

Wiley Parent Handbook



2022-2023

Paul Chartrand, Principal
509-967-6375

williamwiley.rsd.edu

Dear Parents and Students:

Welcome to William Wiley Elementary, home of the Coyotes!! We are excited to have you as part of our Wiley family look forward to a strong partnership with our community through a variety of opportunities.

This handbook is designed to complement Richland School District's policies and procedures and adds additional information specific to Wiley. If, at any time, you have questions, comments, or concerns, please contact our office. We are here to help you and your child be successful this year and want to ensure that we do all we can to support our families.

Our office hours are 8:15 a.m. to 3:45 p.m. Monday—Friday. Our phone number is 509-967-6375.

Please take a few minutes to review the rules, procedures and policies with your family.

Sincerely,

Paul Chartrand

Paul Chartrand
Principal

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TOGETHER WE EDUCATE EVERY STUDENT FOR SUCCESS

RSD Core Values

- Students learn best when they know we believe in their success.
- Students learn best with high quality and effective instruction.
- Students learn best surrounded by supported staff.
- Students learn best through relationships built on empathy.
- Students learn best when resources are managed to meet their needs.
- Students learn best when schools partner with families and communities.
- Students learn best when they are safe and secure.

Non-Discrimination Statement

The 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 or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. This applies to all educational programs, extra-curricular activities, and employment. The following employees has been designated to handle questions and complaints of alleged discrimination:

Title IX Coordinators:

Personnel Tim Praino (Tim.Praino@rsd.edu)
Executive Director, Human Resources
Brian Moore (Brian.Moore@rsd.edu)
Assistant Superintendent

Section 504 Coordinators:

Personnel Tim Praino (Tim.Praino@rsd.edu)
Executive Director, Human Resources

Facilities Richard Krasner (Richard.Krasner@rsd.edu)
Executive Director, Support Services

Student Services Brian Moore (Brian.Moore@rsd.edu)
Assistant Superintendent

Compliance Coordinator

State Law (RCW 28A.640/28A.642)
Galt Pettett (Galt.Pettett@rsd.edu)
General Counsel

The Richland School District will also take steps to assure that national origin persons who lack English language skills can participate in all education programs, services, and activities. For information regarding translation services or transitional bilingual education programs, contact the RSD Special Programs Office at 509-967-6050.

(See more about discrimination on pages 32 and 33.)

Richland School District
6972 Keene Road
West Richland, WA 99353
(509) 967-6000
Info@rsd.edu

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.
- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate. 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.
- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
- (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. Written complaints should be directed to Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5901

Under FERPA, the following information is considered public or "directory" information and may be released to anyone, including the media, colleges and universities, the military, youth groups, and scholarship grantors, unless you tell the District that you do not want the information released: name, address, telephone number, photograph, dates of enrollment, grade level, enrollment status, degree or award received, participation in officially recognized activities and sports teams, height and weight of athletes, most recent school attended, and other information that would not generally be considered harmful or an invasion of privacy if disclosed. You have the right to choose whether your student's information is released or not. Please provide written notice to your student's principal stating that you do not want their directory information released. If you elect not to have this directory information disclosed, this prohibition will be in place for all directory information including play bills, year books, sports announcements, etc.

Pursuant to RCW 28A.320.170, school districts are required to notify parents and guardians that they have the right, under the Washington Public Disclosure Act (RCW 42.17) to request the public records regarding school employee discipline. To file a public records request with Richland School District, please send your request, in writing to: Office of the General Counsel, Attn: Public Records Request, Richland School District, 615 Snow Avenue, Richland, WA 99352.

Wiley General Policies and Procedures

School Schedule

Monday – Thursday

Kindergarten-5th: 8:45 A.M. to 3:15 P.M.

Fridays

Kindergarten-5th: 8:45 A.M. to 2:15 P.M.

The first bell rings at 8:40 AM. The second/tardy bell rings at 8:45 AM. Students running a few minutes late will check in with the tardy team outside their building door.

Arrival on campus: 8:15 a.m. for students eating breakfast
8:30 a.m. for all other students

Crossing Guards: 8:15-8:45 a.m.
3:15-3:35 p.m.
Friday only 2:15-3:35 p.m.

Breakfast: 8:15-8:35 a.m.

Departing campus: Students must go directly home upon dismissal and not return until after 4:00 p.m.

CONTACT INFORMATION

Office: 509-967-6375

FAX: 509-967-4122

Secretaries:

Penny Shelby, Lead Secretary

Penny.Shelby@rsd.edu

Dyana Fleming, Attendance Secretary

Dyana.Fleming@rsd.edu

Principal:

Paul Chartrand

Paul.Chartrand@rsd.edu

Vice Principal:

Tina Wutzke:

Tina.Wutzke@rsd.edu

Protocols for Students Entering and Leaving Campus

Arrival

Students will line up at their designated spots outside of the school.

For safety and security reasons, walkers, bicyclists, and students being dropped off by a vehicle are not permitted to arrive prior to 10 minutes before the bell rings.

THERE IS NO SUPERVISION BEFORE 8:30 A.M.

FOR THEIR SAFETY, STUDENTS ARE NOT ALLOWED TO USE THE PLAYGROUND EQUIPMENT BEFORE AND AFTER SCHOOL.

Tardy students who arrive within 15 minutes of the bell are to report to the tardy team outside their building door. Tardy students arriving more than 15 minutes late need to report to the office to obtain an admittance slip. Parents should provide their child with a written explanation.

WALK YOUR WHEELS!

- Bicycles, skateboards, roller blades, scooters, etc. are NOT to be ridden on the school grounds - walk your wheels.
- Bicycles and scooters must be locked up at the bicycle rack. The school is not responsible for any damage or loss of a bicycle or scooter.

Any repeated violation of these guidelines may result in a student not being allowed to bring the bicycle or scooter onto the school grounds.

PET GUIDELINES: NO dogs are allowed on campus during school hours.

After School

- After school students will leave the building promptly through their classroom's designated exit to their parking lot. Families will meet together near the bike racks. Bikers will walk their bikes either along the far north sidewalk to cross at South Highlands and Holly, or **behind the school and around the middle sidewalk to be crossed with walkers at the entrance of the green parking lot on South Highlands.** Bikers exiting the field or red parking lot also will walk their bikes while on campus.
- Walkers will exit campus at a designated crossing station.
- Walkers traveling south on South Highlands will exit campus along the middle sidewalk and cross at South Highlands.
- All students will cross at crossing stations for safety and predictability for drivers.
- Students will continue to enter cars on the curb side only, in designated areas.

Walking to School

- Children who walk to school are expected to follow all safety rules.
- Cross only at crosswalks.
- Crossing guards will be stationed at the following corners:
- Holly & S. Highlands; Holly & Rose; Peony & Rose, S. Highlands & Spirea, and entrance to S. Highlands from the green parking lot.
- Walkers are to walk on the sidewalks.

Attendance Procedures

Students are required, by law (WAC 180-40-010 the "Becca Bill"), to attend school each school day, unless excused by a parent.

The following attendance policy is designed to promote regular attendance, academic achievement, and safety for all students: Please call the 24-hour school attendance line at 509-967-6375 and leave a voice message by 9:30 AM to report your student's absence for the day. This call lets us know your child is safe. You can e-mail attendance messages to Dyana.Fleming@rsd.edu. The school office is required to call for all students not in attendance at the start of the day and for whom no call has been received from the parent. This call is to verify parent knowledge of the student's absence. ****NEW STATE GUIDELINES**** According to state law, a conference will be scheduled with the parent and building administrator to devise a plan for improved attendance when a student reached:

- 7 unexcused/excused absences in a month
- 10 or more excused absences in a month

For all pre-planned absences, please obtain and complete an absence approval form from the office. This form should be submitted to the office *one week prior* to the student's preplanned absence.

If you must remove your child from school during the school day (doctor's appointment, family emergency, etc.), come to the school office and request that your child be brought to the office. You will be asked to sign your child out of school **using your driver's license**. (Wiley uses the Raptor system for student and visitor check in and check out.) **Students will not be called to the office until the parent arrives in the office to sign out the student.** If your child returns to school during that same day, please come to the office and sign your child back into school.

Absences

- Developing the habit of good attendance is important. Therefore, parents and students should make every effort to schedule appointments outside of the school day and vacations outside the school calendar.
- According to federal and state laws, absences are only excused for personal illness or injury of the student, doctor or dental appointments, participation in recognized religious holidays or other absences deemed appropriate by the principal. School-related absences (field trips, etc.) are also excused.
- **A written explanation or telephone call from the parent is required for every absence. It is the parents' responsibility to get this information to the attendance secretary, not just to the teacher**, so that student records will be accurate. If the parent fails to contact the attendance office to clear the absence, the absence is unexcused.
- An absence occurs when the student has failed to attend school.
- A half-day absence occurs when the student has failed to attend 1.5 hours or more in the morning or afternoon.
- A full-day absence occurs when the student has failed to attend the majority of hours or periods in an average school day.
- An unexcused absence occurs when the student has failed to attend the majority of hours in an average school day.

Transportation

Parents Drop and Pick up by Car

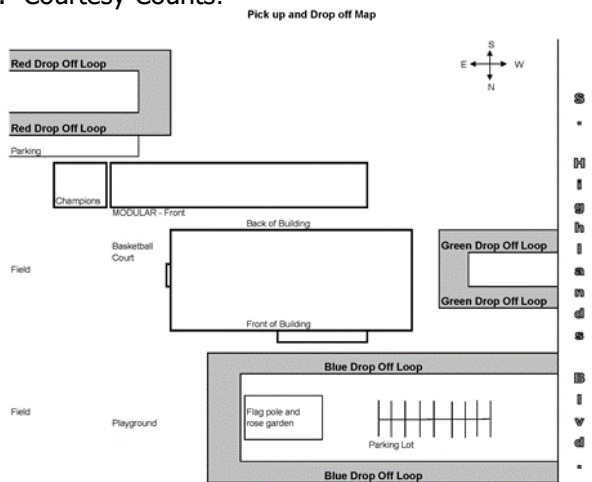
For the safety of children, extreme caution must be followed.

There are three areas for parents to drop-off children and pick them up at the end of the day. They are the Green Drop Off Loop (circular drive on the west side of the school), the Blue Drop Off Loop (the main drive on the north side of the school) and the Red Drop Off Loop (at the back of the school on Peony Street). See map below.

In order to accommodate and show courtesy to others, please pull all the way around the circle as far as you can go. **DO NOT CUT IN FRONT OF OTHER CARS.** As cars pick up the children, continue to move forward. Children will only be allowed to be picked up along the sidewalk area. When you have picked up your child, it is okay to pull out and be on your way. Please proceed with caution.

You may not get out of the car and leave when parked in the pick-up or drop-off area. Do not leave your car running and unattended. If you need to leave the car, park in the north parking lot and walk to the building to pick up your child. Children are not allowed to cross the parking lot without an accompanying adult.

Wiley Staff supervise activities in parking lots to promote safe conditions for students. Please follow all directions promptly. Courtesy Counts!



Health Concerns

Keep your child at home when:

Students must be fever, vomit and diarrhea free with zero symptoms, without the use of fever reducing medication, for 24 hours before returning to school.

- Students on antibiotics should not return to school until 24 hours after taking the 1st dose.
- Body rash, especially with a fever or itching.
- Lice or nits: Ok to return once treatment has begun.
- Diarrhea: 3 or more watery stools in 24 hours.
- Eye infection: Thick mucus or pus draining from the eye.
- Sore throat with fever or swollen glands.
- Temperature: 100 F. or more
- Sore throat, rash, vomiting, diarrhea, earache, not feeling well.

Doctor's Note is Required

Excuse from P.E. and/or Recess

Medication

Preferably, prescribed medication should be dispensed before and or after school hours under the supervision of a parent or guardian. If a student must receive prescribed oral or injectable medication while at school from an authorized staff member, the following conditions must be met:

- The parent must submit an Oral or Injectable Medication Request Form signed by both the parent and physician/dentist.
- The medication must be brought to the school by the parent or legal guardian in the ORIGINAL CONTAINER in an amount not to exceed 20 day supply. The container must be labeled with the student's name, physician/ dentist's name, drug name, and dosage.
- Requests shall be valid for not more than the current school year.

Medications are defined as all prescribed and over the counter medications, including aspirin, Tylenol, allergy tablets, cough medicines, asthma inhalers, etc.

If your child brings medication to school without the signed Medication Request Form, the staff will not be able to administer the medication. You, the parent, are always welcome to come to school to administer the medication yourself.

No medications shall be administered by injection except when a student is susceptible to a predetermined, life-endangering situation. Injections can only be given by RN, EMS, or PDA.

Medications will never be sent home with a student. Parents must pick up and drop off all medications.

Immunization

New students and kindergarteners must show proof of immunization against Hepatitis B, diphtheria, tetanus, pertussis (whooping cough), polio, measles, mumps, rubella and varicella (chickenpox). Kindergarten through 4th grade students must have two doses of measles vaccine. The second dose must have been administered after age four. *Starting in 2020-2021, students must have medically verified proof of all immunizations OR a medical, religious or personal* exemption on file. *Personal/philosophical exemption is NO longer valid for the MMR.*

Life Threatening Conditions

Washington State law (SHB 2834 6/2002) requires that children with life-threatening medical conditions have a medication or treatment order, as well as a nursing care plan on file at school. Life-threatening means a condition that could put your child in danger of death during the school day. This can include severe food allergies, allergies to bee stings, diabetes, or other potentially life-threatening conditions.

Students determined to have life-threatening conditions will not be allowed to attend school until completed forms and necessary supplies have been received and reviewed by the school nurse.

Telephone/Cell Phone Use

Due to the large number of students and staff, it is necessary to limit pupil use of the phone to emergencies only. Please remember to complete plans with your children before they come to school each day. **Students may bring cell phones to school but are not allowed to use cell phones and/or pagers during the school day. These must be turned off and left in the backpack during the day.**

Pet Policy

Only animals that are part of the instructional program will be allowed in the classroom/school and must be pre-approved by the principal. **Pets need to remain at home or in a vehicle.** The use of animals in the classroom is appropriate when supporting a specific unit of study. Therefore, these animals will be temporary in nature. Classroom pets are prohibited.

Student Insurance

Student Accident Insurance can be purchased. Please check in the packet of materials brought home the first week of school or check with the office.

Toys at School

Students should not bring toys to school unless they have been given permission by their classroom teacher. Toys brought to school will remain in backpacks. If rules are not followed and toys become a distraction, they will be kept in the office for a parent to retrieve.

Lost and Found

Please put your child's name in his/her clothing. We will make every effort to return marked items to children. Items found with no identification are taken to the area next to the Staff Lounge on the opposite side of the office entrance. During conference time, items are placed upon long tables near the main office. Items not claimed are sent to Goodwill or some other charitable organization.

Meals

HOT LUNCH There is a schoolwide free hot lunch program for 2022-2023. In the future, you may go online to www.mymealtime.com to pay for lunches. You will need your students 8 digit student ID number. You may call our office if you need assistance. Breakfast is served each morning and available for all students. Costs for these items may be found at <https://richlandisd.sodexomyway.com/>. Additional information may be found at <https://www.rsd.edu/departments/nutrition-services>.

The Richland School District has chosen MealTime Online to provide the opportunity for you to make credit card deposits into your student's meal account – conveniently, safely and securely. You can view your student's account activity, including onsite payments, online payments, current balance and a detailed history of account purchase. You can also set up an email reminder to warn you when the account balance reaches a pre-determined low point.

Food Procedure for Celebrations

William Wiley Elementary has students and staff with various allergies ranging from mild to severe, including life threatening. The office and health room staff prefer that you provide non-food treats when you plan to celebrate your child's birthday at school. Ultimately, each of us is responsible for any food we provide for students at school. If a student becomes ill or is harmed because of food we give or provide, we are responsible. **Please talk to your classroom teacher to determine their classroom birthday procedure.** If the decision is made to provide food items, please follow the established food policy.

- If the decision is made to provide food items, the Principal, office staff and teacher must be notified by the family **two days in advance of distribution** to allow time for the classroom teacher to contact the families of students with health concerns.
- If advance notice is not received, the food item may not be approved for distribution and/or you may be required to sign an "Assumption of Responsibility" form.
- All food items are to be delivered to the office only. Classroom teachers will pick these items up from the office.
- Food brought into the school for general student consumption must be store-purchased, sealed/wrapped with nutrition information attached. The Principal or classroom teacher will dispose of any item that does not meet these criteria.
- **Flowers and balloons are not allowed in classrooms.**

Food Free Treat Ideas

The office and health room staff prefer that you provide non-food treats when you plan to celebrate your child's birthday at school. Please see the list of suggestions below.

- • Wrapped birthday book as a gift to the class when a child has his/her birthday. The book is signed and dated inside by the birthday student and becomes a part of the classroom library.
- • Autograph book provided by parent. Each student and teacher writes something nice about the child in the book.
- • Wrapped game or activity to share with the class.
- • Gel pens
- • Postcards
- • Magnets

- ▪ Decks of cards
- ▪ Chalk
- ▪ Stickers/Tattoos
- ▪ Post-it notes
- ▪ Mini picture frames (cardboard is fine)
- ▪ Band aids (latex free) girly or superhero type
- ▪ Play doh

Invitations

In order to be distributed at school:

- Must be provided for whole class
- Distribution time will be determined by the teacher

Wiley Positive Behavior Support System

Staff will use our character trait program and positive behavior intervention to teach and practice expected behaviors. We will use the Coyote Code of Conduct and classroom expectations to focus student behaviors on learning.

The Big 3

1. I will work and play safely.
2. I will show respect for myself, others, and property.
3. I will help make Wiley a great place to learn.

Positive Character Traits

Character Traits are used as a method of building a positive school climate and enhancing student social skills. Each month a new character trait is the focus of lessons and discussion as it is introduced to the students.

Parent-Teacher Problem-Solving

Goal: To provide a process by which parents may address academic or student/teacher concerns openly and directly with teachers.

In order to benefit the education of children, the staff and administration of Wiley Elementary School believe that it is essential to maintain an open dialog and cooperative working environment between parents and staff. Our overriding concern is to provide the type of educational experience that is best for our children.

Procedures:

1. If you have concerns about your child's experiences in the classroom, contact your child's teacher (via e-mail or phone call) and ask to schedule an appointment to speak privately with the teacher. Indicate the reasons for your request, in order that the teacher is aware of your concerns.
2. Your child's teacher will contact you and agree upon an appointment time. The teacher may request the presence of other staff members such as the school counselor or Principal at this meeting.
3. When you come to the school for the appointment, sign in at the office, obtain a visitor's badge and wear the badge where it is easily seen by school personnel.
4. At the time of the meeting with your child's teacher, clearly state your concerns so that you and the teacher can explore ways in which they can be addressed. It may help clarify your concerns if you put them in writing.
5. During this meeting, an action plan will be agreed upon by you and your child's teacher that clearly states the responsibilities of all parties (teacher, parents and student) to redress the concerns.
6. If either the parent or the teacher is dissatisfied with the results of the action plan, review steps #4 and #5 or schedule a joint meeting with the principal.

Volunteer Policies

Goal: To provide a positive interaction between teachers, parents and students and to enhance student learning.

Parents are urged to volunteer within the variety of programs offered by the school. Our parent volunteers greatly enhance our ability to offer quality programs and give individual attention to our students' academic growth and development.

Safety and Building Security

Parents of our students are welcome and encouraged to visit our school frequently. Wiley utilizes the Raptor system for security purposes. In this way, parents and students can be assured that only people with a legitimate reason to be on our campus are around your children. Visitors are required to check in at the office when they arrive on campus. You will need to provide your driver's license (or other photo ID if you do not have a driver's license). You will be given a visitor badge to wear while at the school. You are asked to check out at the office prior to leaving campus.

For security reasons, visitors are not allowed on the playground during lunch or recess.

Steps to follow when volunteering:

1. **Prior** to volunteering in a classroom, chaperoning a field trip, or assisting in PTO activities, all persons must complete a Volunteer Application and Disclosure Statement online through the district office. This form is required by law and **must** be filled out each school year. You will then be subject to a Washington State Patrol Criminal Background Check. Please submit your form a minimum of one (1) week prior to beginning volunteer activities. A new form must be filled out each year.
2. If you wish to volunteer, first contact the teacher.
3. Upon arrival at the school for your volunteer time, sign in at the office, obtain a visitor's badge, and wear this badge so that it is easily seen by school personnel.
4. Sign out at the office when your volunteer time is over.
5. Inform the staff member with whom you are volunteering as early as possible if you are unable to volunteer at your scheduled time.

Helpful Hints

- ❖ Confidentiality is essential to a trusting and positive learning environment. Please do not discuss any student outside the classroom.
- ❖ Problems encountered with students while volunteering should be reported directly to the staff member in charge at a time when confidentiality can be assured and the staff member is not engaged in active teaching duties.
- ❖ Volunteers should not bring other children with them when volunteering, unless prior arrangements have been made with the staff member.
- ❖ Volunteering and classroom visits are not the same and have different guidelines.

Cold Weather Policy

Because we are concerned for the well-being and health of our students, especially during the cold weather season, a Cold Weather Policy is in order.

Students will be allowed into the buildings before the start of the school day and kept in from recess whenever the temperature is 20° or colder (including wind chill factor). Also, in instances of inclement weather (as determined by the administrator at the individual school site) students will be allowed into buildings early or kept inside during recess.

Any student with a health concern that requires them to stay indoors will be allowed to stay in the health room. **In these instances, a doctor's note will be required**

School Closures and Delays Due to Inclement Weather

The superintendent's decision will be communicated via the **District Web Site** (www.rsd.edu) and by local radio and television stations.

The district also utilizes text messages and email for announcing weather closures/delays. Parents and students wishing to receive the closure/delay announcements via text message or email can sign up by going to:
<http://flashalert.net/news.html?id=1845>

PTA: Parent Teacher Association

The PTA is a community-based organization which has a strong commitment to providing support for our students and staff, through student enrichment activities, fundraising, and increased parent/community involvement in all aspects of the school program.

The success of the PTA is directly related to the efforts of the volunteers in the organization. All parents and staff members are encouraged to become members. Watch the PTA and school calendars for dates and times of meetings and special activities.

Feel free to contact any of the PTA officers for information or to volunteer.

[Wiley PTA Website](#)

<https://williamwiley.rsd.edu/school/pta>

WileyCoyotesPTA@gmail.com

President@Wileypta.com

Find us on Facebook at *Wiley PTA and Events*

Dress Code

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 hope to instill the understanding of, and adherence to, appropriate dress for a work environment as we prepare students for their future career. It is also the responsibility of the school administrators to take reasonable steps to ensure a learning environment free from sexual harassment.

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 should they refuse to do so. These guidelines are not intended to be all-inclusive. **The principal has the authority to determine if clothing is disruptive to learning or impacts student safety.**

In order to maintain adherence to this dress code policy, students may **not** wear the following:

- Clothing that disrupts the educational process.
- Shorts and skirts shorter than mid-thigh in length.
- Clothing that reveals the back or midriff, or through which skin and/or undergarment is visible, or when arms are raised becomes visible. These include but are not limited to:
 - Boxers
 - Sheer tops
 - Mesh tops
 - Overly large openings at the neck or arms
 - Off the shoulder tops
 - Spaghetti straps
 - Halter-tops
 - Tube tops
 - Swim tops
 - Clothing that exposes the midriff
- Clothing or accessories with offensive pictures, symbols or sayings. These include but are not limited to:
 - **Demeaning statements**
 - **Violent statements**
 - **Sexual statements**
 - **Racial statements**
 - **Clothing that advertises or promotes tobacco, alcohol or other drugs.**
 - **Jewelry or accessories that could be used to cause harm or injury.**
 - **Any gang affiliated clothing.**
 - **No hats are permitted inside of the school.**

Children need to wear appropriate shoes (such as tennis shoes) for P.E. and for playing outside.
For safety reasons no flip flops or high heels

A good general policy regarding the dress code is:

If there is **ANY QUESTION** about an item being inappropriate, **DO NOT WEAR IT.**

RSD 3220 – Excerpt on Disciplinary Actions

Due Process

Any student, parent, or guardian, who is aggrieved by any disciplinary action or the imposition of a short-term suspension, long-term suspension, or expulsion, shall have the right to appeal the action.

Letters notifying parents of a long-term suspension, expulsion, or emergency action, will detail for the parent their appeal rights. This letter will include all necessary timelines and rights of the student and parent/guardian under state law.

Discipline, short-term suspension, long-term suspension, and expulsion conditions and limitations – Discipline, short-term suspension, long-term suspension, and/or expulsion may be imposed upon a student for violation of school district conduct rules. The types of misconduct for which discipline, short-term suspension, long-term suspension, or expulsion may be imposed upon a student shall include, but not be limited to, the following school district rules:

1. ***Alcoholic Beverages and/or Controlled Substances***- A student may be guilty of violation of this policy and school rule for the possession, use, transfer, manufacture, and/or sale/barter of alcoholic beverages, controlled substances, paraphernalia, inhalants, anabolic steroids, and/or imitation drugs on district premises, official school bus stop, school-sponsored activities, or in a district vehicle. See Policy 3418 on Alcohol, Tobacco, and Other Drug Use/Abuse Policy for more information.
2. ***Assault*** – A student may be guilty of assault if the student intentionally causes or attempts to cause physical injury or intentionally behaves in such a way as could reasonably cause physical injury to another person.
3. ***Criminal Acts in General***- A student may be guilty of a criminal act or violation if the student acts with intent to accomplish a result which constitutes a crime or violates the law.
4. ***Possession of a firearm or dangerous weapon*** – 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-provided transportation, at any official school bus stop, or in other areas of other facilities being used exclusively for school activities. See Policy 4315 for definitions of both a firearm and dangerous weapon.

Weapons

No person shall have a firearm or other weapon on school premises, at a school sponsored event, on school-provided transportation, at any official school bus stop, or in other areas of other facilities being used exclusively for school activities. Under the RCW 28A.600.420 and 28A.600.010 provide that any student, regardless of age, who is determined to have possessed a firearm on school grounds, school transportation, or facilities used exclusively by a school, shall be expelled from school for not less than one year.

5. ***Disrupting the Educational Process*** - A student may be guilty of causing a disruption to school if the student intentionally causes the substantial or material disruption of any school operation. This may include but is not limited to the following:
 - a. Failing to follow the reasonable directions of staff,
 - b. Intentionally setting off a fire alarm when there is no fire or emergency, and
 - c. Intentionally making a bomb threat.
6. ***Damages or Destruction of Property***- A student may be guilty of this section if they cause physical damage to the property of another and/or the school district.
7. ***Theft***- 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.
8. ***Arson*** – A student may be guilty of arson or damaging school property if the student intentionally sets fire to the item.
9. ***Threat/Verbal Assault***- A student may be guilty of this section if the student communicates, directly or indirectly, the intent to cause bodily injury to the person threatened or any other person or to cause physical damage to the property of a person.
10. ***Harassment, Intimidation, and Bullying*** – A student may be guilty of violation of this policy and school rule of this section if a student uses any written or other visual communication, verbal communication or physical act, gesture or omission, engaged in with the intent to, creating a substantial and unjustifiable risk of, creating the threat of, or with the natural end result of:

- a) Physically, emotionally or mentally harming a student, staff member, volunteer, patron or a member of such person's immediate family, or damaging the student, staff member, volunteer, or patron's property or that of the immediate family of such persons; or
- b) Substantially interfering with a student's educational experience; or
- c) Being so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- d) Having the effect of substantially disrupting the orderly operation of the school; or
- e) Casting a student or member of the student's immediate family in such light as to subject them to torment, ridicule or shame, regardless of the veracity of the facts upon which the actor has acted; or
- f) Constituting a crime pursuant to Federal, State or local laws, statutes or ordinance; or
- g) Subjecting any student to unwanted or illegal pornographic material; or
- h) Portraying any student in a state of nudity, engaging in sexual acts, or in such a state of near nudity as to subject such person to shame and embarrassment. See Policy 3207 – Harassment, Intimidation, Bullying, and Cyber-Bullying for more information

11. **Cyber-Bullying** – A student may be guilty of cyber-bullying if they engage in any harassment, intimidation or bullying, as defined above, when such is accomplished utilizing electronic communication media. Such media includes, but shall not be limited to, email messages, text messages, instant messages, social networking sites, internet based video sites, and posting of blogs. See Policy 3207 – Harassment, Intimidation, Bullying, and Cyber-Bullying for more information.

12. Sexual Harassment

A student may be guilty of sexual harassment if they make unwelcome verbal, written, visual, or physical advances toward another person. 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, such as a school-sponsored field trip.

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 tests, e-mails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault.

How do I report sexual harassment?

You can report sexual harassment to any school staff member or to the districts Title IX Officer.

Title IX Coordinator for Personnel: Tony Howard, Exec. Dir., Human Resources

Tony.Howard@rsd.edu

Title IX Coordinator for Students: Todd Baddley, Assistant Superintendent

Todd.Baddley@rsd.edu

See Policy 8700 – Sexual Harassment for more information. For a copy RSD's Sexual Harassment policy and procedure, contact your school or district office. This policy and procedure is also available on the RSD website at <http://www.rsd.edu/board/policies-regulations.html>.

13. **Racial Intimidation**- A student may be guilty of racial intimidation if they use verbal racial slurs or displays derogatory racial symbols. See policy 3207 – Harassment, Intimidation, Bullying, and Cyber-Bullying for more information.

14. **Tobacco Products**- The possession or use of tobacco products by students is not permitted on district premises or at any or all school-sponsored activities. Any student found in possession or using tobacco is in violation of this policy. See Policy 3418 – Alcohol, Tobacco, and Other Drug Use/Abuse Policy for more information.

Tobacco Policy

STUDENTS ARE PROHIBITED FROM BEING IN POSSESSION, CONSUMPTION AND/OR DELIVERY OF TOBACCO ON CAMPUS, AT ANY SCHOOL-SPONSORED ACTIVITY, OR SCHOOL DISTRICT VEHICLE.

A. First Offense

1. One (1) day in-school suspension.
2. Student may be required to speak to District staff about the health risk of tobacco use.
3. A copy of the letter of violation shall be permanently placed in the student's cumulative file.

B. Second Offense

1. Five (5) day out of school suspension.
2. A copy of the letter of suspension shall be permanently placed in the student's cumulative file.

C. Third Offense

1. Ten (10) day out of school suspension.
2. A copy of the letter of suspension shall be permanently placed in the student's cumulative file.

D. Fourth Offense

1. Long term suspension.
2. A copy of the letter of suspension shall be permanently placed in the student's cumulative file.

15. **Falsification/Forgery** - 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.

16. **Lewd Conduct** - A student may be guilty of lewd conduct if the student uses or exhibits indecent, obscene, or vulgar behavior through language, writing, pictures, signs, or acts.

17. **Cheating** – A student may be guilty of cheating if the student intentionally obtains test questions and/or answers through fraudulent means, or plagiarizes written material.

18. **False Accusations** - A student may be guilty of making a false accusation if the student intentionally makes false accusations or untrue charges of wrong-doing against staff, students, volunteers, or patrons.

19. **Gang/Gang Activity** – The 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:

- a) 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 of 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
- b) Use any speech, gesture, conduct, or commit any act or omission in furtherance of the interest of any such gang or such gang activity.

20. **Computer Misuse/Unauthorized Use of Technology** – 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:

- a. Damage any part of the computer system by attempting to harm, modify, or destroy computer hardware, software, or the data stored therein.
- b. Send, receive, or display offensive, inappropriate, or sexually explicit material,

21. **Gambling** – It may be a violation of this section for a student to be found to be playing a game of chance for money or for an item of value. In addition to the above general rules, individual schools are authorized to develop and implement building discipline plans specifying additional expectations and consequences for student behavior. Such plans shall be reasonable in nature and shall have the primary purpose of creating an orderly and appropriate educational environment with the building. The diploma and transcripts of the student responsible for the damage or loss may be withheld until the damages have been paid. Upon completion of such program the diploma and/or transcripts of the student will be released.

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. Students who elect to park cars on district property do so knowing that the exterior of the vehicle may be sniffed. 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 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.

Students and Telecommunication Devices

No cell phone shall be in use during instructional time. Therefore, cell phones shall not be displayed or observed in classrooms, testing areas (areas where testing materials are located), locker rooms, or anywhere a student has a reasonable expectation of privacy.

I. Elementary and middle school students may use cell phones and other electronic devices before and after school. During school hours these devices must be turned off and kept out of sight. Exceptions will be made on a case-by-case basis when an emergency situation exists that involves imminent physical danger, or a school administrator authorizes the student to do otherwise.

II. High school students may turn on and operate their cell phones and other electronic devices before and after the regular school day and during lunch while in designated areas. Exceptions will be made on a case-by-case basis when an emergency situation exists that involves imminent physical danger, or a school administrator authorizes the student to do otherwise.

Students shall comply with any additional rules developed by their school concerning the appropriate use of telecommunication and other electronic devices.

Computer Use

The Richland School District provides the opportunity for each student to utilize computer technologies and to have Internet access as resources to help reach curriculum goals. This utilization and access is conditional, however, and requires responsibility on the part of the user. Students are not permitted to use or trespass into the files, folders, log-ins, and/or passwords of others. Material that is offensive, inappropriate, harassing, insulting to or attacking others, or sexually explicit is not to be sent, received, accessed, or displayed. Laws, policies, and regulations regarding copyright and plagiarism are to be followed at all times. School computer resources are not to be used for personal gain, commercial, and/or fraudulent purposes. Students are not to seek or provide unauthorized or illegal access to school computer resources, nor damage, modify, or destroy computer hardware and/or software. Violations of computer usage policies and procedures will result in school disciplinary, civil, and/or criminal consequences. The District reserves the right to remove a user's account/access if it is determined that the user is engaged in unauthorized activity or is violating this Code of Conduct.

Students must follow the District and building guidelines for using computers.

The District Internet Guidelines:

1. Students are responsible for good behavior and communications on school computer networks. Communications on the network are public in nature. Therefore, general school and District rules for behavior and communications apply.
2. The network is provided to students for research purposes as long as the student agrees to act in a responsible manner.
3. Access to the computers is a privilege, not a right, and entails responsibility.
4. It is presumed that students will comply with District standards and Network Code of Conduct, and understand that disciplinary procedures will result if they fail to do so.
5. While complying with the children's Internet Protection Act (CIPA—internet filtering) and making every attempt to supervise students while accessing Internet resources, the District is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network.
6. Network storage areas may be treated like school lockers. Therefore, network administrators may review user files and communications to maintain system integrity and insure that users are using the system responsibly. Users should have no expectations of privacy in their electronic files stored on Richland School District computers.
7. All use of the system must be in support of education and research and consistent with the mission of the District.

Students using the district network are not permitted to do the following:

- Access, send, or display offensive messages or pictures
- Use obscene or defamatory language
- Harass, insult, defame, or attack others
- Damage computers, alter computer systems or computer networks
- Download/install programs, files, etc. without permission
- Access chat rooms, instant messaging services, games, etc.
- Violate copyright laws
- Use another's network account/password
- Give out his/her name, address, or phone number
- Trespass in another's folder, work, or files
- Intentionally waste limited resources
- Employ the network for commercial purposes
- Accessing personal e-mail accounts is only allowed for uses outlined in the classroom curriculum.

Violation Consequences

Violations may result in loss of access to the Internet, loss of computer usage while at school, as well as other disciplinary or legal action.

Network Code of Conduct

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.

1. No use of the system shall serve to disrupt the operation of the network by others.
2. Maintain the integrity of data, e-mail, and the network. Modifying or copying files/data of other users without their consent is not permitted.
3. Be ethical and courteous. Defamatory, harassing, obscene, or discriminatory remarks in e-mail or other communications 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 passwords from others
7. Computer hardware or software should not be destroyed, modified, or abused in any way.
8. "Hacking" the system or attempts to gain access to unauthorized data, e-mail, accounts, etc. is not permitted.
9. The network is not to be used for commercial purposes, financial gain, or any illegal activity.
10. Accessing inappropriate Internet sites or materials is not permitted.
11. Respect the privacy of others

From time-to-time, the District will make a determination of whether specific uses of the system are consistent with the regulations stated above. Under prescribed circumstances, non-student or non-staff use may be permitted, provided such individuals demonstrate that their use furthers the purpose and mission of the District. For security and administrative purposes, the district reserves the right for authorized personnel to review system use and file content. The District reserves the right to remove a user account on the system to prevent further unauthorized activity.

Violation of any of the conditions of use may be cause for disciplinary action.

What is Discrimination?

Discrimination is the unfair or unequal treatment of a person or a group because they are part of a defined group, known as a protected class. Discrimination can occur when a person is treated differently, or denied access to program, services or activities because they are a part of a protected class. Discrimination can also occur when a school or school district fails to accommodate a student or employee's disability. Harassment (based on protected class) and sexual harassment can be forms of discrimination when it creates a hostile environment.

What is a Protected Class?

A protected class is a group of people who share common characteristics and are protected from discrimination and harassment by federal and state laws. Protected classes defined by Washington State Law include:

- Sex
- Race/Color
- Creed/Religion
- National origin
- Disability or the use of a trained guide dog or service animal
- Sexual orientation
- Gender expression or identity
- Honorably discharged veteran or military status

What should I do if I believe my child is being discriminated against?

You should report your concerns to your child's teacher or principal immediately! This will allow the school to respond to the situation as soon as possible.

If you cannot meet with the teacher or principal, you can always contact your school district's main office. Each school district will have someone who is responsible to responding to complaints about discrimination. Sometimes this person is called the Title IX Coordinator or for issues related to disability, the Section 504 Coordinator.

What if I can't resolve the problem with the school?

If you cannot resolve your concern, you may wish to file a complaint with the school district. Anyone can file a complaint with the school district. You can file a formal complaint by writing a letter to your Superintendent that describes what happened and why you think it is discrimination. It is helpful to include what you want the district to do. Your letter must be signed.

The employee designated by the district to receive complaints will investigate your allegations and provide the superintendent with a written report of the complaint, and the results of the investigation. You and the district may also agree to resolve your complaint in lieu of an investigation.

The superintendent will send you a written letter within 30 calendar days which will either deny your allegations or describe the reasonable actions the district will take.

The letter will include how to file an appeal with your school board if you do not agree with the Superintendent's decision. Corrective measures must occur no later than 30 calendar days of the superintendent's letter.

What if I don't agree with the superintendent's decision or no one responds to my letter?

Your next step is to appeal to the school board. You can file an appeal by writing a letter to your school board. The letter must include the part of the superintendent's written decision that you would like to appeal and what you want the district to do. Your letter must be filed with the Secretary of your School Board by the 10th calendar day after you received the superintendent's response letter.

What will happen at the hearing?

You will explain why you disagree with the superintendent's decision. You may bring witnesses or other information that is related to your appeal.

The board will send you a copy of their decision within 10 calendar days after the hearing. The decision will include how to appeal to the Office of Superintendent of Public Instruction if you disagree.

What if I don't agree with the School Board's decision?

You may appeal the School Board's decision to the Office of Superintendent of Public Instruction (OSPI).

You can file an appeal by writing a letter to the Superintendent of Public Instruction. The letter must include the part of the school board's decision that you would like to appeal and what you want the district to do. Your signed letter must be received by OSPI by the 20th calendar day of receiving the school board's decision. It can be hand-delivered or mailed to:

OSPI
Administrative Resource Services
P.O. Box 47200
Olympia, WA 98504-7200
Phone (360) 725-6133

OSPI will schedule a hearing with an Administrative Law Judge through the Office of Administrative Hearings (OAH). During this process you will be provided information about the hearing. At the hearing you will explain why you disagree with the school board's decision. You may bring witnesses or other information that is related to your appeal. After the hearing, you will receive a copy of the judge's decision.

STUDENTS Procedure 3211 Gender-Inclusive Schools The principal or building administrator—or an appropriate, designated school employee—is encouraged to request a meeting with a transgender or gender-expansive student upon the student's enrollment in the Richland School District or in response to a currently enrolled student's change of gender expression or identity. Before contacting a student's parents, the school will consult with the student about the student's preferences regarding family involvement and honor those preferences. The goals of the meeting are to: • develop understanding of that student's individual needs with respect to their gender expression or identity, including any accommodations that the student is requesting or that the District will provide according to Policy 3211 and this procedure and under state and federal law; and • develop a shared understanding of the student's day-to-day routine within the school so as to foster a relationship and help alleviate any apprehensions the student may have with regard to their attendance at school. The school may not require the student to attend a meeting as condition of providing them with the protection to which they are entitled under Policy 3211, this procedure, and state and federal law regarding gender expression or identity. The District will not condone the intentional or persistent refusal to respect a student's gender identity or gender expression, or inappropriate release of information regarding a student's transgender or gender-expansive status.

Key Definitions/Terms

- **Assigned sex at birth:** The sex a person was given at birth, usually based on anatomy or chromosomes (e.g., male, female, intersex, etc.).
- **Cisgender:** A term used to describe people whose assigned sex matches their gender identity and/or gender expression (e.g., someone who was assigned female at birth and whose gender identity and/or gender expression is also female).
- **Gender Expansive:** A wider, more flexible range of gender identities or expressions than those typically associated with the binary gender system.
- **Gender Expression:** The external ways in which a person expresses their gender to the world, such as through their behavior, emotions, mannerisms, dress, grooming habits, interests, and activities.
- **Gender Identity:** A person's internal and deeply-felt sense of being female, male, both, non-binary, gender-expansive, or other—regardless of the gender assigned at birth.
- **Transgender:** A term often used to describe a person whose gender identity or expression, or both, are different from those traditionally associated with their sex assigned at birth.
- **Transitioning:** The process in which a person goes from living and identifying as one gender to living and identifying as another.

Communication and Use of Names and Pronouns An appropriate school employee will privately ask known transgender or gender-expansive students how they would prefer to be addressed in class, in correspondence to the home, and at STUDENTS Procedure 3211 Gender-Inclusive Schools conferences with the student's parent/guardian. That information will be included in the electronic student record system along with the student's legal name in order to inform teachers and staff of the name and pronoun by which to address the student. However, the student's legal name should only be accessible by necessary staff members—it should not be visible to other teachers or other staff who have access to the electronic records system. When appropriate or necessary, this information will be communicated directly with staff to facilitate the use of proper names and pronouns. A student is not required to change their official records or obtain a court-ordered name and/or gender change as a prerequisite to being addressed by the name and pronoun that corresponds to their gender identity. When communicating with transgender or gender expansive students regarding particular issues such as conduct, discipline, grades, attendance or health, school employees will focus on the conduct or particular issues rather than making assumptions regarding the student's actual or perceived gender identity or gender expression.

Official Records The standardized high school transcript is the only official record that requires a student's legal name. School staff should adopt practices to avoid the inadvertent disclosure of the student's transgender or gender-expansive status. The District will change a student's official records to reflect a change in legal name upon receipt of:

1. Documentation that the student's legal name or gender has been changed pursuant to a court order or through amendment of state or federally-issued identification; or
2. A written, signed statement explaining that the student has exercised a common-law name change and has changed their name for all intents and purposes and that the change has not been made for fraudulent reasons.

Schools may change a student's official gender designation upon parent or student request pursuant to the Office of the Superintendent of Public Instruction's (OSPI's) process found at: <https://www.k12.wa.us/sites/default/files/public/cedars/pubdocs/2018-19cedarsreportingguidance.pdf>. The process should not be overly cumbersome, and the District may not require verification from a physician. The school must use the name and gender by which the student identifies on all other records, including but not limited to school identification cards, classroom seating charts, athletic rosters, yearbook entries, diplomas, and directory information.

Confidential Health or Educational Information Information about a student's gender identity, legal name, or assigned sex at birth may constitute confidential medical or educational information. Disclosing this information to other students or other third parties may violate privacy laws, such as the federal Family Education Rights and Privacy Act (FERPA) (20 U.S.C. §1232; 34 C.F.R. Part 99). Therefore, to ensure the safety and well-being of the student, school employees should not disclose a student's transgender or gender-expansive status to others, including the other school personnel, unless the school is (1) legally required to

do so or (2) the student has authorized such disclosure. STUDENTS Procedure 3211 Gender-Inclusive Schools Before communicating with parents of transgender or gender expansive students, school employees should ask the student how the student prefers the staff to refer to them when talking with their parents and guardians. Restroom Accessibility Students will be allowed to use the restroom that corresponds to the gender identity they assert at school. No student will be required to use a restroom that conflicts with their gender identity. Any student—regardless of gender identity—who requests greater privacy should be given access to an alternative restroom. However, schools may not require a student to use an alternative restroom because of their transgender or gender-expansive status. Locker Room Accessibility Use of locker rooms by transgender or gender-expansive students will be assessed on a case-by-case basis, with the goal of maximizing transgender or gender-expansive student social integration, providing an equal opportunity to participate in physical education classes and athletic opportunities and ensuring the student’s safety. The district will take an approach that conforms with OSPI’s guidelines. In most cases, the District should provide the student access to the locker room that corresponds to the gender identity they assert at school. Reasonable alternatives to locker room conditions for any student who wants additional privacy include, but are not limited to: • Use of a private area (e.g., nearby restroom stall with a door, an area separated by a curtain, an office in the locker room, or a nearby health office restroom); • A separate changing schedule (i.e., utilizing the locker room before or after the other students). The school will provide accommodations needed to allow the student to keep their transgender or gender-expansive status private. No student will be required to use a locker room that conflicts with his or her gender identity. Sports and Physical Education Classes The District will provide all students, including transgender and gender-expansive students, the opportunity to participate in physical education and athletic programs/opportunities in a manner that is consistent with their gender identity. A student may seek review of his or her eligibility for participation in interscholastic athletics by working through the Gender Identity Participation procedure set forth by the Washington Interscholastic Activities Association (WIAA). Dress Codes The District will allow students to dress in a manner that is consistent with their gender identity and/or gender expression within the constraints of the dress codes adopted at their school site and within the constraints of the District guidelines for dress as they relate to health and safety issues (e.g., prohibitions on wearing gang-related apparel). School dress codes will be gender-neutral and will not restrict a student's clothing choices on the basis of gender. The District will take an approach that conforms with OSPI’s guidelines. STUDENTS Procedure 3211 Gender-Inclusive Schools Other School Activities In any school activity or other circumstance involving separation by gender (i.e., class discussions, field trips, and overnight trips), students will be permitted to participate in accordance with the gender identity they assert at school. Teachers and other school employees will make every effort to separate students based on factors other than gender where practicable. Training and Professional Development The District will designate one person to be the primary contact regarding this policy and procedure relating to transgender or gender expansive students. The primary contact must participate in at least one mandatory training opportunity offered by OSPI. When possible, the District will conduct staff training and ongoing professional development in an effort to build the skills of all staff members to prevent, identify and respond to harassment and discrimination. The content of such professional development should include, but not be limited to: • Terms and concepts related to gender identity, gender expression, and gender diversity in children and adolescents; • Appropriate strategies for communicating with students and parents about issues related to gender identity and gender expression, while protecting student privacy; • Strategies for preventing and intervening in incidents of harassment and discrimination, including bullying and cyber-bullying; • District and staff responsibilities under applicable laws and district policies regarding harassment, discrimination, gender identity, gender expression issues. Discrimination and Harassment Complaints Discrimination and harassment on the basis of sex, gender identity, or gender expression are prohibited within the district. It is the responsibility of each school, the District, and all staff to ensure that all students, including transgender and gender-expansive students, have a safe school environment. The scope of this responsibility includes ensuring that any incident of discrimination or harassment is given immediate attention and/or reported to the person designated as the primary contact relating to transgender or gender expansive students. The primary contact will communicate with the District’s Civil Rights Compliance Coordinator. Complaints alleging discrimination or harassment based on a person’s actual or perceived gender identity or expression are to be taken seriously and handled in the same manner as other discrimination and harassment complaints. This includes investigating the incident and taking age and developmentally-appropriate corrective action. Anyone may file a complaint alleging a violation of this policy using the complaint process outlined in the District’s Nondiscrimination Procedure 8900. The District will share this policy and procedure with students, parents/guardians, employees, and volunteers.