

VIRGINIA GRAINGER ELEMENTARY SCHOOL

Jeremy Clark, Principal

Welcome to Virginia Grainger Elementary and the education programs of Okanogan School District. We are proud of our schools and the education we offer our children. Okanogan has a tradition of supporting it's schools and of offering quality education to it's citizens. Virginia Grainger Elementary School strives to maintain the tradition of quality education. This handbook is intended to familiarize you with the programs and services offered by the elementary school and to provide you with information regarding our operation.

Mission Statement

Okanogan School District Where the Past and the Present Create the Future

Home -School Communication

Good home-school communication is vital to us if we are to provide the best education for our children. This handbook is one way to help provide more information to parents and students. Periodically we will be sending home school newsletters. It is our hope that parents will read and explain to children those areas pertinent to them. We also encourage phone calls, letters or conferences to discuss any suggestions or concerns that parents may have. It is especially important that parents communicate with the school during any times of unusual stress at home. Home situations normally affect school work and behavior. We will be better able to deal appropriately with your child if you take the time to let us know. We encourage your input in the educational process. Please call the school if you have any questions or concerns. We will be happy to schedule a conference with you.

School Description

The Okanogan Elementary School is a facility which serves approximately 400 students in kindergarten through the fifth grade. A large staff of teachers and instructional aides provide instructional activities for students designed to achieve our mission statement's goals. Support services personnel provide services for children, parents, and staff. Parents are encouraged to volunteer in classrooms, to serve as resource persons whenever possible, and to serve on a variety of committees to help achieve the school's goals.

Directory

V. Grainger Elementary Office.....422-3580	Superintendent's Office422-3629
Jeremy Clark, Principal	Steve Quick, Superintendent
Jolene Keith, Jamie Gavin, Secretaries	Sr High Office422-3770
Angela Rolfe, Special Education Director	Zach Spaet, Principal
Kim Bird, Secretary	Middle School Office.....422-2680
Kevin Risdon, Speech/Language Pathologist	Dorinda Belcher, Principal
Michelle Daling, Federal/State Projects Director	Assessment Coordinator
Jennifer Day, Counselor	Michelle Daling.....422-3580
Bus Garage.....422-3300	
Larry Scroggins, Transportation Supervisor	

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

Title IX Coordinator

Mr. Steve Quick, Superintendent
P.O. Box 592, Okanogan, WA 98840
509.422.3629
squick@oksd.wednet.edu

Section 504/ADA Coordinator

Mrs. Angela Rolfe Special Services Director
P.O. Box 592, Okanogan, WA 98840
509.422.3629
arolfe@oksd.wednet.edu

Civil Rights Compliance Coordinator

Mr. Steve Quick, Superintendent
P.O. Box 592, Okanogan, WA 98840
509.422.3629
squick@oksd.wednet.edu

ELEMENTARY STAFF

Principal

Jeremy Clark

Secretaries

Jolene Keith, Jamie Gavin, Kim Bird, Carrie Evans

Certificated Staff

Kindergarten

Angie Richards
Kelly Swayze
Amber Johnson

First Grade

Anna Rawson
Katie Beery
Kelsey Daniels

Second Grade

Heidi Weston
Monica Way
Shonta Wood

Third Grade

Kari Gillespie
Jill Streeter
Katie Klepec

Fourth Grade

Jancey Marsh
Jana Ewing
Kara Thornton

Fifth Grade

Kris Clark
Chris Holand
Shayla Rauch

Library Amy Sullivan

Art Jennifer Giles

Physical Education Richard Caryl

Resource Room Cory Berg

Learning Center Erika Roberts

Translator Luis Rubio

Speech Therapist Kevin Risdon

Counselor Jennifer Day

Special Education Director
Angela Rolfe

ESL Teacher Sergio Duarte

Music Specialist Doug Leese

Preschool Teachers

Jamie Gregush
Brittany Petersen

Title 1/ Reading/Math Specialists

Rachel Abrahamson
Patty Caryl

State/Federal Programs Coordinator

Michelle Daling

Custodians

Mike Lamott
Ruben Ramirez
Scott Lee

Paraprofessionals

Denise Adams
Lara Hill
Nirma Lucas
AnnaRose White
Amanda Goyne
Shayla Gardner
Nick Saenz

Jeanne Mitzner
Betty Ray
Rachel Lawson
Barb Stalder
DeeDee Widell
Makenzie Gra
Linda Watson

Jennifer Palmer
Trisha Nelson
Elizabeth Vignale
Debbie Wilson
Jancey Noble
Kellie Yusi
Tracy Cate

Miram Navarro
Penny Tverberg
Desiree Burke

District Technology Coordinator

Cari Zachow

Bus Routes

- 1 In town, Dry Coulee, Cemetery Rd.
- 2 Upper Salmon Creek, Orchard Grade
- 4 Reservation, Cameron LP, S 2nd Ave
- 5 Barnholt Loop, Malott, Wakefield
- 6 Hwy 97, Malott, S 1st Ave

- 8 Elmway, Omak and Lower Salmon Creek
- 10 Omak Lake, Rodeo Trail, S 2nd Ave, N 1st Ave
- 11 Pleasant Valley, Malott, S 2nd Ave
- 9 Chiliwist, Malott, Old Hwy 97

STUDENT SUPPORT SERVICES

Request For Student Support Services

A request for services may be made at any time by any concerned individual: teacher, parent, administrator, community members by completing a Request For Services Form and giving it to the principal. A log of referrals will be kept noting the date, student, grade, referring person and the referral concerns. The request for services will go to the Student Services Team (SST) to be processed. Team members will gather information relevant to the referral concern, plan and provide appropriate services.

Crisis situations will be dealt with immediately!

Teachers are supported in their efforts by a variety of individuals. Support personnel provide many services to both children and their families. The following is a list of support services available to the Okanogan Elementary Schools:

Dani Hansen, School Psychologist - Responsibilities include screening and assessments of students, program development, and parent-teacher consultation.

Jennifer Day, School Counselor - The counselor focuses on the personal, social, educational, and career development needs of the students. In collaborating with parents, teachers, administrators, and community agencies, he provides prevention and intervention services that help students be more successful at school.

Michelle Daling, Title 1 and Learning Assistance Programs - The Title 1 and the Learning Assistance Programs (LAP) are designed to serve children who are having difficulty with basic reading and mathematics skills.

Michelle Daling, Migrant and English as a Second Language (ESL) Programs - The migrant and ESL program is designed to serve children who are from migrant families or who speak a language other than English. Program personnel work with teachers and with small groups of students to provide additional instructional support.

Julia O'Connor, Homeless Liaison/Director of Family Empowerment – Provides services to families in transitional living situations. Provides resources and referral/advocacy services to families in need through the Community Resource Bank.

Jeremy Clark, Angela Rolfe - Birth to 3 and Preschool.

Cory Berg/ Shirlee Ramos, Resource Room Teacher - The resource room provides instruction and support to students with a variety of special needs. The resource room teacher works with students in small group learning settings where they can receive direct teacher instruction and feedback. The resource room teacher also works closely with the regular classroom teacher to provide students with the help they need to be successful in the regular classroom.

Kevin Risdon, Speech/Language Pathologist - The district SLP works with those students having difficulty with speech or language.

Kara Staggs – JOM/Native American Advisor.

Lacey Chamberlian – School Nurse

****NOTICE: ****

"The Okanogan School District shall prosecute to the fullest extent of the law any individual who physically or verbally abuses, intimidates, or interferes with an employee of this school within the performance of such employee's duties. Parents and guardians of students who willfully or maliciously damage or destroy school property shall be held liable for such damages."

Childfind

The purpose of child find is to locate, evaluate and identify children with suspected disabilities in need of special education services including those who are not currently receiving special education and related services and who may be eligible for those services. Activities are to reach:

- Children residing in the school district boundaries including preschool-aged children.
- Children attending private elementary and secondary schools located within the district boundaries.
- Highly mobile children (such as homeless, foster care and migrant children).
- Children who have a disability and may need special education services even though they are advancing from grade to grade.
- Children at home or home schooled.

The Okanogan School District will engage in the following childfind activities:

- Notifications to parents of child find activities in its annual informational packet.
- Notification to parents district-wide through local papers or other media.
- Notification to private schools located in the district's boundaries.
- District informational mailings.
- Posting notices regarding screening and referral in school buildings and public locations including DSHS community service offices, Employment Security offices, grocery stores, laundries, day cares, community preschool sites and physicians' offices.
- Notifying and coordinating with the designated Part C lead agencies.
- Early childhood screenings conducted by the district.
- Coordination with other public and private agencies and practitioners.
- Written information provided to district staff on referral procedures.
- Training teachers and administrators on referral/evaluation/identification procedures.
- Review of student behavior, discipline and absentee information and information gathered from district-wide assessment activities.

If you have any questions regarding childfind, you may contact:

Angela Rolfe, Special Education Director

Okanogan School District

POB 592

Okanogan, WA 98840

(509) 422-3580

EDUCATION RIGHTS OF
HOMELESS/TRANSITIONAL
CHILDREN AND YOUTH

MCKINNEY-VENTO HOMELESS ASSISTANCE ACT

McKinney-Vento Homeless Assistance Act defines homeless children as “individuals who lack a fixed, regular, and adequate night time residence.” The act provides examples of children who fall under this definition as:

- Children and youth sharing housing due to loss of housing, economic hardship or similar reason
- Children and youth living in motels, hotels, trailer parks or camp grounds due to lack of alternative accommodations
- Children and youth living in emergency or transitional shelters
- Children and youth abandoned in hospitals
- Children and youth awaiting foster care placement
- Children and youth whose primary night time residence is not ordinarily used as a regular sleeping accommodation (e.g. park benches, etc.)
- Children and youth living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations
- Migratory children and youth living in any of the above situations

Under the McKinney-Vento act you have a right to an education without barriers, which means you can:

- Receive a free public education
- Enroll in school immediately, even if you lack documents normally required for enrollment
- Attend classes while the school gathers your missing documents
- Enroll in the school closest to you or the school you were last enrolled in (school of origin), even if you have been forced to relocate
- Receive transportation to and from your school of origin
- Receive all the same educational services other students receive, even if you can't pay
- Participate in before-and-after school programs
- Receive counseling
- Receive free breakfast and lunch
- Participate in special education, bilingual, vocational and gifted programs
- Receive free school supplies
- Receive extra academic support (Title I/LAP)
- Receive evaluation for disabilities

Who to call:

Julia O'Connor, OKSD Homeless Liaison (509)422-5414

STUDENT'S RIGHTS AND RESPONSIBILITIES

Rights

- *To be treated with respect and kindness
- *To be yourself
- *To be safe
- *To be heard
- *To learn about yourself

Responsibilities

- *Show Respect
- *Make Good Decisions
- *Solve Problems

These rights will be yours if you exercise your responsibilities.

SCHOOL BEHAVIOR EXPECTATIONS

Student Expectations

The community, staff, and school district have worked together to provide students with a staff, building, and materials to help prepare them to be successful now and in the future. We are committed to giving students the best education we can and know that they will take special pride in keeping our school first rate. Virginia Grainger has adopted the Positive Behavior Intervention and Supports (PBIS) program to help make our school operate the best way possible. The program outlines expectations for students that are consistent and concise. Students are expected to exhibit the three core values of the school: Show Respect; Make Good Decision; Solve Problems. In doing so, there are specific behaviors outlined for each area of the school on the Virginia Graniger PBIS Expectations Matrix.

GENERAL INFORMATION

School Hours

School hours for Virginia Grainger students are 8:10 AM to 2:50 PM for grades K, 1 and 2, 8:10 AM to 2:55 PM for grades 3, 4 and 5. Students, other than bus riding students, **are not to be at school before 7:45 AM**. After school is dismissed at 2:50 P.M., **only** those students who must wait for a second load bus should be on the playground area.

Payment of Fines and Lunch Bills

All fines owed for lost or damaged books and all lunch accounts must be paid before the report card is issued.

Attendance

Good attendance patterns play a vital role in a student's success in school as well as in the world of work. If students develop good attendance patterns now, there will be many benefits from these habits in the future. All students are expected to be regular and punctual in attendance to derive the most benefit from their educational opportunities.

The following absences shall be excused:

- Personal illness.
- Family emergencies, i.e. funeral, death, hospitalization.
- School sponsored activities.
- Appearances in court when required by law.
- Disciplinary action--short term suspension.
- Absences pre-arranged by parents with notice to school and agreed upon by school authorities one or more day(s) in advance of the absence.

*Virginia Grainger reserves the right to request a doctor's note at any time to excuse absences related to illness.

Students returning to school following any absence must present a written excuse from a parent/guardian to the office. **It must state the date(s) and reason for the absence.** Absences must be excused within 2 school days of return or they will automatically become unexcused.

UNEXCUSED ABSENCES

Any absence not listed as excusable will be considered unexcused regardless of parent note.

- **Parents will be informed, in writing, by the school after the first unexcused absence.**
- **A 2nd unexcused absence shall require a meeting with the school.**

TRUANCY

A truancy is an absence from any class, part of class or series of classes without prior permission and/or excuse.

Excessive unexcused absences (of 5 in a month or 10 in a year) will result in a referral and petition to juvenile court. The court may:

- a. place student in a juvenile detention center for 7 days (for each day missed).
- b. give the student community service.
- c. fine the parent for each unexcused absence.

EXCESSIVE ABSENCES

Absences are considered excessive once they begin to have an adverse impact on the student's academic progress. The school may communicate with parents, in writing, after what may be considered excessive absences, and a parent-student-teacher-administrative staffing conference will be scheduled at 10 absences in order to develop a plan to help improve the student's attendance at school.

Student Dress

Preserving a beneficial learning environment and assuring the safety and well-being of all students are primary concerns of the board of directors.

Students' choices in matters of dress should be made in consultation with their parents.

Student dress shall only be regulated when, in the judgment of school administrators, there is a reasonable expectation that:

1. A health or safety hazard shall be presented by the student's dress or appearance;
2. Damage to school property shall result from the student's dress; or
3. Substantial disruption of the educational process will result from the student's dress or appearance.
4. The student displays socially inappropriate or gang related material.

For the purpose of this policy, a material and substantial disruption of the educational process may be found to exist when a student's conduct is inconsistent with any part of the educational mission of the school district. Prohibited dress includes the use of obscene, sexual, drug or alcohol-related messages, gang-related apparel (ie. chains,spikes).

Other General Dress Standards:

Shorts are allowed but should be mid -thigh in length. Hats are not allowed inside the building. Shoes are required. Sandals (closed toe preferred) need to be secured with straps. Flip flops are only allowed inside the building. Tops that expose the stomach area, bra, or cleavage are not appropriate for school. Spray painted hair and excessive makeup are also inappropriate. Pants should be pulled up to the waist and cover underwear. If the student's dress or grooming is objectionable under these provisions, the principal shall request the student to make appropriate corrections. If the student refuses, the principal shall notify the parent and request that person to make the necessary correction. If both the student and parent refuse, the principal shall take appropriate corrective action.

Student Visitation

Non-Okanogan students will be permitted to visit school and classes **only** if the principal has given approval after conferring with the teacher involved and the adult representing the visitor.

Telephones

Students are **discouraged from calling** home to ask permission to go to another student's home after school. Students and parents should work out those arrangements **before** coming to school. The school telephone is available for students to call home in case of illness or in case they have forgotten some important item needed that day or to clarify day care arrangements. *****Use of cell phones is prohibited at school during school hours. Any cell phone being used during school hours without permission will be held at the school office until a parent/guardian can meet with the principal.*****

Fire Drill

State law requires that 3 fire drills be held during the school year. In order that our fire drills may be orderly and that the building might be emptied of students in the shortest and safest way possible, a few simple rules seem advisable. All students should know them thoroughly so there will be no misunderstandings.

1. The signal for a fire drill or an actual fire will be one continuous blast on the fire horn.
2. Students will leave the room immediately upon hearing the signal. Leave all materials in the classroom. Do not take anything with you.
3. The teacher will see that all windows and doors are closed and the room is emptied of students.
4. Leave by the designated route as directed by the teacher.
5. Move rapidly, but do not run or crowd or push.
6. Once outside the building, clear the entrance. Go to the area designated by the teacher. Do not stand in the street or close to the building.
7. Reenter the building only after the "all clear" has been given.

Lockdown/Shelter-in- Place/Earthquake Drills

These are special drills to be practiced 3 times a year, following predetermined guidelines.

Personal Possessions

The school cannot be responsible for toys, cards, playthings, etc. brought to school. The school will not be responsible for broken or stolen items. Students who bring things from home do so at their own risk of getting them broken or lost. Items in general may not be bought, sold, or traded at school.

Progress Reports

Progress Reports may be sent home to parents between grading periods. The Progress Report serves several purposes:

1. They are to inform parents of classroom work that is not satisfactory and offer some suggestions in ways a student can improve.
2. They can be used to inform parents of marked improvement or continuous good performance.
3. Progress Reports may be an invitation for a parent-teacher conference.

Lost and Found

Lost and found items are to be turned in to the principal's office where they may be claimed. Lost items should be reported to the office immediately. If a student has money or other items of value, they may be turned in to the main office for safe keeping during school hours. Lost and found clothing items are kept in the commons and should be checked (and claimed) often.

Lost Or Damaged Classroom and Library Materials

Students shall pay the purchase price of any lost classroom/library materials. The student shall be charged an appropriate proportion of the purchase price for damaged materials. If the materials are a total loss, the entire purchase price shall be charged. Classroom/library fines shall be paid before the final report card will be issued. Student records for transferring students shall include a billing for classroom/library materials that have not been returned or paid for.

HEALTH INFORMATION

Communicable Diseases

It is our policy to have children sent home who become ill at school or show symptoms of illness. This is done for the protection of both your child and classmates. Children who have a communicable disease should remain at home until there is proof that it is no longer contagious. County health officials or your family physician can answer any questions concerning these illness or health problems. If your child is absent because of one of these diseases, please notify the the school office. The minimum time out of school is listed for the following communicable diseases:

- **Chicken Pox** - 7 days from appearance of eruption and until all vesicles have been encrusted.
- **Mumps** - 7 days and until swelling is gone.
- **Red Measles** - (Hard Measles) 7 days after appearance of rash. (Must be reported to the Health Dept.)
- **German Measles** - 3 days after appearance of rash. (Must be reported to the Health Dept.)
- **Impetigo** - Until lesions have healed or until your doctor sends a note that the child may return to school.
- **Pink Eye** - As long as redness persists or until child receives medical treatment and your doctor gives written permission for the child to return to school.
- **Lice** – Students may return after treatment AND ALL NITS are removed from hair.

When To Keep Your Child Home From School (from your school nurse)

Fever

Students should stay home if their temperature is **100.4 degrees or more.** Keep students home until fever-free for 24 hours without the use of fever-controlling medicine.

Diarrhea

Students should be kept home if they have 2 or more watery stools within 24 hours.

Vomiting

Students should be kept home if they have vomited within the past 24 hours.

Persistent, Productive Cough

Strep Throat

Students may return to school 24 hours after antibiotics have been started.

Conjunctivitis (pink eye)

Students may return 24 hours after treatment is started OR provider release's student to return to school.

Chicken Pox

Children may return when cleared by provider.

****For the protection of the other students and employees, your child will be sent home if any of these symptoms, conditions, illnesses are found or suspected during the school day.**

****Please contact your doctor if your child has vomiting or diarrhea and cannot keep fluids down for more than 24 hours**

Immunizations

The State of Washington requires parents to certify in writing on a form supplied by the state that their child is fully immunized against diphtheria, tetanus, polio, measles, rubella, chickepox and Hepatitis "B" *before a child can enter school.*

Medication At School

1. Under normal circumstances prescribed oral medicine and non prescription oral (over the counter) medication should be dispensed before and/or after school hours under supervision of the parent or guardian.
2. If a student must receive prescribed or non-prescribed medication from an authorized staff member, the parent must complete and submit a written authorization (Medications Form) accompanied by written instructions from a licensed physician or dentist. Medications must be properly labeled and in the original container. We will store all medications in the office and your child will need to come to the office to take the medicine

OKANOGAN ELEMENTARY SCHOOL DISTRICT DISCIPLINE PLAN

School discipline policies and procedures create the best possible safe and healthy environment to promote learning and develop the physical, social, intellectual, and emotional growth of every student. They specifically limit the opportunity of an individual to interfere with the educational rights of other students, as well as those of the individual. The policies and procedures reflect an understanding of the developmental characteristics of elementary students as they transition from childhood to adolescence.

The school will also create an environment to encourage mutual respect and cooperation, while providing opportunities for students to make choices regarding their behavior. We believe that as students mature they will develop more self direction. The discipline policies and procedures encourage that development. Each student has dignity, worth, and rights--with these rights also go responsibilities. The students are responsible for their choices and the consequences of their behavior. Thus, the discipline policies and procedures are designed to teach and reinforce behavior that is conducive to learning, living, and working together in a harmonious manner in the school's society.

Teacher Discipline

Each teacher is responsible for setting and teaching classroom procedures specific to their classrooms and has the authority to take appropriate steps to resolve problems. Most classroom behavior problems are minor and infrequent. These problems can usually be corrected by the classroom teacher. Actions taken by the teacher include, but are not limited to, problem solving, classroom detention, classroom service work, loss of classroom privileges, "time out," contracting, and parent contact. If the teacher decides additional help is necessary to solve the problem, or a more serious problem has occurred the teacher or staff member will refer the student to the office for disciplinary action. All minor offenses are handled on the spot in class, halls, lunchroom, bus, playground and other general areas of the school by the teacher or appropriate school staff. Teachers, para-educators, and other staff will utilize typical discipline techniques. All teachers, aides, custodians, etc., have the authority and the responsibility to discipline students who misbehave within the general areas of the school. Teachers are responsible for discipline within their respective classrooms.

Emergency Removal From School, Class, Or Activity

A student may be removed immediately from a class, subject, or activity by a certified teacher and sent to the building principal; provided, that the teacher has good and sufficient reason to believe that the student's presence poses an immediate and continuing danger to the student, other students, school personnel or is an immediate and continuing threat of substantial disruption of the class, subject, activity, or educational process of the student's school.

The Okanogan School District shall prosecute to the fullest extent of the law any individual who physically or verbally abuses, intimidates, or interferes with an employee of this school within the performance of such employee's duties. Parents and guardians of students who willfully or maliciously damage or destroy school or employee property shall be held liable for such damages.

Alcohol/Drugs/Weapons

By state law we are a drug free, weapons free, tobacco free campus. Violation of this policy will result in serious consequences.

Students possessing, using, selling or under the influence of alcohol, narcotics, stimulants, and/or other controlled substances while school is in session or at school sponsored activities will receive an emergency expulsion. This may be recinded to a long-term or short-term suspension to a shorter duration provided the building administrator is convinced that a plan has been established which will reduce future misconduct or involvement with drugs and alcohol. If the student chooses not to complete the requirements of the plan the maximum suspension will be imposed.

Firearms/weapons are not allowed in school, at school sponsored activities, on school grounds, facilities, or school provided transportation. If a student brings a firearm to school it will result in an immediate expulsion for no less than one calendar year, including notification of parents and law enforcement. The expulsion may be modified by the school district on a case by case basis.

Grievance Procedure

Any student, parent, or guardian who is aggrieved by the imposition of discipline, short/long term suspension or expulsion, shall have the right to an informal conference with the building principal or his or her designee for the purpose of resolving the grievance. Any student who has been suspended or expelled shall be allowed to make application for readmission at any time. Additional information concerning grievance procedures, appeals, hearings, readmission and time factors may be obtained by contacting the building principal.

COMPLAINTS ABOUT DISCRIMINATION, DISCRIMINATORY HARASSMENT, AND SEXUAL HARASSMENT

What is discrimination?

Discrimination is unfair or unlawful treatment of a person or group because they are part of a defined group, known as a protected class. Discrimination may include treating a person differently or denying someone access to a program, service, or activity because they are part of a protected class, or failing to accommodate a person's disability.

What is a protected class?

A protected class is a group of people who share common characteristics and are protected from discrimination and harassment by federal, state, or local laws. Protected classes under Washington state law include sex, race, color, religion, creed, national origin, disability, sexual orientation, gender expression, gender identity, veteran or military status, and the use of a trained dog guide or service animal. This definition also includes pregnant and parenting students.

How do I file a complaint about discrimination?

If you believe that you or your child has experienced unlawful discrimination or discriminatory harassment at school based on any protected class, you have the right to file a formal complaint. For a full copy of the school district's nondiscrimination procedure, visit www.oksd.wednet.edu or contact the school district at 509.422.3629.

Before filing a complaint, you may wish to discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Mrs. Angels Rolfe at arolfe@oksd.wednet.edu (422.3580), Title IX Officer or Civil Rights Compliance Coordinator Mr. Steve Quick at squick@oksd.wednet.edu (422.3629). This is often the fastest way to resolve your concerns.

Step 1: Complaint to the School District

In most cases, complaints must be filed within one year from the date of the event that is the subject matter of the complaint. A complaint must be in writing, describe what happened, and state why you believe it is discrimination. It is also helpful to include what actions you would like the district to take to resolve your complaint.

Complaints may be submitted by mail, fax, e-mail, or hand delivery to any district or school administrator or the district's Compliance Coordinator.

When the school district receives your written complaint, the Compliance Coordinator will give you a copy of the district's discrimination complaint procedure. The Compliance Coordinator will then make sure that the school district conducts a prompt and thorough investigation. You may also agree to resolve your complaint in lieu of an investigation.

The school district must respond to you in writing within 30 calendar days after receiving your complaint, unless you agree on a different date. If exceptional circumstances related to the complaint require an extension of the time limit, the school district will notify you in writing about the reasons for the extension and the anticipated response date.

When the school district responds to your complaint, it must include:

1. A summary of the results of the investigation;
2. Whether or not the school district has failed to comply with civil rights requirements related to the complaint;
3. Notice of your right to appeal, including where and to whom the appeal must be filed; and
4. Any corrective measures determined necessary to correct any noncompliance.

Step 2: 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. At the hearing, you may bring witnesses or other information related to your appeal.

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 OSPI.

Step 3: Complaint to OSPI

If you do not agree with the school district's appeal decision, you may file a complaint with the Office of Superintendent of Public Instruction (OSPI). A complaint must be filed with OSPI within **20 calendar days** after you received the district's appeal decision. You may send your complaint to OSPI by e-mail, mail, fax, or hand-delivery:

E-mail: Equity@k12.wa.us

Fax: (360) 664-2967

Mail: OSPI Equity and Civil Rights Office, PO Box 47200, Olympia, WA 98504-7200

Complaints cannot be filed with OSPI unless they have already been raised with the school district and appealed, as outlined in Steps 1 and 2 above, or if the school district did not follow the correct complaint and appeal procedures.

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