 1-800-877-8339 | OCR.Seattle@ed.gov | [OCR Website](#)

Ủy Ban Nhân Quyền Tiểu Bang Washington

1-800-233-3247 | TTY: 1-800-300-7525 | [Trang web của Ủy Ban Nhân Quyền](#)

RICHLAND SCHOOL DISTRICT- NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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

These rights are:

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

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

- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (3) The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to School officials with legitimate education interests. A School official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); or a parent, student, or other volunteer assisting another official in performing his or her tasks.

Under FERPA, Schools may disclose a student's "directory information" which includes information generally not considered harmful or an invasion of privacy if disclosed. The Richland School District has designated the following information as directory information: Student's name, address, telephone number, dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, diplomas and awards received, photographs or video of the student, and the most recent school attended. The actual residential address of participants in the state Address Confidentiality Program will not be available for release as directory information.

Parents or eligible students, who do not want their directory information released, must notify their School principal in writing. For those who do not wish to have this information released, please complete the "FERPA Opt-Out Form" found on the Richland School District website.

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

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled.

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by RSD to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA are:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-5901

DAILY BELL SCHEDULES

Monday - Friday Schedule

Period	Monday	Friday
	all	all
1	7:55-8:50	7:55-8:40
2	8:55-9:50	8:45-9:30
3	9:55-10:50	9:35-10:20
Lunch (A)	10:50-11:20	10:20-10:50
4 (A)	11:25-12:20	10:55-11:40
4 (B)	10:55-11:50	10:25-11:10
Lunch (B)	11:50-12:20	11:10-11:40
5	12:25-1:20	11:45-12:30
6	1:25-2:25	12:35-1:25

Period	Tuesday	Wednesday	Thursday
	1,2,3,4	5,6,1,2	3,4,5,6
1 5 3	7:55-9:15	7:55-9:15	7:55-9:15
2 6 4	9:20-10:40	9:20-10:40	9:20-10:40
Lunch (A)	10:40-11:10	10:40-11:10	10:40-11:10
Advisory (A)	11:15-11:45	11:15-11:45	11:15-11:45
Advisory (B)	10:45-11:15	10:45-11:15	10:45-11:15
Lunch (B)	11:15-11:45	11:15-11:45	11:15-11:45
3 1 5	11:50-1:05	11:50-1:05	11:50-1:05
4 2 6	1:10-2:25	1:10-2:25	1:10-2:25

Student Privacy "OPT OUT" Option Information

If you **DO NOT** wish for your Student's name and/or picture to be used in Libby Middle School or Richland School District publications; i.e., website, school newspaper, published announcements, etc. please come in to the Libby Middle School Office to sign a District opt-out form.

PARENT/STUDENT HANDBOOK REVIEW & SIGNATURE PAGE

2019-20

Please carefully review the Libby Middle School Student Handbook for School Year 2019-20, then acknowledge you and your student have read and understand the expectations set forth therein by LIBBY MIDDLE SCHOOL by going to [FamilyID.com](https://familyid.com) and completing the Acknowledgement.