

Meadowdale Middle School 26-27

Community

Growth

Purpose

At MMS, we focus on three core values:

- ♦ **Community** – MMS is a large community made up of many smaller communities, such as our houses, classrooms, homerooms, clubs, athletic teams, and other formal and informal groups. We strive for inclusivity and accountability to one another in our words and our actions.
- ♦ **Growth** – Each school year provides numerous opportunities for growth, where we gain not only new academic skills and content, but also develop personal skills like conflict resolution, resiliency, and perseverance. We encourage everyone in our community to embrace these opportunities, and to seek and accept help when it is needed.
- ♦ **Purpose** – Middle school is a time of great change, and can be the perfect opportunity to explore who you really are and what you hope to accomplish in life. We explore our core values and future goals, and work to make sure the things we do put us on the path to success.

Daily Schedule

The daily bell schedule is posted in every classroom and is at the back of the student handbook. A typical week has ODD Period Classes (1,3,5) meeting on Mondays and Wednesdays, and EVEN Period Classes (2,4,6) meeting on Tuesdays and Thursdays. Homeroom is after 1st and 2nd Period Monday-Thursday. On Friday there is no Homeroom, and students go to all of their classes.

Arrival and Dismissal at MMS

- ♦ School hours are 8:05-2:35 Mon./Tues./Weds./Thurs. On Fridays school will dismiss early at 1:20.
- ♦ MMS is a closed campus; once students have arrived on campus, they must remain on campus until school is over or they are picked up by a parent/guardian.
- ♦ By 2:40, students are expected to be working with teachers, attending an after-school activity (sports or clubs), or on their way home. Students who attend Study Club or other activity need to stay with that teacher until the bell rings at 3:30. Students are not to loiter in the building or around campus.
- ♦ On half days, school hours are from 8:05 AM to 11:05 AM.

Attendance and Tardiness

On-time, daily attendance is key to students' academic growth. Studies have shown that students missing more than 10% of the school year (just two days a month) are more likely to fall behind academically and less likely to graduate from high school. **A student's absence must be excused within 48 hours upon their return to school.** This may be done by having a parent/guardian send a note to the attendance office; call the attendance office at (425) 431-4302; or email attendance secretary Sahar Ragab at RagabS189@edmonds.wednet.edu.

- ♦ Students who are more than 5 minutes late to school, or who have an early dismissal, **MUST** check in and out at the attendance desk.
- ♦ Students are expected to be in class when the bell rings and will be marked tardy if they are not. When a student accumulates excessive tardies during the week, they will be assigned a consequence such as lunch detention. Additional tardies in the quarter may result in additional consequences.

Homeroom

Homeroom takes place after 1st and 2nd period Monday-Thursday. There is no Homeroom on Friday. It is an important part of the day, as this is when announcements are made; students have the opportunity to organize and plan their school work, work on school work and see teachers, engage in our social-emotional curriculum; and participate in many other important activities.

Student Coursework and Grades

In addition to regular attendance, another key to success in middle school is demonstrating understanding on all classwork, homework, and assessments.

- ◆ Students should use a planner or an online calendar to keep track of all assignments and due dates.
- ◆ If a student has an excused absence, they have the ability to make up the missed work or tests/quizzes for the day(s). It is the student's responsibility to look at the teacher's online platform and talk to their teacher and classmates about what they have missed.
- ◆ Late work for a particular unit will not be accepted more than one week beyond the end of that unit.

Online Coursework Access and Grade Reporting

There are several online platforms accessible to students and their families to see classroom resources and assignments and student grades.

- ◆ Classroom resources and assignments can be found on the teachers' Canvas site. If a student is absent, these are the best places to check for missed work.
- ◆ QMLATIV is the district's grade reporting program and is viewable to students and families via website or phone app. It is most helpful for seeing grades on past assignments and any assignments that are missing.

Chromebooks

All students at MMS are assigned a Chromebook for use at school and at home for school work.

- ◆ Students should bring their charged Chromebook to school every day.
- ◆ Students are expected to use the Chromebook for academic purposes only and should assume that their Internet and documents are viewable by school staff at any time. More information about these expectations is on the school website at <https://mms.wednet.edu/chromebooks>.
- ◆ Students are responsible for the care of their Chromebook. ***Students will be required to pay to repair or replace damaged chromebooks.***

Finding Help and Support at MMS

There are many ways to get help at MMS in order to support students' academic and personal growth.

- ◆ For academic help, teachers are available during homeroom and hold after-school Study Club on certain days. Students may attend Study Club any day it is held or some teachers may assign it if a student needs extra help. Students and families may also email teachers directly; all contact information is on the school website.
- ◆ For social-emotional support or for larger academic questions, students and families can contact their counselor or IEP or ELL case manager. Our full time counselors are Micaela Winskill (425) 431-4315 and Rachel Hyde-Prieto (425) 431-4304.
- ◆ For connections to financial resources through various community organizations, contact Janice Blackmore, Student & Family Support Advocate, at (425) 431-4305.
- ◆ The school nurse is Cindy Goergen. She is at school on Tuesdays, Thursdays, and Fridays and can be reached at (425) 431-1711.

The Meadowdale Middle School Recognition & Reward System

Students at MMS are recognized for demonstrating commitment to community, growth, and purpose. This includes academic growth as well as personal growth. There are a variety of ways students can be rewarded:

Academic Reward System - Students who earn a 3.0 GPA or better on their quarterly report card earn a reward, which may include Gym Homeroom, free Popcorn Friday, Homeroom Social, or others. Students can earn up to four rewards per year.

House-Based Reward System - All students are arranged into one of five different houses at MMS, made up of seventh and eighth graders. In addition to community-building and mentorship, the purpose of the houses is to encourage students' positive academic and social behaviors through the earning of points and providing short- and long-term rewards based on those points.

Student of the Month – Each month, several students are selected who are doing an outstanding job academically and personally. They receive a certificate and have their photo displayed in the school.

Community/Growth/Purpose Awards - Students demonstrating commitment to community, growth, and purpose are selected quarterly by teachers and recognized at an assembly or on MVN, our morning announcements.

End-of-Year Recognition – At our last assembly of the year, we recognized students who have demonstrated growth and/or outstanding performance in our different academic areas, as well as recognizing other students who have earned other academic or community awards.

Extra-Curricular Activities

Another key to student success in middle school is getting involved in extra-curricular activities. These are a great way to pursue interests and meet new people, and we encourage all students to try at least one extra-curricular activity per year.

Clubs

We offer numerous clubs after school, representing a wide variety of groups and interests.

- ◆ Clubs usually start running in late September and go through the end of the year. Students interested in forming a club should see Mr. Pope for information.
- ◆ Anyone is welcome to attend any club meeting. Membership in clubs is maintained simply by attendance at club meetings – there is no cost.

Sports

There are four sports seasons during the school year. Some of our sports require a tryout, while others are open to anyone who wants to participate. More information can be found on our school website.

- ◆ The sports are:

Fall	Winter 1	Winter 2	Spring
<ul style="list-style-type: none">◆ Girls fastpitch softball*◆ Cross Country◆ Football*	<ul style="list-style-type: none">◆ Boys soccer*◆ Girls soccer*◆ Boys basketball*◆ Girls volleyball*	<ul style="list-style-type: none">◆ Girls basketball*◆ Wrestling	<ul style="list-style-type: none">◆ Track

Sports with an * require a tryout if the # of students who want to participate exceeds the # of spots on the team.

- ◆ Students need all paperwork and an up-to-date physical on file in order to participate in any practices, tryouts, and events. This paperwork and other information can be found on our school website.
- ◆ Students need to pay a fee for each sport they participate in, and need to have all fines and fees cleared in order to participate in games and meets. Fees are waived if on free/reduced lunch. Students must be passing at least five out of their six classes to participate in competitions. Students may be required and encouraged to attend study tables if they do not meet this academic standard.
- ◆ Students and their families are welcome to attend any of our sports games and meets. There is no cost to attend. All sporting events are listed on our school website calendar, on our morning announcements, and on bulletin boards around school.

Music Performances and the School Musical

We have an excellent music program at MMS and there are numerous events at the school and in the community throughout the year that showcase our students' talents.

- ◆ We have various choir, band, and orchestra concerts throughout the year. All events are listed on our school calendar and are free to attend unless otherwise noted.
- ◆ We usually do one school musical a year. All MMS students are encouraged to try out for one of the on-stage roles or to participate as part of the crew. Performances will be listed on our school website calendar; there is a fee for students and families to attend, and these performances usually sell out!

All MMS rules and expectations apply at extra-curricular events and activities

MMS Community Expectations

In order to keep our community a safe place for learning, students are responsible for following the expectations below at all times while on campus, including before and after school, in classrooms, hallways, the commons, and in our outside spaces. The same expectations are in place as students wait for or ride our district's school buses.

- ◆ Be kind to one another. Pay attention to how your words and actions impact others. Students using demeaning language about others' race/ethnicity, religion, sexual orientation, gender identity, disability, socioeconomic status or appearance will face disciplinary action.
- ◆ Monitor your physical space and volume. Keep the spaces you use clean.
- ◆ Move safely. Walk and keep hands, feet, and objects to yourself. Public displays of affection beyond hand-holding are not permitted.
- ◆ At MMS food or drink (with the exception of bottled water) is not allowed in classrooms. Food deliveries made to students from companies like UberEats will not be accepted.
- ◆ Gum is only allowed with the classroom teacher's permission.
- ◆ Sharpies or permanent markers are not allowed.

Peer Conflict

- ◆ Some students experience conflict with others at some points, due to disagreements, rumors, concerns on social media, misunderstandings, relationship challenges, etc. It is important that students learn healthy and appropriate ways to respond to and address conflict. Some positive examples of handling conflict are the following: Walk away and report the issue to an adult, contact a school counselor or administrator to request a mediation meeting with another student, and ignore the actions of another student (if the actions are minor and do little harm).
- ◆ Students participating in or found to have instigated a physical or verbal fight will face disciplinary action. This includes recording and/or distributing images of a fight, failing to disperse from the scene of a fight, or failing to report a fight the student has become aware of. **Students who engage in physical fighting or assault will be suspended from school for a minimum of 5 school days.**

Hallway/Bathroom Expectations

Students who leave class must create a pass through "SmartPass." Please see the guidance below:

- To launch SmartPass, go to Clever and scroll down to SmartPass. You will be automatically logged in via Clever.
- Students still ask their teacher for a pass. If the teacher approves, students create their pass on their Chromebook through Clever.
- Students must return to their classroom within the set time limit of their bathroom pass.
- SmartPass may deny a student to create a pass, due to the number of students already signed out with a bathroom pass. Students must wait until SmartPass allows for your pass to be created before leaving to the restroom.
- Students will have a weekly bathroom pass limit, which will be communicated by administration.

If several students are already out of class, please have your student wait until others have been checked back in. This includes trips to the restroom, water fountain, library, and health room. Students with phones out at this time will have their phone confiscated in accordance with our electronic device policy. Students are not allowed to create a bathroom pass during the first and last 10 minutes of class.

Riding the Bus

- ◆ Students are expected to behave on the bus in the same way they are expected to behave in the classroom. Students are to remain seated, use appropriate language and volume, and treat students and drivers with courtesy and respect. The bus driver's primary purpose and responsibility is to get students to and from school safely. Bus rider behavior that distracts or disrespects the bus driver will not be tolerated. Specific rules and regulations can be found in ESD Board Policy 8245-R1.
- ◆ Violations of board policy regarding behavior while waiting for or riding ESD transportation may be grounds for suspension or removal from the bus.
- ◆ Athletics Bus - MMS has a bus available to students to ride after practices. The bus leaves MMS at 4:40 and makes stops at each of our feeder elementary schools - Beverly, Spruce, Lynndale, Seaview and Edmonds.

Academic Dishonesty

Meadowdale Middle School's academic dishonesty policy is built on the principle of academic integrity, which is essential for fostering an honest and respectful learning environment. This policy applies to all members of the school community—students, staff, and families. Academic dishonesty is defined as any dishonest behavior, including acts like **cheating**, which involves using unauthorized materials during an assignment; **plagiarism**, which is presenting someone else's work as your own without proper credit; and **unauthorized collaboration**, which is working with others when an assignment is meant to be done individually. The policy also specifically addresses the misuse of technology, including **artificial intelligence (AI)**, stating that using AI to generate content without proper citation or a teacher's permission is considered plagiarism.

The policy's consequences for academic dishonesty are meant to be both corrective and educational, with disciplinary actions varying based on the severity of the offense and the student's history. Possible actions can range from receiving a reduced grade or a zero on an assignment to in-school suspension. The policy also outlines a clear process for addressing these issues, beginning with a discussion between the staff member and the student, followed by family notification and, if needed, elevation to school administration. The school also takes a proactive approach by providing education on proper citation, the ethical use of digital tools, and the skills needed to avoid plagiarism, all while encouraging students to take responsibility for their own learning.

Clothing in the Edmonds School District

Schools expect that all students will dress in a way that is appropriate for the school day or for any school sponsored event. Student dress choices should respect the district's intent to support a community that is inclusive of a diverse range of identities. The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). The school district is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size. Any restrictions to the way a student dresses must be necessary to support the overall educational goals of the school and must be explained within this dress code.

1. Basic Principle: Certain body parts must be covered for all students at all times. Clothes must be worn in a way such that genitals, buttocks, breasts, and nipples are fully covered with opaque fabric. However, cleavage should not have coverage requirements. All items listed in the "must wear" and "may wear" categories below must meet this basic principle.

2. Students Must Wear (while following the basic principle of section 1 above):

- A shirt (with fabric in the front, back, and on the sides under the arms), and
- Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts), and
- Shoes

Courses that include attire as part of the curriculum (for example, professionalism, public speaking, and job readiness) may include assignments specific dress, but should not focus on covering bodies in a particular way or promoting culturally specific attire. Activity specific shoe requirements are permitted (for example, athletic shoes for PE).

3. Students May Wear (as long as the items do not violate section 1 above):

- Hats facing straight forward or straight backward. Hats must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff
- Religious headwear
- Hoodie sweatshirts (wearing the hood overhead is allowed, but the face and ears must be visible to school staff)
- Fitted pants, including opaque leggings, yoga pants and “skinny jeans”
- Pajamas
- Ripped jeans, as long as underwear and buttocks are not exposed
- Tank tops
- Athletic attire

4. Students Cannot Wear:

- Violent language or images
- Images or language depicting drugs or alcohol (or any illegal item or activity)
- Hate speech, profanity, pornography
- Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups
- Any clothing that reveals visible undergarments
- Swimsuits (except as required in class or athletic practice)
- Accessories that could be considered dangerous or could be used as a weapon.
- Any item that obscures the face or ears (except as a religious observance)
- Visible waistbands on undergarments or visible straps on undergarments

Electronic Devices

- Electronic devices (cell phones, AirPods, etc.) must be “off and away” during instructional time and passing periods. Students may only use their electronic devices before school, during lunch, and after school.
 - Exceptions:
 - There is an emergency situation that involves imminent physical danger or a school administrator or teacher allows the student to use the device or
 - Having a phone is a part of a student’s health plan.
- AirPods - like other electronic devices - are not allowed except for before/after school and during lunchtime. We advise students to leave them at home.
- Violation of this expectation will result in the phone/device being confiscated and sent to the office for the remainder of the day. We will require a parent/guardian listed in Skyward to pick up the device.
- Arguments or refusals to surrender electronic devices that are in violation of this policy will be considered acts of insubordination and will result in intervention by an administrator and possible disciplinary action.

- Phones used in the locker rooms or restrooms may result in disciplinary action.
- Students are not allowed to photograph or record others without their permission, and may be subject to discipline and confiscation of the device for doing so.
- Personal speakers are not allowed at MMS or on the buses.
- It is strongly recommended that students leave electronic devices at home to prevent loss and distraction. Lost, misplaced or stolen electronic devices are rarely recovered. MMS is not liable for any electronic devices that are lost or stolen at school.

MMS is a school community that prioritizes the safety and well-being of all of its members. Below you will find information about some of the most serious violations of our expectations, the various reporting options, and the consequences that will be put in place as a result.

Safe Schools Alert

- ◆ You and your child can easily report tips on bullying, harassment, drugs, vandalism or any safety issue you're concerned about through Safe Schools Alert.
- ◆ We strongly encourage you to frequently remind students to report any safety concerns directly to a trusted adult at home or at school. Still, we know that when students become aware of unsafe people or situations, it can be very difficult for some to report as they are fearful or feel pressure from others to keep things secret. We want students to help us keep their schools safe, and to break any “code of silence” if one exists, with respect to matters that can impact the safety of their schools.
- ◆ You can share concerns with district staff in 4 different ways:
 - Phone: 425-551-7393**
 - Text: 425-551-7393**
 - Email: 1480@alert1.us**
 - Web: <http://1480.alert1.us>**

Weapons

- ◆ The staff and student body will not tolerate the possession of any weapons or other dangerous objects on campus. Edmonds School District Board Policy #8220 (Section III, Exceptional Misconduct), RCW 9.41.250, RCW 9.41.280 prohibit the possession of weapons or other dangerous objects, including toy or facsimile weapons, on school property.
- ◆ Please see the Handbook section of our school website at <https://mms.edmonds.wednet.edu/handbook> to see the types of weapons and consequences for possession.

Alcohol, Tobacco/E-Cigarettes, Drugs, Illegal Substances

- ◆ The Edmonds School District recognizes that the use/abuse and possession of alcohol, controlled, illegal, addictive, or harmful substance(s), including anabolic steroids, is a societal problem and may represent an impairment to the normal development, well-being, and academic performance of students. To ensure the safety, health, and well-being of all students, the district has developed programs that emphasize prevention, intervention, aftercare support, and necessary corrective actions. The district also recognizes the effects to the school, home, and community resulting from drug and alcohol use/abuse. While the primary obligation to seek assistance rests with the student and his/her parent(s)/guardian(s), school staff shall work with the home and community to develop and implement a comprehensive prevention and intervention program. Part of the responsibility of the school and School District is to inform students and parents each year of the District's policy on drugs/alcohol.
- ◆ Please see the Handbook section of our school website at <https://mms.edmonds.wednet.edu/handbook> to see the full policy.

Harassment, Intimidation and Bullying

Our Schools Protect Students from Harassment, Intimidation, and Bullying (HIB)

Schools are meant to be safe and inclusive environments where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities. This section defines HIB, explains what to do when you see or experience it, and our school's process for responding to it.

What is HIB?

HIB is any intentional electronic, written, verbal, or physical act of a student that:

- Physically harms another student or damages their property;
- Has the effect of greatly interfering with another student's education; or,
- Is so severe, persistent, or significant that it creates an intimidating or threatening education environment for other students.

HIB generally involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. HIB is not allowed, by law, in our schools.

How can I make a report or complaint about HIB?

Talk to any school staff member (consider starting with whoever you are most comfortable with!). You may use our district's reporting form to share concerns about HIB ([link to form](#) or [link to online reporting site](#)) but reports about HIB can be made in writing or verbally. Your report can be made anonymously if you are uncomfortable revealing your identity, or confidentially if you prefer it not be shared with other students involved with the report. No disciplinary action will be taken against another student based **solely** on an anonymous or confidential report.

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our district also has a HIB Compliance Officer, Dr. Rob Baumgartner, Assistant Superintendent of Human Resources, baumgartnerr@edmonds.wednet.edu who supports prevention and response to HIB.

What happens after I make a report about HIB?

If you report HIB, school staff must attempt to resolve the concerns. If the concerns are resolved, then no further action may be necessary. However, if you feel that you or someone you know is the victim of unresolved, severe, or persistent HIB that requires further investigation and action, then you should request an official HIB investigation.

Also, the school must take action to ensure that those who report HIB don't experience retaliation.

What is the investigation process?

When you report a complaint, the HIB Compliance Officer or staff member leading the investigation must notify the families of the students involved with the complaint and must make sure a prompt and thorough investigation takes place. The investigation must be completed within 5 school days unless you agree on a different timeline. If your complaint involves circumstances that require a longer investigation, the district will notify you of the anticipated date for their response.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must provide you with the outcomes of the investigation within 2 school days. This response should include:

- A summary of the results of the investigation
- A determination of whether the HIB is substantiated
- Any corrective measures or remedies needed
- Clear information about how you can appeal the decision

What are the next steps if I disagree with the outcome?

For the student designated as the “targeted student” in a complaint: If you do not agree with the school district’s decision, you may appeal the decision and include any additional information regarding the complaint to the superintendent, or the person assigned to lead the appeal, and then to the school board.

For the student designated as the “aggressor” in a complaint: A student found to be an “aggressor” in a HIB complaint may not appeal the decision of a HIB investigation. They can, however, appeal corrective actions that result from the findings of the HIB investigation.

For more information about the HIB complaint process, including important timelines, please see the district’s [HIB webpage](#) or the district’s *HIB Policy [3207] and Procedure [3207P]*.

Our School Stands Against Discrimination

Discrimination can happen when someone is treated differently or unfairly because they are part of a **protected class**, including their race, color, national origin, sex, gender identity, gender expression, sexual orientation, religion, creed, disability, use of a service animal, or veteran or military status.

What is discriminatory harassment?

Discriminatory harassment can include teasing and name-calling; graphic and written statements; or other conduct that may be physically threatening, harmful, or humiliating. Discriminatory harassment happens when the conduct is based on a student’s protected class and is serious enough to create a hostile environment. A **hostile environment** is created when conduct is so severe, pervasive, or persistent that it limits a student’s ability to participate in or benefit from, the school’s services, activities, or opportunities.

To review the district’s *Nondiscrimination Policy 3210 and Procedure 3210P*, visit <https://go.boarddocs.com/wa/edmonds/Board.nsf/Public?open&id=policies>

What is sexual harassment?

Sexual harassment is any unwelcome conduct or communication that is sexual in nature and substantially interferes with a student’s educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they must submit to unwelcome sexual conduct or communication to gain something in return, such as a grade or a place on a sports team.

Examples of sexual harassment can include pressuring a person for sexual actions or favors; unwelcome touching of a sexual nature; graphic or written statements of a sexual nature; distributing sexually explicit texts, e-mails, or pictures; making sexual jokes, rumors, or suggestive remarks; and physical violence, including rape and sexual assault.

Our schools do not discriminate based on sex and prohibit sex discrimination in all of our education programs and employment, as required by Title IX and state law.

To review the district's Sexual Harassment Policy 3205 and Procedure 3205P, visit <https://go.boarddocs.com/wa/edmonds/Board.nsf/Public?open&id=policies>.

What should my school do about discriminatory and sexual harassment?

When a school becomes aware of possible discriminatory or sexual harassment, it must investigate and stop the harassment. The school must address any effects the harassment had on the student at school, including eliminating the hostile environment and making sure that the harassment does not happen again.

What can I do if I'm concerned about discrimination or harassment?

Talk to a Coordinator or submit a written complaint. You may contact the following school district staff members to report your concerns, ask questions, or learn more about how to resolve your concerns.

Concerns about discrimination:

Civil Rights Coordinator: Dr. Rob Baumgartner, Assistant Superintendent of Human Resources, Payroll, & Benefits, 20420 68th AVE W., Lynnwood, WA 98036, baumgartnerr@edmonds.wednet.edu, 425-431-7023

Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator: Dr. Rob Baumgartner, Assistant Superintendent of Human Resources, Payroll, & Benefits, 20420 68th AVE W., Lynnwood, WA 98036, baumgartnerr@edmonds.wednet.edu, 425-431-7023

Concerns about disability discrimination:

Section 504 Coordinator: Mr. Jon Bell, Executive Director of Student Services, 20420 68th AVE W., Lynnwood, WA 98036, bellj802@edmonds.wednet.edu, 425-431-7000

Concerns about discrimination based on gender identity:

Gender-Inclusive Schools Coordinator: Dr. Rob Baumgartner, Assistant Superintendent of Human Resources, Payroll, & Benefits, 20420 68th AVE W., Lynnwood, WA 98036, baumgartnerr@edmonds.wednet.edu, 425-431-7023

To **submit a written complaint**, describe the conduct or incident that may be discriminatory and send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights

coordinator. Submit the complaint as soon as possible for a prompt investigation, and within one year of the conduct or incident.

What happens after I file a discrimination complaint?

The Civil Rights Coordinator will give you a copy of the school district's discrimination complaint procedure. The Civil Rights Coordinator must make sure a prompt and thorough investigation takes place. The investigation must be completed within 30 calendar days unless you agree to a different timeline. If your complaint involves exceptional circumstances that require a longer investigation, the Civil Rights Coordinator will notify you in writing with the anticipated date for their response.

When the investigation is complete, the school district superintendent or the staff member leading the investigation will send you a written response. This response will include:

- A summary of the results of the investigation
- A determination of whether the school district failed to comply with civil rights laws
- Any corrective measures or remedies needed
- Notice about how you can appeal the decision

What are the next steps if I disagree with the outcome?

If you do not agree with the outcome of your complaint, you may appeal the decision to the superintendent or their designee, and then to the Office of Superintendent of Public Instruction (OSPI). More information about this process, including important timelines, is included in the district's Nondiscrimination Procedure 3210P and Sexual Harassment Procedure 3205P.

I already submitted an HIB complaint – what will my school do?

Harassment, intimidation, or bullying (HIB) can also be discrimination if it's related to a protected class. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will notify the Civil Rights Coordinator. The school district will investigate the complaint using both the Nondiscrimination Procedure 3210P and the HIB Procedure 3207P to **fully resolve your complaint**.

Who else can help with HIB or Discrimination Concerns?

Office of Superintendent of Public Instruction (OSPI)

All reports must start locally at the school or district level. However, OSPI can assist students, families, communities, and school staff with questions about state law, the HIB complaint process, and the discrimination and sexual harassment complaint processes.

OSPI School Safety Center (For questions about harassment, intimidation, and bullying)

- Website: ospi.k12.wa.us/student-success/health-safety/school-safety-center
- Email: schoolsafety@k12.wa.us
- Phone: 360-725-6068

OSPI Equity and Civil Rights Office (For questions about discrimination and sexual harassment)

- Website: ospi.k12.wa.us/policy-funding/equity-and-civil-rights
- Email: equity@k12.wa.us

- Phone: 360-725-6162

Washington State Governor's Office of the Education Ombuds (OEO)

The Washington State Governor's Office of the Education Ombuds works with families, communities, and schools to address problems together so every student can fully participate and thrive in Washington's K-12 public schools. OEO provides informal conflict resolution tools, coaching, facilitation, and training about family, community engagement, and systems advocacy.

- Website: www.oeo.wa.gov
- Email: oeoinfo@gov.wa.gov
- Phone: 1-866-297-2597

U.S. Department of Education, Office for Civil Rights (OCR)

The U.S. Department of Education, Office for Civil Rights (OCR) enforces federal nondiscrimination laws in public schools, including those that prohibit discrimination based on sex, race, color, national origin, disability, and age. OCR also has a discrimination complaint process.

- Website: <https://www2.ed.gov/about/offices/list/ocr/index.html>
- Email: ocr@ed.gov
- Phone: 800-421-3481

Our School is Gender-Inclusive

In Washington, all students have the right to be treated consistent with their gender identity at school. Our school will:

- Address students by their requested name and pronouns, with or without a legal name change
- Change a student's gender designation and have their gender accurately reflected in school records
- Allow students to use restrooms and locker rooms that align with their gender identity
- Allow students to participate in sports, physical education courses, field trips, and overnight trips in accordance with their gender identity
- Keep health and education information confidential and private
- Allow students to wear clothing that reflects their gender identity and apply dress codes without regard to a student's gender or perceived gender
- Protect students from teasing, bullying, or harassment based on their gender or gender identity

To review the district's Gender-Inclusive Schools Policy 3211 and Procedure 3211P, visit <https://go.boarddocs.com/wa/edmonds/Board.nsf/Public?open&id=policies>. If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator: Dr. Rob Baumgartner, Assistant Superintendent of Human Resources, Payroll, & Benefits, 20420 68th AVE W., Lynnwood, WA 98036, baumgartnerr@edmonds.wednet.edu, 425-431-7023

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information above on page 2.

NOTES:
