

Handbook 2023-2024



Pend Oreille River School Newport School District

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OUR MISSION

Pend Oreille River School provides an inclusive and empowering learning environment where students have safety, belonging, and choice in their educational setting. A Pend Oreille River School education is personalized to meet the needs of each individual student in order to serve as an apprenticeship for the future life they hope to live. Our school aims to support the whole student, including their social, emotional, mental, and educational well-being, through trauma-informed practices.

OUR VALUES

Belonging, Responsibility, Inclusivity, Choice, Empowerment, Hope

SCHOOL EXPECTATIONS

Complimenting our school values and the detailed policies and procedures laid out in this handbook, our school has 5 core expectations that help us function productively and collaboratively in our days.

1. Arrive on time.
2. Keep cell phones away.
3. Make progress in classes.
4. Take responsibility for actions.
5. Show kindness to yourself, our school, and others.

DISTRICT OFFICE STAFF
509-447-3167

Dave Smith	4501	Superintendent	smithdave@newportgriz.com
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PEND OREILLE SCHOOL STAFF
509-447-6630

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Honey Smith	7030	School Nurse	smithhoney@newportgriz.com
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SCHOOL SCHEDULE

Monday - Thursday		Friday	
AM Session	8:00 am - 11:00 am	Drop-in & remote student meetings	12:00 - 2:00 pm Required class time for students who are behind.
Lunch	11:00 am - 11:30 am		
PM Session	11:30 am - 2:30 pm		

Our school is open 7:30 am - 3:15 pm Monday-Friday.

BASIC INFORMATION

Pend Oreille River School students transfer from Newport High School or come from out of the district. If a student from Newport High School transfers to Pend Oreille River School, they cannot transfer back. Our schedule for the 2023-2024 school year includes two sessions daily from 8:00 to 11:00 am and from 11:30 am to 2:30 pm Monday through Thursday. Students choose which session they'd like to attend and also have the option to work remotely (with approval) or all day. Students can also sign up for Newport High School's elective courses if they choose to do so.

Pend Oreille River School graduates receive a regular high school diploma from our school and have their own graduation. Pend Oreille River School provides an inclusive, personal learning environment where students can work at their own pace in a mixture of computer-based and in-person classes. Individual help is available from the teacher and support staff. Students can move around freely in the classroom, get a snack in the kitchen, or use the bathroom when needed. Our school provides "wrap-around" services where community support people are available to help our students. We have a mental health counselor, medical doctor, and a YES case manager on-site at various times. Our goal is to help students feel like they have a safe place they belong, where they can learn and grow as they work towards graduation and prepare for the future.

Each student has a Written Student Learning Plan (WSLP) detailing the courses and credits the student will have for the year. To be considered a full-time student each student is expected to work at school and put in time at home. It is important that a student has internet access however, the public library has computers they can use if needed. In addition to completing required courses, graduation requirements include completing 20 hours of volunteer work, passing state tests or other designated state pathways, and completing the High School and Beyond Plan requirements. If a student does not meet monthly attendance and/or academic progress, an Intervention Plan will be developed for the following month.

Every week we meet one-on-one with each student to make sure they are on track with their classes. Weekly contact with each student is required, whether that is in person, via the phone or messaging. We also have a trimester plan created every trimester to ensure all coursework gets completed by the end of the year. Being on track with the trimester plan determines whether a student has met academic progress each month. The trimester plan is shared with the student and parent through a shared Google doc and may be accessed at any time.

Parents/guardians are welcome to call anytime. We are here to help. Grades and academic progress are emailed home every Sunday night through Apex. In addition, parents have access to in-person coursework on Canvas and they can view that at any time.

Accidents

School accidents should be reported immediately to the nearest adult in charge. If additional help is needed, students should contact another adult. Accident report forms must be completed.

Associated Student Body Activity Card

Associated Student Body (ASB) cards are available to students enrolled at Newport High School and Pend Oreille River School. They may be purchased at the high school. Money from this source is used to subsidize Student Body activities. An ASB card entitles the student to participate in Student Body activities, including free admission to regular home athletic contests and reduced prices at scheduled games away from home. Participation in any extracurricular activity requires the purchase of an ASB card. The cost of an ASB card is \$30.00/\$10 for free and reduced qualifiers.

Audio/Communication Equipment

The type of equipment referred to consists of but is not limited to, cell phones, iPods, MP3 players, DVD players, and video cameras. The unauthorized use of any of these products during class time will result in the equipment being confiscated. Further, the use of products with explicit lyrics will result in the product and the equipment being confiscated. The school is not responsible for damage to or loss of these items. If electronic devices are reasonably suspected to be involved in conduct that is against school or district policy, the device may be searched by school officials or law enforcement.

Bullying and Respect

The Newport School District is committed to a safe and civil educational environment for all students, parents/legal guardians, employees, volunteers and patrons, that is free from harassment, intimidation or bullying. “Harassment, intimidation or bullying” means any intentional written message or image--including those that are electronically transmitted--verbal, or physical act, including, but not limited to one shown to be motivated by any characteristic in RCW 9A.36.080 (3), (race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, or mental or physical disability), or other distinguishing characteristics, when the intentional written, verbal, physical and electronic (cyber-communication) act:

- Physically harms a student or damaging the student’s property; or
- Has the effect of substantially interfering with a student’s education; or
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation, or bullying. “Other distinguishing characteristics” can include but are not limited to physical appearance, clothing or other apparel, socioeconomic status, gender identity, marital status, and weight. Harassment, intimidation, or bullying can take many different forms including slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral, physical actions or electronically transmitted messages or images actions. “Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s).

This policy is not intended to prohibit the expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by other district policies or building, classroom, or program rules.

This policy is a component of the district's responsibility to create and maintain a safe, civil, respectful, and inclusive learning community and is to be implemented in conjunction with comprehensive training of staff and volunteers, including the education of students in partnership with families and the community. The policy is to be implemented in conjunction with the Comprehensive Safe Schools Plan which includes prevention, intervention, crisis response, recovery, and annual review. Employees, in particular, are expected to support the dignity and safety of all members of the school community.

Depending upon the frequency and severity of the conduct, intervention, counseling, correction, discipline, and/or referral to law enforcement will be used to remediate the impact on the victim and the climate and change the behavior of the perpetrator. This includes appropriate intervention, restoration of a positive climate, and support for the victims and others impacted by the violation. False reports or retaliation for harassment, intimidation or bullying also constitute violations of the policy. Retaliation is prohibited and will result in appropriate discipline. It is a violation of this policy to threaten or harm someone for reporting HIB. Students and employees will not be disciplined for making a report in good faith.

Reporting may be done by visiting the Newport School District website and using the Safe Schools Alert link or contacting the Pend Oreille River School office at (509) 447-6630. It is available for use by students, families, or staff to report incidents of harassment, intimidation, or bullying. (NSD Policy 3207)

Cell Phones

Cell phones must be put in a backpack or purse during school hours and may only be taken out at breaks. Students may listen to music on their cell phones, but if it becomes a distraction that disrupts their learning, students will be given two warnings before they are asked to turn in their phone for the remainder of the day. Student cell phones will be returned when they leave for the day. If this becomes a regular occurrence, a meeting with the student and their guardian will be scheduled, and a success contract will be drafted.

Classroom Expectations

Classroom expectations will be reviewed with students as they enroll in Pend Oreille River School. To ensure all students have the opportunity to learn, it is expected that each student will make every attempt to follow the expectations. Classroom expectations are posted on the wall. All students are expected to be respectful of staff members and respectful of each other. Academic honesty is also expected of each student in every class. Students using an app to answer questions instead of reading the material will be considered an academic violation and the student may lose credit for the course. If compliance becomes a problem, a meeting between the student, guardian and school staff may be arranged to establish a success contact that works towards upholding this school expectation.

Computers

Students who are on site are assigned a computer to use while they are at school. If students need a computer to use in order to work away from school, one will be checked out to them after a computer use agreement has been signed.

Counseling Services

Counselors and support people are available to assist students academically and personally. This may be done through individual or group counseling or through referrals to other local agencies with whom our district counselor works cooperatively. If a student is interested in counseling they can talk with a staff member to start the referral process.

Dance Regulations

Pend Oreille River School students may attend dances at NHS under the same expectations as NHS students. School dances are for the social enjoyment of the students and their guests. All school rules will be enforced during school activities. The attendance, guests, and sign-out procedures are below.

1. Pend Oreille River School students wishing to attend a dance at NHS need to tell the secretary so she can put their names on a list.
2. A list will be sent to the NHS office of enrolled Pend Oreille River School students free of behavior issues and able to attend.
3. Students must be in at least ninth grade to attend high school dances.
4. If a Pend Oreille River School student wishes to bring a guest, only one guest per student may be signed in.
5. Guests **must** be registered in the office at least 3 days prior to the dance, and the office be given time to contact the other student's school.
6. The administration must approve guests who have been registered.
7. Persons 21 years of age or above may not attend our dances as a guest.
8. The guest must accompany the student when entering the dance.
9. No students or guests may leave a school dance and later re-enter; once a student has left the dance, she/he shall not be readmitted for the remainder of the evening.
10. Students leaving early must sign out with the chaperones.
11. Students involved in disciplinary action at our school or another school may not be allowed to attend the dances.
12. All coats and bags of any type are subject to search.
13. No outside food or drinks allowed.
14. Law enforcement may be present at the dance as invited guests of the school and are to be treated as such.

Dress Code

Pend Oreille River School supports student expression and individuality in attire. Students are expected to dress in a manner that is appropriate for a learning environment and not educationally disruptive or distracting. While adhering to legal standards, the administration is expected to communicate with students if clothing not specifically listed below is not appropriate in a school environment or is educationally disruptive or distracting.

Clothing that suggests or portrays anything illegal, is sexually suggestive, and/or promotes drug, alcohol, or tobacco references is unacceptable. Clothing that depicts violence is not allowed. Footwear is necessary; bare feet are not allowed. Sunglasses may not be worn in the building unless approved by the administration. Hats may be worn in the building.

- **Tops** - Tops must have adequate coverage, meaning they are to the belly button and do not have plunging necklines such that cleavage is visible.
- **Shorts/Pants** - Shorts and pants must have adequate coverage and be mid-thigh length at a minimum.
- **Underwear** - Underwear must not be visible or extend beyond the outer clothing.
- **Gang Attire/Behavior** - Any student wearing, carrying, or displaying gang-related apparel (i.e. bandanas, or "gang colors"), or exhibiting behavior or gestures which symbolize gang

membership, or causing and/or participating in activities that intimidate or affect the attendance of another student may be subject to school discipline.

These rules apply to students at school or school-sponsored events, at NHS or elsewhere. Students found in violation of these rules may be required to make contact with a parent and have appropriate clothing brought to school before being allowed to return to class. If compliance becomes an issue, a meeting between the student, guardian and school staff may be arranged to establish a success contact that works upholding this school expectation.

Driving and Parking Privileges

Driving and parking on the school campus is a privilege, not a right. Parking lots are considered school property and all school rules apply in parking lots also. Student vehicles must be parked properly in the parking lot (i.e. in student-designated spaces) and driven prudently when entering or leaving campus. It is especially important that students obey the speed limit signs in the parking lot because there are many pedestrians who walk through the lot. Driving privileges may be revoked when students fail to comply with these rules and/or a meeting between the student, guardian and school staff may be arranged to establish a success contact that works upholding this school expectation.

Extra-Curricular Activities

Students attending Pend Oreille River School may participate in any extracurricular activities that are offered at Newport High School. These include dances, clubs, and athletics. For students residing in the Newport School District, there are a variety of sports and activities. Choice students participate in the home district athletics.

Fees

Some activities, athletic programs, and certain courses have extra fees involved:

ASB card	\$30 (All sports must purchase)
Activity/Athletics	\$20 (per sport)
Auto Tech Program	\$15.00 (per year)
Intro to Auto	\$15.00

Event Entrance Fees:

Adult	\$7
Seniors	\$7 (65 yrs. +)
Senior Pass	\$30
Pend Oreille River School Student w/o ASB card	\$4
Pend Oreille River School student w/ ASB card	Free
Pend Oreille River School Student w/ other ASB card	\$2 (1/2 price)
Children K-4	Free
Events Family Pass	\$100 per year

Food Services

School lunch is provided for students and the cost is based on documented ability to pay. Some students will be eligible for reduced pricing and possibly free meals. Breakfast is free for students and full price lunch is \$3.10 for students. Breakfast and lunch are served at Pend Oreille River School.

Grades and Transcripts

Pend Oreille River School uses an online curriculum called Apex. Parents/guardians who submit an email will automatically get a weekly report on Sunday nights of their student's progress. Parents also have access to Canvas where they can view students' grades at any time. All courses will be completed through Apex or Canvas. Students take classes based on a trimester timeline. At the end of every trimester, students will receive an updated transcript with the grades they received. Additionally, conferences occur twice a year and grades are reviewed at this time. Students will receive a final transcript at the end of the school year.

Graduation Ceremony

Students receive a regular high school diploma from Pend Oreille River School. A graduation ceremony with caps and gowns takes place at the end of the year. The ceremony is a time of great celebration and all family members and friends are invited to attend. Caps and gowns are provided by Pend Oreille River School and returned after the ceremony. Students keep the tassels.

Graduation Requirements

Required Credits

	Newport High School				Pend Oreille River School
Subject	Class of 2020	Class of 2021	Class of 2022	Class of 2023	Class of 2019 and Beyond
English	4	4	4	4	4
Mathematics	3*	3*	3*	3*	3*
Science	3* (2 labs)	3* (2 labs)	3* (2 labs)	3* (2 labs)	3* (2 labs)
Social Studies	3	3	3	3	3
Health and Fitness (one class must include training in cardiopulmonary resuscitation (CPR) and use of automatic external defibrillators (AED)).	.5 credit health; 1.5 credit fitness	.5 credit health; 1.5 credit fitness	.5 credit health; 1.5 credit fitness	.5 credit health; 1.5 credit fitness	.5 credit health; 1.5 credit fitness
Arts	2**	2**	2**	2**	2**
World Languages	2**	2**	2**	2**	2**
Career and Technical Education/Occupational Education	1	1	2	2	1
Electives	5	6	6	6	2
District Requirement: Portfolio/Culmination Project	No Credit	No Credit	No Credit	No Credit	No Credit
Total District Credit Requirements	25	26	27	27	22

Additional Washington State Graduation Requirements	Successful completion of the High School and Beyond Plan and Washington State Graduation Pathway.
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**The 3rd credit of science and the 3rd credit of math are chosen by the student based on the student's interest and High School and Beyond Plan, and approved by the parent or guardian, or if the parent or guardian is unavailable or does not indicate a preference, the school counselor or principal (WAC 180-51-068)*

***Personalized Pathway Requirements are related courses that lead to a specific post high school career or educational outcome chosen by the student based on the student's interests and High School and Beyond Plan, that may include Career and Technical Education, and are intended to provide a focus for student's learning.*

Military Information Denial Forms

As per the Homeland Security Act, unless a parent/guardian completes and files a Military Information Denial form with the office, the school is obligated to provide student names, addresses, and phone numbers to the military upon their request.

Off-Campus Agreement

All Pend Oreille River students are required to remain on campus once they arrive in the morning until the end of their school day unless picked up by the parent/guardian during the day, or excused with a note signed by a parent/guardian. Students are not allowed to go out to their cars during class sessions.

Personal Relationships

Pend Oreille River School students are expected to show self-control, self-restraint, and respect for the reputation of another. Hand holding is allowed; however, romantic hugging, kissing, sitting on laps are considered inappropriate activities for the school environment and therefore not allowed. Students must make appropriate corrections when asked.

Public Disclosure

Parents/guardians have the right to file a public records request, at the district offices {ex. sexual misconduct of public employees and other releases as authorized by law (reference Senate Bill 5533 and RCW 42.17)}.

Senior Portraits

Seniors may, if they choose, submit senior portraits taken by a privately retained photographer for inclusion in the senior video for graduation. All senior portraits shall be of the student only with a traditional indoor or outdoor background. Clothing shall be free of slogans and/or political expressions and such clothing shall be in conformance with the School District's dress code. References to items which violate school rules, including but not limited to, display of firearms, weapons, drugs, tobacco, alcohol, and/or gambling shall be prohibited. Pend Oreille River School senior video includes photos of the students from childhood through adulthood. Please submit 8-10 photos before May 1st. Any photos submitted after that date, may not be put in the senior video.

Sexual Harassment

Sexual harassment is prohibited, and includes unwelcome sexual or gender-directed conduct or communication that interferes with an individual's performance or creates an intimidating, hostile, or offensive environment. Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions. All staff members are responsible for receiving informal complaints and making

the proper notifications and in directing written complainants to the formal complaint process (NSD Policy 3207, 3210, 5010, AND 5011).

Specialized Services

Other services offered in the school are Special Education and 504 plans. If you believe that your student may be eligible for any of these services, please contact the teacher.

Transportation

Newport School District has contracted with First Student, Inc. to provide transportation to and from the high school according to their schedules. For more information or copies of a schedule, please contact them at (509) 508-0727. If you are attending from Cusick, you'll need to contact the Rural Resource bus weekly to arrange a ride from the Wellness Center. Behavior expectations apply to both classrooms and buses.

Visitors

No visitors are allowed in the classroom without prior approval of administration or staff. All visitors must sign in at the office.

Website/Newspaper Release

Pend Oreille River School will not publish photographs of students or their full names, addresses or parents' names over the internet without parental consent.

In order for us to use photos or share photos with the local newspaper, we request that parents sign a release. Please take a moment to think about this and then complete the appropriate box on the signature page. See attached FERPA and Notice of Directory Information forms.

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ATTENDANCE POLICIES

The law in Washington regarding school attendance has recently changed. Pend Oreille River School will implement [WAC 392-550-040](#) regarding Truancy. Attendance has been proven to be one of the most powerful predictors of academic achievement and can have a dramatic impact on key milestones, including third-grade reading, 9th-grade achievement, high school graduation, and postsecondary persistence. Chronic absenteeism is missing 10% of school. In the Alternative Learning setting, attendance is measured through weekly contact. Students that attend Pend Oreille River School, whether in person or online, are required to make weekly contact with their teacher, either through direct contact, phone call, or email. Missing this required weekly contact without a valid excuse will result in an unexcused absence for the entire week. [WAC 392-550-040](#) requires the school to contact a parent or guardian after a student misses one week without valid justification. After the 2nd consecutive week or 3rd cumulative week of absences, the law requires a conference, a needs assessment, and an intervention plan to correct the absences. The conference may take place in -person, by phone or through interactive video communication. The conference must take place within one calendar week. After the 5th consecutive or 6th cumulative week of absence, a truancy petition will be filed with the courts and the parent will be notified.

Excessive excused absences may require a doctor's note. Chapter [392-401 WAC](#) defines an absence as when a student is not physically present on school grounds and not participating in instruction/instruction-related activities in an approved off-grounds program. Please read through this section carefully and don't hesitate to inquire at your child's campus if you have any questions or concerns.

Attendance Hotline

Please call 509-447-6630 ext. 1 to talk to a staff member regarding your student's absence.

Excused Absences

The following are valid excuses for absences from school:

1. Participation in a district or school approved activity or instructional program;
2. Illness, health condition or medical appointment (including, but not limited to, medical, counseling, dental or optometry) for the student or person for whom the student is legally responsible;
3. Family emergency including, but not limited to, a death or illness in the family;
4. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
5. Court, judicial proceeding, or serving on a jury;
6. Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
7. State-recognized search and rescue activities consistent with RCW [28A.225.055](#);
8. Absence directly related to the student's homeless status;

9. Absences related to deployment activities of a parent or legal guardian who is an active duty member consistent with RCW [28A.705.010](#);
10. Absence resulting from a disciplinary/corrective action (e.g., short-term or long-term suspension, emergency expulsion); and
11. Principal (or designee) and parent, guardian, or emancipated youth mutually agreed upon approved activity.
12. The principal (or designee) has the authority to determine if an absence meets the above criteria for an excused absence.
13. A written note or phone call from a parent or guardian must be received by the school in order for an absence to be considered excused, other than for school sponsored activities.

Unexcused Absences

An absence will be considered unexcused if the school does not receive a written note or phone call from a parent or guardian upon the student's return to school.

- The school is required to notify the parents via phone or in writing upon the first week the student has not made weekly contact.
- After the second consecutive week of missed contact or third cumulative week of missed contact without valid justification, the school is required to send out a letter of concern and initiate a conference to improve the student's attendance which must take place within one week of contact.
- For Middle and High school students, this conference must include the application of the risks and needs of students (WARNS), or other screener that identifies barriers to attendance, by a district's designee under [RCW 28A.225.026](#).
- After five consecutive or six cumulative missed weekly contacts, the school district must file a petition and supporting affidavit for civil action with juvenile court alleging a violation of [RCW 28A.225.010](#) by the parent, the child, or the parent and the child.
- Pursuant to [RCW 28A.225.035](#), the petition must be stayed and the child and the child's parents must be referred to the Community Truancy Board. The CTB will meet with the student and parent(s) to form an attendance agreement plan.
- If the student is not in compliance with the attendance agreement plan, the stay will be listed and the child and parent will be required to appear in court to discuss the barriers keeping the student from attending school.

Community Truancy Board (CTB)

State law dictates that students who are found truant report to a Community Truancy Board. The goal of the CTB is to improve student attendance through positive interventions and partnerships between home and school. At a community truancy board session a written agreement is developed which includes interventions to reduce absences and then signed by all present. If the agreement is followed, the stay is lifted on the court papers. If the agreement is broken the student next appears in court. The board is composed of community professionals dedicated to serving the families of our area. Board members work together with the student, parents, and school to devise a plan for consistent attendance and graduation. The purpose of the board is restorative, not punitive in nature.

Tardies

Being on time to class is an expectation for all students in our district. Tardies disrupt both the learning of the late student and the other students already in the classroom. Tardies are excused using the same parameters as absences. Waking late or sleeping through an alarm will not be considered excused tardies.

Pre-Planned Absences

Pre-planned absences from school are provided for family needs or clear educational benefits that align with appropriate school curriculum. Before obtaining pre-planned absence approval, a student must present a written excuse signed by the parent or guardian stating the days and reason for the absence. Depending on the time frame and the teacher's discretion, students may be required to complete some coursework either before leaving or before returning to school.

School-Sponsored Absence

Sometimes, students are absent from class for the purpose of participating in a recognized school activity such as a classroom trip, athletic competition, music program, extracurricular field trip or student government activity. The most common reason for these absences is an "away game" with a leave time scheduled before the end of the school day.

Illness During School Day

If a student becomes ill while at school and wishes to go home, he or she must:

1. Report to the office.
2. Due to the COVID-19 outbreak, students will be placed in an isolation room, where students will remain monitored until they are picked up by a parent or emergency contact.
3. Call the parent/guardian from the office to see if anyone is at home. If not, the student must stay in school. Office personnel must speak with the parent/guardian before releasing the student to go home. A student who is 18 or older, may sign out with the teacher's permission.
4. Parents, please provide emergency contact information to the office listing alternative people that you give authority to pick up your child in the event that you cannot be reached. This is especially important at this time. Students need to be picked up in a timely manner to protect the rest of the students and staff.
5. Students who leave anytime during the school day must tell the teacher and report to the office prior to leaving the premises. Students must sign out and have school *and* parent/guardian permission, given via note or phone call, for legitimate purposes such as illness, doctor's appointments, or family emergencies.

Tardiness and Leaving Early

When a student comes to Pend Oreille River School, we see it as arriving for a job. It's not acceptable to be late to a job and being late to a job, especially more than once, can result in losing the job. Students are expected to arrive on time and be ready to work right away.

STUDENT CONDUCT EXPECTATIONS AND REASONABLE SANCTIONS

Sanctions imposed for inappropriate behavior are in accordance with District policy and procedure 3240 which can be found at <https://www.newport.wednet.edu/Page/179>. They are also available at the high school office in print. The following are general guidelines for student conduct:

Student Conduct Expectations

As authorized by chapter 28A.600 RCW, the following procedure sets forth rights and conduct expectations for students, along with the sanctions that may be imposed for violations of such expectations. At all times, this procedure will be read consistent with federal statutes and regulations, state statutes, common law, and rules promulgated by the Washington Office of the Superintendent of Public Instruction.

Respect for the Law and the Rights of Others

The student is responsible as a citizen to observe the laws of the United States, the state of Washington, and local ordinances and laws. The student will respect the rights of others while in school, on school property, at all school activities, on district provided transportation or otherwise under school authority.

Compliance with Rules

All students will obey the written rules and regulations established for the orderly operation of the district and the reasonable requests, instructions, and directives of district personnel. For purposes of Policy 3240 and this procedure, the term “district personnel” includes all adults, including contractors and volunteers, authorized to supervise student activities. Failure to do so will be cause for disciplinary action. All students will submit to reasonable discipline by the school district and its representatives for violations of policies, regulations and rules.

Student Rights

In addition to individual rights established by law and district policies, students served by or on behalf of the district will have the right to:

- High educational standards in a safe and sanitary building;
- Education consistent with stated district goals;
- Equal educational opportunity and in all aspects of the educational process freedom from discrimination based on economic status, pregnancy, marital status, sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental or physical disability, or the use of trained dog guide or service animal by a person with a disability.;
- Access to their own education records at reasonable school times upon request;
- Fair and just treatment from school authorities and freedom from mistreatment and physical abuse;
- Freedom from unlawful interference in their pursuit of an education while in the custody of the district;
- Security against unreasonable searches and seizures;
- The substantive constitutional rights listed in WAC 392-400-215, subject to reasonable limitations upon the time, place, and manner of exercising such rights consistent with the maintenance of an orderly and efficient educational process within limitations set by law, including the right to:

- freedom of speech and press,
- peaceably assemble,
- petition the government and its representatives for a redress of grievances,
- the free exercise of religion and to have their schools free from sectarian control or influence, and
- Participate in the development of rules and regulations to which they are subject and to be instructed on rules and regulations that affect them;
- Establish appropriate channels to voice their opinions in the development of curriculum;
- Representation on advisory committees affecting students and student rights;
- Present petitions, complaints, or grievances to school authorities and the right to prompt replies;
- Consult with teachers, counselors, administrators and other school personnel at reasonable times;
- Be involved in school activities, provided they meet the reasonable qualifications of the sponsoring organization;
- Free election of their peers in student government and the right to hold office;
- Know the requirements of the course of study, be informed about and know upon what basis grades will be determined;
- Citizenship privileges as determined by the United States and Washington State Constitution and its amendments; and,
- Annual information pertaining to the district's rules and regulations regarding students, discipline and rights.

Scope of District Authority

Students who involve themselves in acts that have a detrimental effect on the maintenance and operation of the school or the school district; criminal acts; and/or violations of school rules and regulations, may be subject to disciplinary action by the school and prosecution under the law. The rules will be enforced by school officials:

- On school grounds during and immediately before or immediately after school hours;
- On school grounds at any other time when school is being used by a school group(s) or for a school activity;
- Off school grounds at a school activity, function, or event;
- Off the school grounds if the actions of the student materially or substantially affects or interferes with the educational process; or,
- In school-provided transportation, or any other place while under the authority of school personnel.

Disruptive Conduct

A student will not intentionally cause substantial and/or material disruption of any school operations. The following illustrate the kinds of offenses that are prohibited:

- Intentionally obstructing normal pedestrian or vehicular traffic on a school campus;
- Intentionally obstructing the entrance or exit of any school building or room in order to deprive others of passing through;
- Causing a disturbance or disruption on school grounds, at school activities, or on district provided transportation, including substantially interfering with any class or activity;
- Cheating or disclosure of exams;
- Defiance of school personnel by;
- disobedience of reasonable requests, instruction, and directives of school personnel;

- refusal to leave an area when instructed to do so by school personnel;
- refusing a reasonable request to identify oneself to district personnel (including law enforcement officers) while under the supervision of the school; and
- refusal to cease prohibited behavior; • Disruptive and/or dangerous use of motor vehicles or conduct on a school bus that endangers students;
- Extortion, theft, forgery;
- Fighting: Fighting and instigating, promoting, or escalating a fight, as well as failure to disperse. Engaging in any form of fighting where blows are exchanged is prohibited, regardless of who initiated the fight. This prohibition includes hitting, slapping, pulling hair, biting, kicking, and scratching or any other acts in which a student intentionally inflicts or attempts to inflict injury on another;
- Gambling or encouraging other students to gamble;
- Gang-related behavior, association, and/or affiliation (see Policy 3224);
- Harassment of others;
- Inappropriate dress or appearance (see Policy 3224);
- Trespassing on school property or school transportation at a time or place the student's presence is not permitted; • Occupying a school building or school grounds in order to deprive others of its use;
- Preventing students from attending class or school activities;
- Use or possession of tobacco;
- Using any object in a dangerous manner;
- Intentionally defacing or destroying the property of another. Exceptional Misconduct Exceptional misconduct is a violation of rules so serious in nature and/or so disruptive as to warrant an immediate short-term or long-term suspension, or expulsion.

Exceptional misconduct includes the following:

- Arson;
- Assault, if the assault involves
- injury to another;
- bodily fluids; or
- a weapon;
- Commission of any crime on school grounds, or the commission of a crime or other dangerous conduct anywhere that indicates the student's presence on school grounds poses a danger to other students or staff;
- Cumulative violations;
- Causing intentional, substantial damage or destruction to school property or the property of another on school grounds or at school activities;
- Dangerous use of motor vehicles on school grounds or at school activities, or endangering students on a school bus; Disruption of the school program by bomb scares, false fire alarms, firecrackers, etc.;
- Extortion;
- Fighting: Fighting and instigating, promoting, or escalating a fight, as well as failure to disperse. 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;

- Harassment/intimidation/bullying of others;
- Knowingly possessing stolen property;
- Possession, use, sale, or delivery of illegal or controlled chemical substances, including marijuana or substances containing marijuana and alcoholic beverages, as well as possession of items reasonably determined to be drug paraphernalia as used or possessed;
- Presence on school property or at a school activity following the consumption or use elsewhere of an alcoholic beverage or a controlled substance, including marijuana;
- Sexual misconduct on school grounds, at school activities, or on school provided transportation;
- Theft on school grounds, at school activities, on school provided transportation, or of school property at any time;
- Threats of violence to other students or staff
- Use or possession of dangerous weapons, including firearms, airguns, knives, nunchucks, throwing stars, stun guns, explosives and other weapons prohibited by state law and Policy 4210

SCHOOL HEALTH INFORMATION

School Nurse: A Registered Nurse is available in the District Mon.-Fri. from 7:30 am to 3:15 pm. Responsibilities of the school nurse include conducting health screenings, assessments for chronic and acute illness, first aid for school-related injuries and the administration of medications and treatments ordered by a healthcare provider. The nurse is also available for parent and student consultations, conferences and referrals to healthcare and social agencies.

Parents/guardians are encouraged to keep the school office informed of current work, cell, home phone numbers, pagers, and any other means whereby they can be contacted during the school day should the need arise. Emergencies can occur at any time. It is urgent that your child's school be able to reach parents and caregivers. Collaboration and communication with parents, guardians, and physicians is essential for caring for our students successfully.

Life-Threatening Health Conditions: In accordance with Washington State Law (SH 2834), if a student has a potentially life-threatening health conditions such as severe bee sting or food allergies, asthma, diabetes, severe seizures, etc., he/she must have an Emergency Care Plan on file at the school along with physician orders and medications if needed. The law defines life-threatening as “a health condition that will place the student in danger of death during the school day if a medication or treatment order and a nursing plan are not in place.” If the required documentation is not in place by the first day of school the student will not be able to attend. These exclusion procedures are in agreement with the rules of the State Board of Education.

Medications: If your child needs medication, it is recommended that these be administered at home. If this isn't possible or your healthcare provider has ordered that the medications be taken while at school, please follow these guidelines:

1. All medications, including over-the counter medications, require a Medication Request Form signed by the parent/guardian and the healthcare provider. Students who carry an EpiPen or an inhaler are also required to have this form signed. These forms can be picked up in the office.
2. Medications must come in the original container from the pharmacy and the dosage must match the order. If an additional medication bottle is needed, the pharmacy should be able to provide you this.

3. Medication must not be expired or must not expire before the end of the school year.
4. It is the responsibility of the parent/guardian to pick up any unused medication at the end of the school year. If it is not picked up, the medication will be destroyed.

Immunizations: According to Washington State Law, all students must be immunized unless they are exempt for religious, medical or personal reasons. Lack of compliance with vaccine requirements can result in students being excluded from school until compliance, or a plan of compliance, is achieved.

Pesticide Notifications:

Washington State has implemented, by law, a requirement for all public school districts to notify parents or staff, if they so desire, of any intention to apply pesticide on school properties. The Newport School District will create a list of parents and staff who wish to be notified of the pesticide application.

The policy of Newport School District is to do all pesticide applications on days when students are not on campus. If it is your desire to be notified when the district plans to apply pesticides to the grounds, please call the school district office and ask them to add your name and phone number to the “PESTICIDE NOTIFICATION LIST” and you will receive a 24 hour advance notification.

REAFFIRMATION OF EQUAL EMPLOYMENT OPPORTUNITY POLICY

The following Superintendent’s statement will provide the basic policy upon which the Affirmative Action Plan is based and will continue to be implemented.

SUPERINTENDENT’S STATEMENT OF POLICY

It has been, and continues to be the policy of the Newport Consolidated Joint School District No. 56-415 to provide equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion and training in all job classifications. Such equal employment opportunity shall be provided without discrimination with respect to sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, marital status, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability.

All personnel actions will conform to an Affirmative Action Plan, the basic purpose of which is to further the utilization of minorities and women at all levels and in all segments of the workforce, and to provide equality of treatment to all employees with respect to the terms, benefits, and privileges of employment.

It will be the responsibility of all personnel to conduct themselves in their daily activities in such a way as to ensure that all personnel actions with respect to compensation, benefits, privileges, transfers, layoffs, return from layoff, training, and social programs will be administered without regard to sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, marital status, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability.

A periodic utilization analysis will be conducted to ensure that promotion and job opportunity decisions are in accord with the principles of equal employment opportunity and that those decisions account for all valid relevant factors with respect to ability, performance potential, and real job requirements.

All employees must at all times be aware of the spirit and principle of equal employment opportunity and cooperate fully to assure success of the Affirmative Action Plan.

Disabled Veterans and Vietnam-Era Veterans

The district's commitment for these groups involves the reaffirmation of its commitment to avoid discrimination in all aspects of employment with regard to disabled and Vietnam-era veterans. Although it seems clear that the number of individuals from these categories seeking entry-level positions is decreasing over time, the district maintains its commitment to avoid discrimination in employment practices related to this group. Staff responsible for hiring and promotion will be given information designed to sensitize them to the potential for discrimination in this area. This information will be reviewed in meetings with the management team.

Dave Smith,
Superintendent

NEWPORT SCHOOL DISTRICT NUMBER 56-415 EDUCATIONAL SERVICE DISTRICT 101

ACCEPTABLE USE POLICIES FOR INTERNET ACCESS AND COMPUTER USE

The purpose of this policy is to insure student-level compliance with policies and guidelines concerning the Internet and the District Network which will be generated by Local, State, National and International entities and to help assure the district's opportunity to access the Internet.

1. All use of the Internet must be in support of education and research and consistent with the purposes of Newport School District, ESD 101 and WedNet.
2. Any use of the Network for commercial or for profit is prohibited.
3. Extensive use of the Network for non-work related communication is prohibited. Spamming is strictly prohibited. Chat groups and Instant Messenger are prohibited.
4. Any use of the Network for product advertisement or political lobbying is prohibited.
5. Network accounts (logon IDs) are to be used only by the authorized owner of the account for authorized purposes only.
6. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the Network.
7. All communications and information accessible via the Network should be assumed to be private property in regards to accessing, downloading or transferring of other people's data and information.
8. No use of the Network shall serve to disrupt the use of the Network by others; hardware or software shall not be destroyed, modified, or abused in any way. Absolutely no software is to be installed other than that provided by Newport School District on any computer, workstation or server. Furthermore, I recognize the copyright laws protect software; therefore, no student will make unauthorized copies of software found on school computers.
9. Malicious use of the Network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
10. Hate mail, harassment, discriminatory remarks, cyber-bullying and other antisocial behaviors are prohibited.

11. The illegal installation of copyrighted software for use on District or personal computers is prohibited.
12. Use of the Network to access obscene, pornographic, or extremely violent material is prohibited.
13. Use of the Network to transmit material likely to be offensive or objectionable to recipients is prohibited.
14. Subscriptions to ListServes must be pre-approved in writing by the IT Director.
15. No student will be allowed to give out any personal information such as their address, telephone number, parent's address/telephone number, the name and location of their school or their picture.
16. Students should discuss with parents and teachers the appropriate areas to visit while online before ever using the Internet.
17. There shall be no expectation of privacy for any electronic device used on School District property.

From time to time, Newport School District, ESD 101 and WedNet will make determinations on whether specific uses of the Network are consistent with the Acceptable Use Policy. Newport School District and ESD 101 reserve the right to log Internet use and to monitor file server space utilization by users. Newport School District and ESD 101 reserves the right to remove a user account on the Network to prevent further unauthorized activity. WedNet and ESD 101 reserves the right to disconnect an Affiliate (school district) to prevent further unauthorized activity.

Computers, Workstations and other Electronic Media

1. Computer or Workstation abuse or unauthorized experimentation will not be tolerated and may be subject to disciplinary action, including civil and criminal actions.
2. Students, their parents or guardians will be held financially responsible (full replacement cost) for any damage to hardware and/or software including but not limited to; chromebooks, laptops, monitors, mouse, mousepad, keyboard, speakers, systems box and other peripheral equipment.
3. Any disk, flash drive or electronic media, computer or workstation suspected of having a virus must be reported immediately to the IT Director at extension 5000.
4. Misuse of equipment or programs may result in immediate suspension of computer and Network use.
5. No food or drink allowed around computers or workstations.
6. Computer users may not make any changes to the environment on the computers in any way. This includes but is not limited to; altering or deleting any system files.
7. Students are not allowed to open or make physical changes to computers or workstations. This includes, but is not limited to; swapping a mouse or keyboard with another computer.
8. The District reserves the right to confiscate and search any electronic device (including, but not limited to, cell phones, cameras, MP3 players) used on school district property for any material deemed inappropriate by the District's Cyber Bullying Policy No. 3207 or Electronic Resource Policy No. 2022.

Individual User Access Release Form

I declare that I have read the ACCEPTABLE USE POLICIES FOR INTERNET ACCESS AND COMPUTER USE Policy and I agree to abide by all rules and regulations.

In consideration for the privilege of using the Network, WedNet and in consideration for having access to public Networks, I hereby release Newport School District Number 56-415 and/or Washington School Information Processing Cooperative, their operators, and any institutions with which they are affiliated with, from any and all claims and damages of any nature arising from my, or my child's use, or inability

to use the Network, WedNet including without limitation the type of damages identified in the Newport School District and/or ESD 101 Acceptable Use Policies. Further, I and/or my child agree to abide by the Acceptable Use Policies.

I also understand the Network is considered to be Public and, therefore, student information/files/emails are subject to review at any time for content and use by district staff or their agents. Furthermore, the district uses real-time monitoring of workstations without prior notification.

Any user who does not comply with this policy will lose Network privileges for a period of not less than one week. Repeated, or severe infractions of the policies and guidelines may result in termination of access privileges permanently and resulting appropriate disciplinary action. Unauthorized use of the Network, intentional deletion or damage to files and data belonging to other users, or copyright violations may be termed as theft as defined by State and Federal laws.

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. They are:

1. The right to inspect and review the student’s education records within 45 days of the day the District 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 principal 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 or misleading. Parents or eligible students may ask the Newport School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them to their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s 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 educational interests. A school official is a person employed by the District 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 District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District 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 the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

**State Law Qualification: Although FERPA allows 45 days to honor a request, the state policy records law requires an appropriate response to a “public records” request within five business days. RCW 42.17.320*

NOTICE OF DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Newport School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from a child's education records. However, Newport School District may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Newport School District to include this type of information from your child’s education records in certain school publications. Examples include:

- A playbill, showing your student’s role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.

If you do not want Newport School District to disclose directory information from your child’s educational records without your prior written consent, you must notify the District in writing by October 31, 2017. Newport School District has designated the following information as directory information:

- Student’s name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photographs

- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance and enrollment status
- Grade level the most recent previous school attended

COMPULSORY SCHOOL ATTENDANCE LAW NOTIFICATION

Dear Parent/Student:

Pursuant to RCW 28A.225, the Newport School District is directed to notify you of the requirements of the Compulsory School Attendance Law, which is as follows:

Parents of any child eight years of age and under eighteen years of age shall cause such child to attend school and such child shall have the responsibility to and therefore shall attend for the full time when such school may be in session unless the child is enrolled in an approved private school, an educational center as provided in chapter 28A.205 RCW or is receiving home-based instruction. Parents of any child six or seven years old, who have enrolled the child in school, shall cause the child to attend school for the full time when such school may be in session, unless the child is formally withdrawn from enrollment by the parents.

Exceptions may be granted by the superintendent in the following circumstances:

- A. The student is physically or mentally unable to attend school;
- B. The student is attending a residential school operated by the Department of Social and Health Services;
- C. The student's parents have requested a temporary absence for purposes agreed to by the district and which will not cause a serious adverse effect on the student's educational process;
- D. The student is sixteen years of age, regularly and lawfully employed and either has parent permission or is emancipated pursuant to chapter 13.64 RCW;
- E. The student has met graduation requirements;
- F. The student has received a certificate of educational competence (GED).

Any law enforcement officer authorized to make arrests can take a truant child into custody without a warrant and must then deliver the child to the parent or to the school.

The district shall not require enrollment for either (a) a minimum number of semesters or trimesters or (b) a minimum number of courses in a semester or trimester which exceeds the enrollment time or courses necessary for a student to meet established course, credit, and test requirements for high school graduation.

Please read this carefully and if there are any questions refer them to your child's school. If your child has an unexcused absence the school district is required to take the following action:

1. After 1 missed weekly contact without valid justification: Inform the student's parent/guardian by a notice via direct personal contact as defined by WAC 392-550-020 in the language the parent is fluent in, whenever the student has missed weekly contact without valid justification. The notice should inform the parent/guardian of the potential consequences of additional missed weekly contacts. (WAC 392-550-040)
2. After 2 consecutive or 3 cumulative missed weekly contact without valid justification: Schedule a conference with parent/guardian and student for the purpose of identifying barriers to the student's regular attendance and the supports and resources that may be made available to the family, and the steps to be taken so that the student is able to eliminate or reduce his/her absenteeism. The conference may take place in person, by phone, or through interactive video communication. (WAC 392-550-040) • Develop a data-based intervention plan to eliminate or reduce student's absences, consistent with the WARNS or other assessment results. • For middle and high school students. Must apply WARNS (Washington Assessment of Risks and Needs of Students) or other assessment. Convene the IEP or 504 team, if the student has an IEP or a 504 Plan to consider the reasons for the absence and adjust the IEP or 504 plan as necessary. (RCW 28A.225.020)
3. After 5 consecutive or 6 cumulative missed weekly contacts without valid justification: File truancy petition with Office of Juvenile Court. Court must stay the petition. Refer parent and child to a community engagement board (CEB) or other coordinated means of intervention. (WAC 392-550-040)
4. This summary is not intended to capture the full detail of the rule and law; please refer to the RCWs and WAC 392-550-040 for the full extent of the requirements.

If you believe that your child is not subject to the Compulsory School Attendance Law you should notify school authorities as soon as possible. If you are not the person with legal custody over the child you should also notify school authorities.

NEWPORT SCHOOL DISTRICT NON-DISCRIMINATION STATEMENT

Newport School District Non-Discrimination Statement

Newport School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups.

The following employee has been designated to handle questions and complaints of alleged discrimination:

Superintendent David E. Smith, Jr,
1380 W 5th St Newport, WA 99156
509.447.3167 x4500
smithdave@newportgriz.com

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 <https://www.newportgriz.com/domain/47> Policy and Procedure 3205, 3210, 5010, 5011.

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 <https://www.newportgriz.com/domain/47> Policy and Procedure 3205, 3210, 5010, 5011.

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 the new date for their written response.

Step 3: School District Responds to Your Complaint

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

measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

Appeal to the School District

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

Complaint to OSPI

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

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

Email: Equity@k12.wa.us | **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](#)

STATEMENT OF UNDERSTANDING

Home-based Instruction and enrollment in an ALE are different educational models. Home-based instruction includes the following:

- Instruction is developed and supervised by the parent or guardian as authorized under RCW 28A.200 and 28A.225.010.
- The parent has filed an annual Declaration of Intent with the district.
- Students are neither enrolled nor eligible for graduation through a public high school unless they meet all district and state graduation requirements.
- Students are not subject to the rules and regulations governing public school, including course, graduation, and assessment requirements.
- The public school is under no obligation to provide instruction or instructional materials, or to supervise the student's education.

Alternative Learning Experience (ALE) includes the following:

- Is a public education enrollment option authorized under WAC 392-550.
- Subject to all state and federal rules and regulations governing public education.
- Curriculum and instructional materials meet district standards and are free from sectarian control or influence.
- Learning experiences are:
 - o Supervised, monitored, assessed, and evaluated by a certificated teacher.
 - o May be planned in collaboration with the student, parent, and teacher.
 - o Provided via a Written Student Learning Plan (WSLP).
- Provided in whole, or part, outside the regular classroom.