

# HANFORD HIGH SCHOOL

## Student Handbook 2023-2024

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<http://hanford.rsd.edu>

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Counselor, 11<sup>th</sup>, Liz Lee 967-6511

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Counselor, 9<sup>th</sup>-12<sup>th</sup>, Hannah Sanders 967-6534

Career Center, Brian Sites 967-6524

Lead Secretary, Bethany Pierson 967-6501

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Receptionist, Kristin Gearheart 967-6500

Registrar, Julie Erichsen 967-6503

ASB Bookkeeper, Brenda Izquierdo 967-6513

Bookkeeper, Heidi Asmus 967-6514

Security, Jamie Miracle 967-6520

Security, Joe Powers 967-6529

### **This School Agenda belongs to:**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

Student # \_\_\_\_\_ Locker # \_\_\_\_\_

# Welcome to Hanford High School

We are excited that you are joining us at Hanford High School. We believe that this is one of the finest high schools in the Tri-Cities, and we hope that you have an amazing high school experience here.

The information contained in these pages is designed to help you familiarize yourself with how we do things at Hanford High School. You will find information about our basic operations, our expectations and discipline policy, and the opportunities that are available for you. Please read this handbook thoroughly.

High school can appear to be an overwhelmingly large and complex place. Our friendly teachers and staff are here to assist you in making your high school experience the best that it can be. Be sure to ask questions at any time. We want to assist you in becoming an active, responsible, and successful member of our student body.

Hanford High School has the resources to prepare you for a lifetime of learning. For that to happen, you must commit yourself to daily effort and daily attendance.


Congratulations on becoming a Hanford High School Falcon. We look forward to working with you over the coming months and years.

## **HANFORD FIGHT SONG**

*(Always stand when the fight song is being played)*

Hanford, the school that outshines the rest,  
Home of the mighty, home of the best,  
H-A-N-F-O-R-D,  
Symbol of strength and victory,  
Run up the score team, FIGHT, FIGHT, FIGHT,  
Falcons will win another tonight,  
Swoop down Falcons from the sky,  
With pride as your battle cry!  
Falcons are we and headed for fame,  
Purple and gold with pride in our name,  
H-A-N-F-O-R-D,  
Symbol of strength and victory,  
Leading in spirit, ready to fight,  
Falcons will win the victory tonight,  
Number one from Hanford High,  
Defending our battle cry!

## FALCON EXPECTATIONS

	<b>Choose RESPONSIBLE</b>	<b>Choose KIND</b>	<b>Choose ENGAGED</b>
<b>Before School/ Arrival</b>	<ul style="list-style-type: none"> <li>▪ Respect learning time of zero hour</li> <li>▪ Wear school appropriate clothing</li> <li>▪ Be mindful of vehicles (while walking) and people (while driving)                             <ul style="list-style-type: none"> <li>▪ Park in designated areas</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Use positive, encouraging language and appropriate volume                             <ul style="list-style-type: none"> <li>▪ Be welcoming to others</li> <li>▪ Clean up after yourself</li> </ul> </li> <li>▪ Report unsafe issues to an adult</li> </ul>	<ul style="list-style-type: none"> <li>▪ Work on homework <i>before</i> class time                             <ul style="list-style-type: none"> <li>▪ Arrive to class on time</li> </ul> </li> </ul>
<b>Classrooms</b>	<ul style="list-style-type: none"> <li>▪ Listen to teacher directions                             <ul style="list-style-type: none"> <li>▪ Clean up after yourself</li> </ul> </li> <li>▪ Take ownership over your learning</li> <li>▪ Be on time and prepared with necessary materials</li> </ul>	<ul style="list-style-type: none"> <li>▪ Use positive, encouraging language and volume                             <ul style="list-style-type: none"> <li>▪ Listen while others are speaking</li> <li>▪ Respect opinions of others</li> <li>▪ Be willing to help others</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Ask questions if you need help; communicate issues with teachers</li> <li>▪ Use technology appropriately &amp; with permission                             <ul style="list-style-type: none"> <li>▪ Be active learners: attentive posture and willing to listen</li> </ul> </li> </ul>
<b>Assemblies</b>	<ul style="list-style-type: none"> <li>▪ Walk directly to gym</li> <li>▪ Enter through assigned doors                             <ul style="list-style-type: none"> <li>▪ Be fully present</li> <li>▪ Clean up your area</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Cheer positively for speakers, staff, and students                             <ul style="list-style-type: none"> <li>▪ Listen respectfully to speaker</li> </ul> </li> <li>▪ Use positive, encouraging language and appropriate volume</li> </ul>	<ul style="list-style-type: none"> <li>▪ Sit in assigned area with your grade level                             <ul style="list-style-type: none"> <li>▪ Be active participants and attentive to speakers</li> <li>▪ Leave gym quickly after assembly</li> </ul> </li> </ul>
<b>Bathrooms</b>	<ul style="list-style-type: none"> <li>▪ Have teacher's pass to leave the classroom and keep pass visible                             <ul style="list-style-type: none"> <li>▪ Keep restroom clean</li> </ul> </li> <li>▪ Report issues to staff member</li> <li>▪ Use restroom for its intended purpose</li> </ul>	<ul style="list-style-type: none"> <li>▪ Respect community property                             <ul style="list-style-type: none"> <li>▪ Respect privacy of others</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Go directly to bathroom and back to class</li> <li>▪ Use for physical, not social, needs</li> </ul>
<b>Hallways</b>	<ul style="list-style-type: none"> <li>▪ Keep your hands, body, and items to yourself.                             <ul style="list-style-type: none"> <li>▪ Be aware of surroundings</li> </ul> </li> <li>▪ Give adequate space while walking                             <ul style="list-style-type: none"> <li>▪ Maintain reasonable volume</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Allow others to walk around you</li> <li>▪ Use positive, encouraging language and appropriate volume                             <ul style="list-style-type: none"> <li>▪ Report issues to a staff member</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Walk on the <b>right</b> (direction) side of hallway                             <ul style="list-style-type: none"> <li>▪ Maintain a walking pace</li> <li>▪ Go directly to next class (maintain flow of traffic)</li> </ul> </li> </ul>
<b>Commons</b>	<ul style="list-style-type: none"> <li>▪ Walk while in the Commons</li> <li>▪ Go to appropriate lunch line</li> <li>▪ Keep hands/feet/ body to self</li> <li>▪ Use appropriate voice levels</li> </ul>	<ul style="list-style-type: none"> <li>▪ Be respectful to cafeteria and custodial staff by cleaning up after yourself</li> <li>▪ Keep conversations school appropriate                             <ul style="list-style-type: none"> <li>▪ Be patient while waiting</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Clean up your area                             <ul style="list-style-type: none"> <li>▪ Sit at tables appropriately</li> </ul> </li> <li>▪ Be considerate of those around you</li> </ul>
<b>Courtyard</b>	<ul style="list-style-type: none"> <li>▪ Walk outside                             <ul style="list-style-type: none"> <li>▪ Enjoy sports and activities in appropriate areas (away from the building)</li> </ul> </li> <li>▪ Be respectful to activities/clubs using the space</li> </ul>	<ul style="list-style-type: none"> <li>▪ Clean up after yourself</li> <li>▪ Use positive, encouraging language and appropriate volume</li> </ul>	<ul style="list-style-type: none"> <li>▪ Use courtyard for eating and visiting                             <ul style="list-style-type: none"> <li>▪ Clean up your area</li> </ul> </li> </ul>
<b>After-school/ Dismissal</b>	<ul style="list-style-type: none"> <li>▪ Follow bus directions</li> <li>▪ Be mindful of vehicles (while walking) and people (while driving)</li> <li>▪ Exit to common areas after the bell has rung</li> </ul>	<ul style="list-style-type: none"> <li>▪ Be respectful of students studying and staff members working                             <ul style="list-style-type: none"> <li>▪ Clean up after yourself</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Promptly leave campus (within 10 minutes) unless engaged in school-sponsored activities                             <ul style="list-style-type: none"> <li>▪ Use designated crosswalks</li> </ul> </li> </ul>

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# BELL SCHEDULES

## Regular Daily Schedule

0-Hour	6:55-7:50
1 <sup>st</sup> Period	7:55-8:50
2 <sup>nd</sup> Period	8:55-9:50
3 <sup>rd</sup> Period	9:55-10:55
<b>1<sup>st</sup> Lunch</b>	<b>10:55-11:25</b>
4 <sup>th</sup> Period	11:30-12:25
4 <sup>th</sup> Period	11:00-11:55
<b>2<sup>nd</sup> Lunch</b>	<b>11:55-12:25</b>
5 <sup>th</sup> Period	12:30-1:25
6 <sup>th</sup> Period	1:30-2:25

## PLC Friday Schedule

0-Hour	6:55-7:50
1 <sup>st</sup> Period	7:55-8:35
Advisory	8:40-9:05
2 <sup>nd</sup> Period	9:10-9:50
3 <sup>rd</sup> Period	9:55-10:35
<b>1<sup>st</sup> Lunch</b>	<b>10:40-11:10</b>
4 <sup>th</sup> Period	11:15-11:55
4 <sup>th</sup> Period	10:40-11:20
<b>2<sup>nd</sup> Lunch</b>	<b>11:25-11:55</b>
5 <sup>th</sup> Period	12:00-12:40
6 <sup>th</sup> Period	12:45-2:25

## Two-Hour Delay Schedule

0-Hour	9:15-9:50
1 <sup>st</sup> Period	9:55-10:30
2 <sup>nd</sup> Period	10:35-11:10
<b>1<sup>st</sup> Lunch</b>	<b>11:10-11:40</b>
3 <sup>rd</sup> Period	11:45-12:20
3 <sup>rd</sup> period	11:15-11:50
<b>2<sup>nd</sup> Lunch</b>	<b>11:50-12:20</b>
4 <sup>th</sup> Period	12:25-1:05
5 <sup>th</sup> Period	1:10-1:45
6 <sup>th</sup> Period	1:50-2:25

## Early Release Schedule

0 Hour	6:55-7:50
1 <sup>st</sup> Period	7:55-8:20
2 <sup>nd</sup> Period	8:25-8:50
3 <sup>rd</sup> Period	8:55-9:25
4 <sup>th</sup> Period	9:30-9:55
5 <sup>th</sup> Period	10:00-10:25
6 <sup>th</sup> Period	10:30-10:55

## 50-Minute Assembly Schedule

0 Hour	6:55-7:50
1st Period	7:55-8:40
2nd Period	8:45-9:30
3rd Period	9:35-10:25
<b>1st Lunch</b>	<b>10:25-10:55</b>
4th Period	11:00-11:45
4th Period	10:30-11:15
<b>2nd Lunch</b>	<b>11:15-11:45</b>
5th Period	11:50-12:35
Assembly	12:40-1:30
6th Period	1:35-2:25

## Finals Schedule

January 18		June 11	
0 Hour	7:00-8:25	0 Hour	7:00-8:25
1 <sup>st</sup> Period	8:30-10:00	2 <sup>nd</sup> Period	8:30-10:00
3 <sup>rd</sup> Period	10:05-11:35	4 <sup>th</sup> Period	10:05-11:35
<b>Lunch</b>	<b>11:35-12:25</b>	<b>Lunch</b>	<b>11:35-12:25</b>
5 <sup>th</sup> Period	12:30-2:00	6 <sup>th</sup> Period	12:30-2:00
January 19		June 12	
2 <sup>nd</sup> Period	7:55-9:30	1 <sup>st</sup> Period	7:55-9:30
4 <sup>th</sup> Period	9:40-11:10	3 <sup>rd</sup> Period	9:40-11:10
<b>Lunch</b>	<b>11:10-11:50</b>	<b>Lunch</b>	<b>11:10-11:50</b>
6 <sup>th</sup> Period	11:55-1:25	5 <sup>th</sup> Period	11:55-1:25

## **ABSENTEEISM**

The Richland School District attendance policy: Students will be punctual and regular in attendance and will obey the rules and regulations of the school. If a student develops a pattern of continued absences, he/she and the parent will be invited to meet with school personnel and create an attendance agreement.

### **Excused Absences**

Excused absences are defined as absences due to illness or a health condition, approved pre-arranged activities, school-sponsored activities, or emergency situations. If any absence is excused, the student is responsible for making up work missed or doing other work that will be accepted in lieu of the work missed. If a student is absent for 2 or more days, their parent may request homework by emailing teachers.

If a student is absent, a parent/guardian may phone the attendance office (967-6504 or 967-6136) direct line and leave a voice mail or email the attendance office at [HHS.Attendance@rsd.edu](mailto:HHS.Attendance@rsd.edu) 24 hours a day to have a student excused. The student may also bring a note to the attendance office the next day stating the days and reasons for the absence. At the end of each period, the automated phone dialer message will call home for any absence not excused. If a student is ill at school and needs to go home, the student must come to the health room in the office to check out before leaving. If a student needs to be released from school during the day, the student should bring a note signed by their parent stating the time and reason they need to leave to the attendance office; alternatively, the parent/guardian may call the attendance office in advance. The student will be given a note to take to their teacher so they can be released at the time they need to go.

### **REASONS FOR EXCUSED ABSENCES (per Board Policy 3120)**

Excused Absence – Meeting one of the following criteria:

- a. Absence due to illness, health condition, medical appointment, family emergency, religious or cultural purposes, court, judicial proceeding, postsecondary technical school or apprenticeship program visitation, or scholarship interview verified by parent or guardian by telephone, e-mail or in writing. In case of extended illness, the building administration may require a statement from a doctor.
- b. Participation in a district or school approved activity or instructional program that causes absence from the classroom. To be excused this absence must be authorized by a staff member, and the affected teacher must be notified prior to the absence unless it is clearly impossible to do so.
- c. Emergency situations. Situation could not be pre-arranged and or prevented by the student. Requires building administration approval to be excused.
- d. Absence resulting from disciplinary actions – or short-term suspension. As required by law, students who are removed from a class or classes as a disciplinary measure or students who have been placed on short-term suspension shall have the right to make up assignments or exams missed during the time they were denied entry to the classroom if the effect of the missed assignments shall be a substantial lowering of the course grade.
- e. Excused absence for chronic health condition. Students with a chronic health condition which interrupts regular attendance may qualify for placement in a limited attendance and participation program generally accomplished through the development of a 504 student accommodation plan. The student and his/her parents or guardian may apply to the principal or counselor for such consideration.
- f. Absence directly related to the student's homeless status.

### **Unexcused Absences**

Unexcused absences are considered trancies. You will have 72 hours to clear unexcused absences or it is considered a truancy.

### **BECCA Bill Notifications/Petitions**

Students who are truant for one or more periods will be sent a BECCA Bill Notification Letter that informs the student and parent of the Washington State truancy laws and the potential actions by the juvenile court. Students who acquire a fifth unexcused absence within a month or a tenth unexcused absence during the school year shall receive a petition for a civil action with the juvenile court for a violation of RCW28A.225.010 (truancy).

### **Attendance Milestones:**

<b>Unexcused Absence</b>	<b>Action Taken</b>
1 (and every time)	-Parents notified through auto-caller system
3 in one month	-Conference with administrator, attendance agreement put in place (if not already in place) -Apply WARNS assessment



6 in one year	-Apply WARNS assessment and review -Students on 504/IEP: Must convene IEP/504 team to consider reasons for the absences (adjust IEP/504 as necessary)
7 in one month OR 13 in one year	-Refer to Community Engagement Board or file petition with Juvenile Court

**Truancy:**

- A truancy is considered an unexcused absence and will generate a referral for consequences.

**Tardies**

- Possible consequences for tardies:
  - o 1<sup>st</sup> violation: Teacher Warning/Consequence
  - o 2<sup>nd</sup> violation: Teacher Warning/Consequence
  - o 3<sup>rd</sup> violation: Teacher Warning/Consequence & Parent Contact
  - o 4<sup>+</sup> violations: Office Referral w/ Lunch or after-school detention

**ACADEMIC LETTER POLICY-**

Students will earn academic recognition by achieving the following:

Students who have earned a 3.5 Cumulative GPA:

At beginning of Junior year                      May purchase an academic pin and a big "H"  
 At Beginning of Senior Year                      May purchase an academic pin

**ACTIVITIES**

Hanford High School has a well-rounded program of extra-curricular activities consisting of many clubs and organizations. Getting involved in your high school will bring about special memories and friendships to your life. If you are interested, contact your counselor as soon as possible. They will point you in the right direction.

For more information on available clubs and club advisors check out the Activities page on the HHS website at:

<https://hanford.rsd.edu/activities>.

**ASSEMBLIES**

Generally there are two types of assemblies held at Hanford High School. One type is a pep assembly, which is designed to raise spirit and enthusiasm for the athletic participants at Hanford High School. The other type is the enrichment or educational assembly.

Different manners and expectations exist for these different types of assemblies. Remember to use behavior appropriate for the type of assembly that you are attending. Good manners and common courtesy shouldn't fade with the lights. It's easy to sit in a semi-dark auditorium or gym, surrounded by your friends, and criticize what you see and hear on stage. While you watch a play, dance, speech, or whatever, try to realize the amount of hard work, rehearsal, and commitment that led to that moment.

Whether you are participating in a pep assembly in the gym where you are supposed to get excited, or attending a drama production in the auditorium where good listening skills are important, you need to exercise the right behavior for that situation. This will make attendance at assemblies enjoyable for us all. You can miss an assembly for religious reasons, etc. However, you must check in to the office to see where you should spend your time during the assembly. (Assembly schedules are shown on page 7.)

**ATHLETICS**

Sports are an integral part of every high school. Our Athletic Program consists of a wide variety of sports in which students can participate. To participate in athletics, a student must have appropriate accident and health insurance, a doctor's physical, a signed risk-management form, and a participation agreement signed and turned in prior to the first practice. The students must also have passed five classes the previous semester. Other rules also apply which will be explained at athletic nights for families.. All necessary forms for registration are available online at <https://www.familyid.com/>. Simply type "Hanford High School" into the "Find Programs" search.

For more details on the HHS athletic program please go to our athletic website at: [www.hanfordathletics.com](http://www.hanfordathletics.com).

**WEAR PURPLE & GOLD EVERY FRIDAY!! GO FALCONS!**

## **BUS TRANSPORTATION**

Riding a school bus is a privilege, not a right. All normal school rules apply for bus behavior (no tobacco use, no alcohol, no throwing or littering, no hanging out of the windows, no obscene language, etc.). If a student cannot obey these rules, he or she will be denied permission to ride the bus. School buses load near the auditorium on the south side of the school. Transit buses load at the corner of George Washington Way and Hanford Street. Schedules for School and transit buses may be obtained in the office.

## **CAREER CENTER**

The HHS Career Center is a resource for staff and students for connecting classroom topics and activities to the world of work and providing students with information resources to plan their future. Please visit <https://hanford.rsd.edu/academics/collegecareercenter> for more information.

## **COUNSELORS**

A counselor is assigned to you when you enter ninth grade. Your counselor is available by appointment to help you with academic, social, and personal guidance. The best time to see your counselor is before or after school, during lunch, and on breaks between classes. <https://hanford.rsd.edu/student-support/counseling-mental-health>

## **DANCES**

Most of Hanford High's dances start at 8:00 pm and end at 10:00 pm or 11:00 pm. To attend, you must bring your ID card to enter the dance and pay the admission fee (usually less expensive if you have an ASB sticker). If you leave during the dance, you may not return.

If you plan to bring a non-Hanford High student with you to a dance, you must get a dance guest pass from the Activities Director prior to the dance. No middle school students are allowed to attend a high school dance. High school graduates are only allowed to be guests at Homecoming, Sadie Hawkins, and Prom. Plan ahead. If you show up with a guest and no guest pass has been obtained, your guest will not be admitted.

If you are identified as drinking or using drugs, having been drinking or using drugs, or with alcohol/drugs in your possession, you will be removed from the dance and your parents and/or the police will be called to come pick you up from the dance. You will also be subject to school disciplinary action, and if you are an athlete, you will be subjected to athletic discipline as well.

In order to attend a Hanford High School dance you should be willing to behave and dance in such a manner as is conducive to the overall atmosphere of good, clean fun. Your cooperation will help to maintain a safe, acceptable environment and guarantee that we will continue to have the freedoms at our dances that we have enjoyed in the past.

Guidelines for appropriate dancing are as follows:

- No grinding
- No dancing in a sexually suggestive nature
- No groping
- No Front-to-Back dancing

Refusal to comply with these guidelines will result in your dismissal from the dance. Please be considerate of the sensitivities of the people around you and have respect for yourself and your date.

## **DETECTION CANINES**

Pursuant to Richland School District Policy 3235, a trained dog may be used to sniff the air in and around school grounds for prohibited items. The specific areas sniffed may be lockers, unoccupied classrooms, unattended desks, bags, items, and vehicles that are on district property or at a district-sponsored event. Students who elect to park cars on district property do so knowing that the exterior of the vehicle may be sniffed. A dog's alert constitutes reasonable suspicion to search. If the dog alerts on a particular item or place, the person(s) bringing the item onto district property, or responsible for that place or item, will be called to the scene as outlined in district policy to witness the search by school official(s). All searches shall be made in compliance with district policy and applicable law. Discovery of a prohibited substance or item may result in referral to law enforcement and/or disciplinary action in keeping with district policy for students.

## **DISCIPLINE POLICY**

The details of ALL district policies are available at [www.rsd.edu](http://www.rsd.edu).

## Richland School District

### STUDENT OFFENSES/INFRACTIONS AND CONSEQUENCES

#### **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, local ordinances and laws, and School District Policies and Regulations. The student will respect the rights of others while in school, during school hours, 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 operations of the district and the reasonable requests, instructions, and directives of district personnel. For purposes of Policy 3200 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.

#### **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. 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.

#### **Guidelines for Sanctions**

Chapter 392-400 WAC contains the following restrictions for suspensions:

- Grades five and above program - No student in grade five and above program shall be subjected to short-term suspension for more than a total of fifteen school days during any single semester or ten school days during any single trimester, as the case may be.

In all cases where sanctions are imposed, a reasonable effort to contact parents or guardians will occur prior to, or contemporaneous with, the imposition of the sanction, in addition to any written notice required by law. When a school administrator has good and sufficient reason to believe that a student's presence poses an immediate and continuing danger to the student, other students or school staff, or an immediate and continuing threat of substantial disruption of the educational process, immediate emergency removal or emergency expulsion may be appropriate.

In conjunction with the following sanction guidelines, administrators may also consider any alternative form of corrective action—including programs intended to lessen the time of exclusion from class attendance—which has been approved by the Board of Directors and/or Superintendent. The district encourages the use of alternative forms of correction action when possible and practicable in light of the duty to maintain safe and orderly school environments conducive to student learning. In addition to school sanctions, administrators should determine whether restitution for damage or injury should be considered.

### OFFENSES/INFRACTIONS

**The sanctions below do not prohibit administrators from considering approved alternatives to out-of-school suspension or expulsion, including school consequences.** The standard range for each offense does not prohibit a school administrator from lesser form or exceeding the range, up to and including expulsion, if sufficient mitigating/aggravating factors warrant such corrective action or if the threat of danger or substantial disruption supports an emergency expulsion under WAC 392-400-295:

#### **ACADEMIC DISHONESTY/ CHEATING / PLAGIARISM/ FALSIFICATION / MISREPRESENTATION:**

For purposes of school discipline, academic dishonesty means knowingly submitting the work of others represented as the student's own or assisting another student in doing so, or using unauthorized sources. A student may be guilty of falsifying or forging documents if the student knowingly makes any false entry, alters times, names, dates, grades, addresses or alters any school document used or intended to be used in

connection with the operation of the school. Also a false representation of a matter of fact—whether by words or by conduct, by false or misleading allegations, or by concealment of what should have been disclosed—that deceives and is intended to deceive another so that the individual will act upon it to her or his legal injury. Cheating/academic dishonesty includes but is not limited to the following:

- a. Copying from or allowing another student to copy from a test, homework, paper, project, lab report or other work that is not intended to be collaborative in nature
- b. Sharing papers with another student
- c. Plagiarizing the work of others
- d. Intentionally obtains test questions and/or answers through fraudulent means
- e. Looking at another student's test, answer sheet, or other materials
- f. Using unauthorized material including textbooks, notes, calculators, computer program, or outside help during an examination or other assignment
- g. Using writings, passages, ideas of others and passing them off as your own (including, but not limited to faxing, duplicating, file sharing, or transmittal using any technology)
- h. Sabotaging or destroying the work of others
- i. Illegal or unauthorized entry into school computer or program
- j. Submitting material (written or designed by someone else without citing the source (e.g., plagiarizing or submitting work created by family, friends, tutors, or anyone else not the student))

### **ARSON / DESTRUCTION OF PROPERTY / VANDALISM:**

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

### **ASSAULT / FIGHTING / VIOLENCE:**

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

### **REASONABLE SELF-DEFENSE:**

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

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

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

### **COMPUTER MISUSE/UNAUTHORIZED USE OF TECHNOLOGY:** (See Policy and Procedure 2314)

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

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

**DEFACING OR DESTRUCTION OF PROPERTY:**

For school discipline purposes, means the unauthorized, intentional damage to district property or the property of others (other than arson, above).

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

Refusal to obey reasonable requests, instructions, and directives of any school personnel, including volunteers or contractors working for the school. Defiance includes dress or appearance in violation of Policy 3224 that the student either refuses to correct at the directive of a school administrator, or that is a persistent and repeated violation of school district policy. Defiance of school authority can also include intentional disruptive behavior.

**DISRUPTIVE CONDUCT:**

For disciplinary purposes, this section addresses the student creating a substantial or material disruption to the educational process or any school operation and conduct that markedly interrupts or severely impedes the day-to-day operations of a school. Includes disruption of the school program by bomb scares, false fire alarms, firecrackers, etc.

**DRUGS/ALCOHOL AND OTHER PROHIBITED CHEMICAL SUBSTANCES:** (see Policy and Procedure 3418)

The possession, consumption, use, storage, or distribution of drugs (including marijuana/cannabis), alcohol, and other similar illegal chemical substances on school grounds, at school activities, or on district-provided transportation is prohibited. For purposes of student conduct expectations:

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

**FIGHTING OR FIGHTING INVOLVEMENT:**

Includes instigating, promoting (including promotion by presence as a spectator), filming, videotaping, and escalating a fight, as well as the failure to disperse at the scene of a fight.

**GANG CONDUCT:**

The Board of Directors is aware of the public existence of gangs which are involved in illegal, intimidating and harassing conduct and the Board hereby determines that such gangs and the expression of such gang membership cause or are likely to cause disruption in the school environment and present a threat to the health and safety of students and school personnel. "Gang" means a group which: (a) consists of three or more persons; (b) has identified leadership; and (c) on an ongoing basis, regularly conspires and acts in concert mainly for criminal purposes. Any such activity or expression by students is prohibited while they are subject to the disciplinary control of the school district. Therefore, it may be a violation of this section for a student or students on or about school property or in any place involving a school-related activity to:

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

**HARASSMENT, INTIMIDATION OR BULLYING:** (see Policy and Procedure 3207)

For school discipline purposes, "harassment, intimidation and bullying" includes:

- Any violation of district policy 3207;
- Intentional hurtful, threatening, or intimidating verbal and/or physical conduct in violation of district policy 3207;

- Unsolicited or unwelcome verbal or physical conduct that is harassing or intimidating that can be of a sexual, religious, racial or ethnic nature, or based on disability;
- A threat to cause bodily injury, property damage, or to cause the physical confinement or restraint of the person threatened, or any other act causing substantial harm to the physical or mental health of the person threatened.

**LEWD, OBSCENE, OR PROFANE LANGUAGE, GESTURES OR MATERIALS:**

For purposes of school discipline, this includes, but is not limited to, lewd, obscene or profane language, gestures or materials that are unrelated to authorized school curriculum. Prohibited “materials” includes digital or electronic text, images, or sounds that are possessed, displayed, or transmitted while under the supervision of school authorities.

**SEXUAL HARASSMENT:** (see Policy and Procedure 8700)

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

**THEFT / STEALING:**

Taking or knowingly being in possession of district property or property of others without permission. As part of the sanction, restitution will usually be required.

**TOBACCO/NICOTINE PRODUCTS - USE OR POSSESSION:**

Students may not participate in smoking, use of tobacco products or products containing nicotine, or possess tobacco products, or smoking device including e-cigarette or other vapor products on the school premises, district transportation, or at school-sponsored functions.

Standard Sanction - Elementary: School Consequence

Standard Sanction – Secondary:

First Offense: Complete Tobacco Intervention Packet. [Refusal or failure to complete Tobacco Intervention Packet shall be considered to be a tobacco related offense for which students may receive school discipline sanctions as set forth in Defiance of School Authorities]

Second Offense: Complete Tobacco Intervention Packet and attend extended after school detention. [Refusal to complete Tobacco intervention Packet shall be considered to be a tobacco related offense for which students may receive school discipline that includes short-term suspension with days that may be held in abeyance for community service].

Third Offense: Complete Tobacco Intervention Packet and attend extended after school detention. [Refusal to complete Tobacco Intervention Packet shall be considered to be a tobacco related offense for which students may receive school discipline that includes short-term suspension with days that may be held in abeyance for community service].

**TRUANCY:** (See Policy and Procedure 3120)

**UNEXCUSED ABSENCES AND TARDINESS:** (see Policy and Procedure 3120)

Students with one or more unexcused absences and/or tardiness and subject to compulsory attendance pursuant to Chapter 28A.225 RCW may be subject to corrective action that is reasonably calculated to modify the student’s conduct. However, if a district imposes corrective action on a student for one or more unexcused absences, it must:

- Provide notice to the student’s parent/guardian in writing in English or the primary language of the parent/guardian, that the student has failed to attend school without valid justification, and by any other means necessary to provide notice of these facts;
- Schedule a conference or conferences with the parents/guardians and the student to analyze the causes of the student’s absences and determine whether the student would be appropriately placed in a special program designed for his/her educational success; and
- Take steps to reduce the student’s absences, which include, where appropriate in the judgment of district staff, adjustments to the student’s school program or school or courses or assisting the parent/guardian in obtaining supplementary services.

Additionally, a student’s academic grade or credit may only be adversely affected by reason of tardiness or absences if:

- The student’s attendance or participation is related to the instructional objectives or goals of the particular subject or course;
- The student’s attendance or participation has been identified by the teacher pursuant to district policy as a basis for grading the subject or course; and

- The circumstances pertaining to the student's inability to attend school have been taken into consideration, including whether the absences are directly related to the student's disability under Section 504 of the Rehabilitation Act of 1964, Title II of the Americans with Disabilities Act (ADA) or the Individuals with Disabilities Education Act (IDEA).

**WEAPONS:** (see Policy and Procedure 10200)

This section addresses the possession or use of actual weapons in violation of district policy 10020, including firearms, dangerous weapons, and other items listed within that policy. This includes when a student acts with malice as defined under RCW 9A.04.110 and displays a device that appears to be a firearm. Objects and conduct that fall outside of Policy 10020 should be addressed under other sections, as appropriate. Any student who is determined to have carried a firearm or to have possessed a firearm on school premises, school-provided transportation, or school sponsored activities at any facility shall be expelled from school for not less than one year (12 months) under RCW 28A.600.420, with notification to parents and law enforcement. The district superintendent or the superintendent's designee is authorized to modify the expulsion of a student on a case-by-case basis.

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

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

Possessed or brought to school a weapon as defined by school district policy, but at least the following:

- Handgun
- Shotgun/Rifle
- Multiple firearms
- Other firearm as defined below
- Other weapon as defined below

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

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

Other weapon is defined as:

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

## NONDISCRIMINATION AND SEXUAL HARASSMENT

Discrimination: RSD [Policy](#) and [Procedures](#) (3210)

Sexual Harassment: RSD [Policy](#) and [Procedures](#) (3205)

### **DISCRIMINATION**

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

**Call 509-967-6000 or –**

Civil Rights	Galt Pettett (Galt.Pettett@rsd.edu), General Counsel
Title IX	Tory Christensen (Tory.Christensen@rsd.edu), Assistant Superintendent
504	Brian Moore (Brian.Moore@rsd.edu), Assistant Superintendent

**You can report discrimination and discriminatory harassment** to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view it online here: Policy 3210 & Procedure 3210 <https://app.eduportal.com/documents/view/870013> and <https://app.eduportal.com/documents/view/870014>.

### **SEXUAL HARASSMENT**

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity.

**Sexual harassment is unwelcome behavior or communication that is sexual in nature when:**

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
- The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

**Examples of Sexual Harassment:**

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, e-mails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

**You can report sexual harassment** to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of your district's sexual harassment policy and procedure, contact your school or district office, or view it online here: Policy 3205 & Procedure 3205 <https://app.eduportal.com/documents/view/869999> and <https://app.eduportal.com/documents/view/870000>

### **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 Out 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](mailto: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](http://www.wa.gov), 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](mailto:equity@k12.wa.us).

## Arabic

### التمييز

Richland تقدم الإدارة التعليمية كل البرامج والنشاطات من دون التمييز على أساس الجنس، أو العرق، أو العقيدة، أو الدين، أو اللون، أو الوطن الصلي، أو العمر، أو الرتبة العسكرية، أو الميول الجنسية، أو التعبير الجنساني، أو الهوية الجنسية، أو العاقبة، أو استخدام الكلاب المدربة أو

عِي ن

صا عادلة للانضمام إلى فرق الكشف للفتيان أو أي مجموعات أو فرق أخرى محددة للشباب. لقد

حيوانات الخدمة للاسترشاد. كما توفر الإدارة فر

Call 509-967-6000 or –

الموظف/الموظفون التالي ذكرهم لإجابة عن التساؤلات، وتلقي الشكاوى الخاصة بمزاعم التمييز:

Civil Rights	Galt Pettett (Galt.Pettett@rsd.edu), General Counsel
Title IX	Tory Christensen (Tory.Christensen@rsd.edu), Assistant Superintendent
504	Brian Moore (Brian.Moore@rsd.edu), Assistant Superintendent

يمكنك رفع البالغ عن التمييز أو المضايقات التمييزية إلى أي موظف بالمدرسة أو منسق الحقوق المدنية بالإدارة الوارد أعلاه. كما أنه لك الحق في تقديم شكوى (انظر أدناه) للحصول على نسخة من سياسة الإدارة وإجراءاتها لعدم التمييز، اتصل بمدرك أو مكتب الإدارة، أو اطلع عليها عبر الإنترنت من <https://app.eduportal.com/documents/view/870013> and <https://app.eduportal.com/documents/view/870014> هنا: Policy 3210 & Procedure 3210

### التحرش الجنسي

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

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

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

#### وتشمل أمثلة التحرش الجنسي:

- ممارسة الضغط على شخص أهداف جنسية
- المالمسة غير المرحب بها ذات الطابع الجنسي
- الكتابة ذات الطابع الجنسي على الجدران
- توزيع رسائل نصية أو رسائل بريد إلكتروني أو صور جنسية صريحة
- التفوه بكلمات جنسية أو نشر إشاعات أو إبداء ملاحظات إيحائية
- العنف الجسدي، بما فيه الغتصاب أو العتداء الجسدي

( المذكور أعلاه. X Title) يمكنك رفع البلاغ عن التحرش الجنسي إلى أي موظف بالمدرسة أو إلى موظف الإدارة المسئول عن الممثل للباب التاسع ( كما أنه لك الحق في تقديم شكوى (انظر أدناه) للحصول على نسخة من سياسة الإدارة وإجراءاتها لعدم التمييز، اتصل بمدرك أو بمكتب الإدارة، أو <https://app.eduportal.com/documents/view/869999> and Policy 3205 & Procedure 3205 هنا من الإنترنت عبر عليها اطلع: <https://app.eduportal.com/documents/view/870000>

#### خيارات الشكوى: التمييز والتحرش الجنسي

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

وقبل تقديم الشكوى يمكنك مناقشة مخاوفك مع مدير مدرسة طفلك، أو منسق 504 Section لدى الإدارة التعليمية، أو مسؤول الممثل للباب التاسع Title (X)، أو منسق الحقوق المدنية الوارد ذكرهم أعلاه. وغالبًا ما تكون هذه أسرع طريقة لتبديد مخاوفك.

#### تقديم الشكوى لإدارة التعليم

##### الخطوة 1: اكتب

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

##### الخطوة 2: تحقق الإدارة التعليمية في شكواك.

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

على  
الرد.

##### الخطوة 3: استجابة الإدارة التعليمية لشكواك

في رد الإدارة المكتوب، ستذكر ملخصًا لنتائج التحقيق، وقرارات نجاح الإدارة أو فشلها في الممثل لقوانين الحقوق المدنية، وإشعارًا أن بإمكانك التظلم من هذا القرار، وأي تدابير ضرورية أخرى لحمل الإدارة على الممثل لقوانين الحقوق المدنية. سوف تُطبّق التدابير التصحيحية في غضون 30 يومًا تقويميًا بعد الرد المكتوب - ما لم توافق على فترة زمنية مختلفة.

##### رفع التظلم إلى الإدارة التعليمية

إذا رفضت قرار الإدارة التعليمية، يجوز لك التظلم من القرار لمجلس المديرين بالإدارة التعليمية. ويتعين عليك تقديم التظلم كتابةً إلى أمين مجلس المدرسة في غضون 10 أيام تقويمية من تلقي قرار الإدارة التعليمية على شكواك. وسوف يحدد مجلس المدرسة موعدًا لعقد جلسة الاستماع للشكوى في خلال 20 يومًا تقويميًا من تاريخ تلقي التظلم الخاص بك، ما لم توافق على جدول زمني آخر. سوف يرسل إليك مجلس المدرسة قراره كتابةً في خلال

the Office of

30 يومًا تقويميًا بعد استلام الإدارة لتظلمك. سيشتمل قرار مجلس المدرسة على معلومات حول كيفية تقديم الشكوى إلى Superintendent of Public Instruction, OSPI).

the Office of Superintendent of Public

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

إذا لم تقبل قرار الإدارة التعليمية بشأن تظلمك، يوفر لك قانون الولاية خيارًا لتقديم شكوى رسمية إلى

Instruction). OSPI). وهذه عملية منفصلة لرفع الشكوى يمكن اللجوء إليها إذا توفر أحد هذان الشرطين: (1) أكملت إجراءات الشكوى إلى الإدارة وكذا التظلم، أو (2) لم تتبع الإدارة عملية الشكوى والتظلم بشكل صحيح.

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

## Chinese

### 歧視

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

Call 509-967-6000 or –

Civil Rights	Galt Pettett (Galt.Pettett@rsd.edu), General Counsel
Title IX	Tory Christensen (Tory.Christensen@rsd.edu), Assistant Superintendent
504	Brian Moore (Brian.Moore@rsd.edu), Assistant Superintendent

您可以向任何學校職員或上述學區的民權協調員舉報歧視和歧視性騷擾。您也有權提出投訴（見下文）。有關您所在學區的不歧視政策和程序的文件，請聯絡您的學校或學區辦公室，或者在這裡線上檢視：Policy 3210 & Procedure 3210 <https://app.eduportal.com/documents/view/870013> and <https://app.eduportal.com/documents/view/870014>.

### 性騷擾

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

性騷擾指在以下情況中，本質為性且不受歡迎的行為或溝通：

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

性騷擾示例：

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

您可以向任何學校職員或上述學區的第九條專員舉報性騷擾。您也有權提出投訴（見下文）。有關您所在學區性騷擾政策和程序的文件，請聯絡您的學校或學區辦公室，或者在這裡線上檢視：Policy 3205 & Procedure 3205 <https://app.eduportal.com/documents/view/869999> and <https://app.eduportal.com/documents/view/870000>

投訴選項：歧視和性騷擾

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

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

### 向學區投訴

#### 步驟 1：書寫您的投訴

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

#### 步驟 2：學區調查您的投訴

在學區收到您的書面投訴後，協調員將給您一份投訴程序副本，並確保進行迅速徹底的調查。總監或指定

人員將在 30 個日曆日內以書面形式回覆（您也可以協定其他時段）。如果您的投訴涉及需要更長調查時間的特殊情況，學區將以書面形式通知您，以解釋為何工作人員需要延期和書面回覆的新日期。

### 步驟 3：學區回覆您的投訴

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

### 向學區上訴

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

### 向 OSPI 投訴

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

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

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

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

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

## Korean

### 차별

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

**Call 509-967-6000 or –**

Civil Rights	Galt Pettett (Galt.Pettett@rsd.edu), General Counsel
Title IX	Tory Christensen (Tory.Christensen@rsd.edu), Assistant Superintendent
504	Brian Moore (Brian.Moore@rsd.edu), Assistant Superintendent

여러분은 차별 및 차별적 괴롭힘을 신고할 수 있습니다. 위에 기재된 모든 교직원 또는 학군 담당 시민권 코디네이터에게 말씀해주시기 바랍니다. 민원을 제기할 권리도 있습니다(아래 참조). 지역 내 학군의 차별 금지 정책 및 절차 사본은 해당 학교, 학군 사무소 또는 학군 직원에게 연락하시거나 여기에서 온라인으로 확인할 수 있습니다: Policy 3210 & Procedure 3210 <https://app.eduportal.com/documents/view/870013> and <https://app.eduportal.com/documents/view/870014>.

### 성희롱

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

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

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

성희롱의 예:

- 성적인 부탁을 들어주도록 압력을 행사

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

여러분은 성희롱을 신고할 수 있습니다. 위에 기재된 모든 교직원 또는 학군 **Title IX** 직원에게 말씀해주시기 바랍니다. 민원을 제기할 권리도 있습니다(아래 참조). 지역 내 학군의 성희롱 정책 및 절차 사본은 해당 학교, 학군 사무소 또는 학군 직원에게 연락하시거나 여기에서 온라인으로 확인할 수 있습니다: <https://app.eduportal.com/documents/view/869999> and <https://app.eduportal.com/documents/view/870000>

### 민원 제기 방법: 차별 및 성희롱

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

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

학군에 민원 제기

#### **1 단계: 민원서 작성**

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

#### **2 단계: 학군에서 민원 조사**

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

#### **3 단계: OSPI 가 민원에 답변**

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

학군에 항소

학군의 결정에 동의하지 않을 경우, 학군 이사회에 항소할 수 있습니다. 귀하의 민원에 대한 학군의 답변을 받은 날로부터 달력일 기준 **10** 일 이내에 학교 이사회장에게 항소 통지를 서면으로 접수해야 합니다. 귀하가 다른 기간에 동의하지 않는 한, 학교 이사회는 귀하의 항소 접수일로부터 달력일 기준 **20** 일 이내에 심리 일정을 정해야 합니다. 학교 이사회는 귀하의 항소 통지를 받은 날로부터 달력일 기준

**30** 일 이내에 귀하에게 서면 결정문을 발송할 것입니다. 학교 이사회의 결정문에는 공교육 교육감 사무소(Office of Superintendent of Public Instruction, OSPI)에 대한 민원 제기 방법에 대한 정보를 포함합니다.

**OSPI** 에 민원 제기

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

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

이메일: [Equity@k12.wa.us](mailto:Equity@k12.wa.us) | 팩스: 360-664-2967

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

7200

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

## Punjabi

### ਪੱਖਪਾਤ

Richland ਸਕੂਲ ਡਿਸਟਰਿਕਟ ਡਲਿੰਗ, ਜਾਤੀ, ਨਸਲ, ਧਰਮ, ਰਿੰਗ, ਰਾਸ਼ਟਰੀ ਮੂਲ, ਉਮਰ, ਸਾਬਕਾ ਫੌਜੀ ਜਾਂ ਫੌਜੀ ਸਭਿਅਤਾ, ਡਜਨਸੀ ਬੁਕਾਅ, ਡਲਿੰਗ ਪ੍ਰਿਗਰਾਵੇ, ਡਲਿੰਗ ਪੁਛਾਣ, ਅਪ੍ਰਾਹਜਪੁਣੇ, ਜਾਂ ਡਸਕਲਾਈ ਪ੍ਰਿਪੂ ਕੁੱਤਾ ਗਾਇ ਜਾਂ ਸੇਵਾ ਜਾਨਵਰ ਦੀ ਵਰਤੋਂ ਦੇ ਆਧਾਰ ਤੇ ਡਕਸੇ ਵੀ ਪ੍ਰਿਗਰਾਮਾਂ ਜਾਂ ਗਤੀਡਵਯੀਆਂ ਡਵਚ ਪੱਖਪਾਤ ਨਹੀਂ ਕਰਦਾ ਅਤੇ ਸਿੱਖਿਆ ਦੇ ਸਕਾਉਟ (Boy Scouts) ਅਤੇ ਹੋਰਾਂ ਡਨਯਤ ਨੈਜਵਾਨ ਸਮੂਹਾਂ ਨੂੰ ਬਰਾਬਰ ਪ੍ਰਿਚ ਮੁਹੱਈਆ ਕਰਦਾ ਹੈ। ਇਸ ਕਰਮਚਾਰੀ(ਆਂ) ਨੂੰ ਕਠਿਤ ਪੱਖਪਾਤ ਸਬਿੰਧੀ ਸਵਾਲਾਂ ਅਤੇ ਡਸਕਾਇਤਾਂ ਨਾਲ ਡਨਪੁਣ ਲਈ ਡਨਯੁਕਤ ਕੀਤਾ ਡਗਆ ਹੈ:

Call 509-967-6000 or –

Civil Rights Galt Pettett (Galt.Pettett@rsd.edu), General Counsel

Title IX Tory Christensen (Tory.Christensen@rsd.edu), Assistant Superintendent

504 Brian Moore (Brian.Moore@rsd.edu), Assistant Superintendent

ਤੁਸੀਂ ਪੱਖਪਾਤ ਅਤੇ ਪੱਖਪਾਤ ਉਤਪਾਦਨ ਦ ਰਿਪਿਟ ਸਕੂਲ ਦੇ ਡਕਸੇ ਵੀ ਸਰਾਫ ਮੈਂਬਰ ਨੂੰ ਜਾਂ ਡਿਸਟਰਿਕਟ ਦੇ ਡਸਡਵਲ ਰਾਈਰਸ ਕੋਆਰਿਨੇਟਰ ਨੂੰ ਕਰ ਸਕਦੇ ਹੋ, ਡਜਸਦੀ ਸੂਚੀ ਉੱਪ ਡਦੁੱਤੀ ਗਈ ਹੈ। ਤੁਹਾਨੂੰ ਡਸਕਾਇਤ ਦਰਜ ਕਰਨ ਦਾ ਵੀ ਹੁੱਕ ਹੈ (ਹੇਠਾਂ ਦੇਖੋ)। ਆਪਣੇ ਡਿਸਟਰਿਕਟ ਦੀ ਗੈਰ ਪੱਖਪਾਤ ਨੀਤੀ ਅਤੇ ਪ੍ਰਿਡਕਟਰਆ ਦੀ ਇੱਕ ਕਾਪੀ ਲਈ, ਆਪਣੇ ਸਕੂਲ ਜਾਂ ਡਿਸਟਰਿਕਟ ਦੇ ਦਫਤਰ ਨੂੰ ਸਿੱਪਕ ਕਰੋ ਜਾਂ ਇਸਨੂੰ ਇੱਠਿ ਐਨਲਾਈਨ ਦੇਖੋ: Policy 3210 & Procedure 3210 <https://app.eduportal.com/documents/view/870013> and <https://app.eduportal.com/documents/view/870014>.

### ਰਿਨਸ ਉਤਪਾਤ

ਡਵਡਦਆਰੀਆਂ ਅਤੇ ਸਰਾਫ ਦੀ ਡਕਸੇ ਵੀ ਸਕੂਲ ਦੇ ਪ੍ਰਿਗਰਾਮ ਜਾਂ ਗਤੀਡਵਯੀ ਡਵੁੱਚ ਡਕਸੇ ਵੀ ਡਵਅਕਤੀ ਦੁਆਰਾ ਕੀਤੀ ਜਾ ਸਕਣ ਵਾਲੀ ਡਜਨਸੀ ਉਤਪਾਤਿਨ ਤੋਂ ਰੁੱਡਖਆ ਕੀਤੀ ਜਾਂਦੀ ਹੈ, ਇਹਨਾਂ ਡਵੁੱਚ ਸਕੂਲ ਕੈਂਪਸ ਡਵੁੱਚ, ਸਕੂਲ ਬੁੱਸ ਡਵੁੱਚ ਜਾਂ ਕੈਂਪਸ ਤੋਂ ਬਾਹਰ ਸਕੂਲ ਵੁੱਲੋਂ ਸਪ੍ਰਾਂਸਰ ਕੀਤੀ ਗਤੀਡਵਯੀ ਸ਼ਾਮਲ ਹੈ।

ਰਿਨਸ ਉਤਪਾਤ ਅਰਿਹਾ ਨਾਪਸੰਦ ਰਿਹਿ ਗਿੰ ਗੱਲਬਾਤ, ਰਿ ਰਿਨਸ ਪਰਕਿ ਦਾ ਰਿ, ਿਦੋਂ:

- ਕੋਈ ਡਵਡਦਆਰੀ ਜਾਂ ਕਰਮਚਾਰੀ ਇਹ ਮਿੰਨਦਾ ਹੋਵੇ ਡਕ ਉਸਨੂੰ ਬਦਲੇ ਡਵੁੱਚ ਕੁਝ, ਡਜਵੇ ਡਕ ਰਿੰਗ, ਤਰੁੱਕੀ, ਸਪ੍ਰੋਰਸ ਰੀਮ ਡਵੁੱਚ ਜਗਰਾ ਪ੍ਰਿਪੂ ਕਰਨ ਜਾਂ ਕੋਈ ਵੀ ਡਸੁੱਡਖਆ ਸਬਿੰਧੀ ਜਾਂ ਰੋਜ਼ਗਾਰ ਸਬਿੰਧੀ ਫੈਸਲੇ ਲਈ ਨਾਪ੍ਰਿਸਿੰਦ ਡਜਨਸੀ ਆਚਰਨ ਜਾਂ ਗੁੱਲਬਾਤ ਕਰਨੀ ਪ੍ਰੇਗੀ, ਜਾਂ
- ਆਚਰਨ ਕਾਫ਼ੀ ਹੁੱਦ ਤੁੱਕ ਡਵਡਦਆਰੀ ਦੇ ਡਸੁੱਡਖਆ ਸਬਿੰਧੀ ਪ੍ਰਿਦਰਸਨ ਡਵੁੱਚ ਦਖਲ ਡਦਿੰਦਾ ਹੈ, ਜਾਂ ਧਮਕੀ ਵਾਲਾ ਜਾਂ ਡਸੁੱਡਖਆ ਜਾਂ ਰੋਜ਼ਗਾਰ ਡਵਰੇਧੀ ਵਾਤਾਵਰਨ ਪ੍ਰੈਦਾ ਕਰਦਾ ਹੈ।

ਰਿਨਸ ਉਤਪਾਤ ਦੇ ਉਦਾਹਿਨ:

- ਡਕਸੇ ਡਵਅਕਤੀ ਤੇ ਡਜਨਸੀ ਡਮਹਰਬਾਨੀ ਦਾ ਦਬਾਅ ਪ੍ਰਾਉਣਾ
- ਡਜਨਸੀ ਤੌਰ ਤੇ ਗਲਤ ਢਿੰਗ ਨਾਲ ਡੁਹਣਾ
- ਡਜਨਸੀ ਡਕਸਮ ਦੇ ਸਿੱਕੇਤ ਡਲਖਣਾ
- ਡਜਨਸੀ ਪ੍ਰਿਗਰਾਵੇ ਵਾਲੇ ਰੈਕਸਰ, ਈਮੇਲਾਂ, ਜਾਂ ਤਸਵੀਰਾਂ ਵਿੰਣਾ
- ਡਜਨਸੀ ਮਖੇਲ ਕਰਨੇ, ਅਫਵਾਹ ਉਾਉਈ, ਜਾਂ ਸਿੱਕੇਤਕ ਡਰੁੱਪੁਈਆਂ ਕਰਨਾ
- ਸਰੀਰਕ ਡਹਿੰਸਾ, ਡਜਸ ਡਵੁੱਚ ਬਲਾਤਕਾਰ ਅਤੇ ਡਜਨਸੀ ਹਮਲਾ ਸਾਡਮਲ ਹਨ

ਤੁਸੀਂ ਰਿਨਸ ਉਤਪਾਤ ਦ ਰਿਪਿਟ ਸਕੂਲ ਸਰਾਫ ਦੇ ਡਕਸੇ ਵੀ ਮੈਂਬਰ ਜਾਂ ਡਿਸਟਰਿਕਟ ਦੇ ਰਾਈਰਲ IX ਅਫਸਰ ਨੂੰ ਕਰ ਸਕਦੇ ਹੋ, ਡਜਹਨਾਂ ਦੀ ਸੂਚੀ ਉੱਪ ਡਦੁੱਤੀ ਗਈ ਹੈ। ਤੁਹਾਨੂੰ ਡਸਕਾਇਤ ਦਰਜ ਕਰਨ ਦਾ ਵੀ ਹੁੱਕ ਹੈ (ਹੇਠਾਂ ਦੇਖੋ)। ਆਪਣੇ ਡਿਸਟਰਿਕਟ ਦੀ ਡਜਨਸੀ ਉਤਪਾਤਿਨ ਨੀਤੀ ਅਤੇ ਪ੍ਰਿਡਕਟਰਆ ਦੀ ਇੱਕ ਕਾਪੀ ਲਈ, ਆਪਣੇ ਸਕੂਲ ਜਾਂ ਡਿਸਟਰਿਕਟ ਦੇ ਦਫਤਰ ਨੂੰ ਸਿੱਪਕ ਕਰੋ ਜਾਂ ਇਸਨੂੰ ਇੱਠਿ ਐਨਲਾਈਨ ਦੇਖੋ: Policy 3205 & Procedure 3205 <https://app.eduportal.com/documents/view/869999> and <https://app.eduportal.com/documents/view/870000>

### ਰਿਕਾਇਤ ਦੇ ਰਿਕਲਪ: ਪੱਖਪਾਤ ਅਤੇ ਰਿਨਸ ਉਤਪਾਤ (ਸੈਕਸਅਲ ਹਿਸਮੈਟ)

ਜੇਕਰ ਤੁਹਾਨੂੰ ਲੱਗਦਾ ਹੈ ਡਕ ਤੁਸੀਂ ਜਾਂ ਤੁਹਿ ਬੁੱਚੇ ਨੇ ਗੈਰ ਕਨਿੰਨੀ ਪੁੱਖਪਾਤ, ਪੁੱਖਪਾਤੀ ਉਤਪਾਤਿਨ ਜਾਂ ਸਕੂਲ ਡਵੁੱਚ ਡਜਨਸੀ ਉਤਪਾਤਿਨ ਦਾ ਸਾਹਮਣਾ ਕੀਤਾ ਹੈ, ਤੁਹਾਨੂੰ ਡਸਕਾਇਤ ਦਰਜ ਕਰਨ ਦਾ ਹੁੱਕ ਹੈ। ਡਸਕਾਇਤ ਦਰਜ ਕਰਨ ਤੋਂ ਪ੍ਰਫਹਲਾਂ, ਤੁਸੀਂ ਆਪਣੀਆਂ ਡਚਿੰਤਾਵਾਂ ਬਾਰੇ ਆਪਣੇ ਬੁੱਚੇ ਦੇ ਡਪ੍ਰਿੰਸੀਪਲ ਦੇ ਨਾਲ ਜਾਂ ਸਕੂਲ ਡਿਸਟਰਿਕਟ ਦੇ ਸੈਕਸਨ 504 ਕੋਆਰਿਨੇਟਰ, ਰਾਈਰਲ IX ਅਫਸਰ, ਜਾਂ ਡਸਡਵਲ ਰਾਈਰਸ ਕੋਆਰਿਨੇਟਰ ਦੇ ਨਾਲ ਡਵਚਾਰ-ਵਚਾਰਾ ਕਰੋ, ਡਜਹਨਾਂ ਦੀ ਸੂਚੀ ਉੱਪ

ਡਦੁੱਤੀ ਗਈ ਹੈ। ਇਹ ਅਕਸਰ ਤੁਹਿਗੀਆਂ ਡਚਿੰਤਾਵਾਂ ਨੂੰ ਹੁੱਲ ਕਰਨ ਦਾ ਸਭ ਤੋਂ ਤੇਜ਼ ਤਰੀਕਾ ਹੁੰਦਾ ਹੈ।

ਸਕੂਲ ਰਿਸਰਟਰਕਟ ਨੂੰ ਰਿਕਾਇਤ

ਪੜਾਅ 1. ਆਪਣੀ ਡਸਕਾਇਤ ਡਲਖੋ

ਡਜਆਦਾਤਰ ਮਾਮਡਲਆਂ ਡਵੁੱਚ, ਡਸਕਾਇਤਾਂ ਉਸ ਘਰਨਾ ਜਾਂ ਆਚਰਨ ਜੋ ਡਸਕਾਇਤ ਦੇ ਅਧੀਨ ਹਨ, ਦੀ ਤਾਰੀਖ ਤੋਂ ਇੱਕ ਸਾਲ ਦੇ ਅੰਦਰ

ਦਰਜ ਕੀਤੀਆਂ ਜਾਣੀਆਂ ਲਾਜ਼ਮੀ ਹਿੰਦੀਆਂ ਹਨ। ਡਿਸਕਾਇਤ ਡਲਖਤ ਡਵੱਚ ਹੋਈ ਲਾਜ਼ਮੀ ਹੈ। ਆਚਰਨ ਜਾਂ ਘਰਨਾ ਦਾ ਵਰਣਨ ਦੇਣਾ ਯਕੀਨੀ ਬਣਾਓ, ਸਪੁਸ਼ਰ ਕਰੋ ਡਕ ਤੁਹਾਨੂੰ ਡਕਉਂ ਲੁੱ ਗਦਾ ਹੈ ਡਕ ਪੁੱਖਪੁੱਤ, ਪੁੱਖਪੁੱਤੀ ਉਤਪੁੱਤਨ, ਜਾਂ ਡਜਨਸੀ ਉਤਪੁੱਤਨ ਹੋਇਆ ਹੈ ਅਤੇ ਵਰਣਨ ਕਰੋ ਡਕ ਤੁਹਾਨੂੰ ਡਵੱਚ ਡਿਸਕਾਇਤ ਨਿੰ ਸਮੁੱਝਿਆ ਹੁੱਲ ਕਰਨ ਲਈ ਡਕਰਤੀਆਂ ਕਾਰਵਾਈਆਂ ਕਰਨੀਆਂ ਚਾਹੀਦੀਆਂ ਹਨ। ਆਪਣੀ ਡਲਖਤ ਡਿਸਕਾਇਤ ਭੇਜੋ—ਪੁੱਤਰ, ਫੈਕਸ, ਈਮੇਲ ਰਾਹੀਂ, ਜਾਂ ਖੁਦ ਪ੍ਰਿੰਚਾ ਕੇ—ਡਿਸਕਾਇਤ ਸੁਪ੍ਰਿੰ ਨਿੰ ਜਾਂ ਡਿਸਕਾਇਤ ਰਾਈਰਸ ਅਨੁਪਾਲਣ ਕੋਆਰੀਨੇਰ ਨਿੰ ।

**ਪਤਾਅ 2:** ਸਕੂਲ ਡਿਸਕਾਇਤ ਤੁਹਿੰ ਡਿਸਕਾਇਤ ਦੀ ਜਾਂਚ ਕਰਦਾ ਹੈ ਜਦੋਂ ਡਿਸਕਾਇਤ ਨਿੰ ਤੁਹਿੰ ਡਲਖਤ ਡਿਸਕਾਇਤ ਪ੍ਰਿੰਚਾ ਹਿੰਦੀ ਹੈ, ਤਾਂ ਕੋਆਰੀਨੇਰ ਤੁਹਾਨੂੰ ਡਿਸਕਾਇਤ ਪ੍ਰਿੰਡਕਡਰਆ ਦੀ ਇੱਕ ਕਾਪ੍ਰੀ ਡਿੰਦੀ ਹੈ।

ਅਤੇ ਯਕੀਨੀ ਬਣਾਉਦਾ ਹੈ ਡਕ ਤੁਹਿੰ ਅਤੇ ਸਿੰਪੂਰਨ ਜਾਂਚ ਕੀਤੀ ਜਾਵੇ। ਸੁਪ੍ਰਿੰ ਜਾਂ ਡਨਯੁਕਤ ਡਵਅਕਤੀ 30 ਕੈਲਿੰ ਿਰ ਡਦਨਾਂ ਦੇ ਅੰਦਰ ਡਲਖਤ ਡਵੱਚ ਤੁਹਾਨੂੰ ਜਵਾਬ ਦੇਵੇਗਾ—ਉਸ ਹਾਲਤ ਨਿੰ ਡੁੱਕਿ ਕੇ ਜਦੋਂ ਤੁੱਕ ਤੁਸੀਂ ਾ ਡਕਸੇ ਵੁੱਖਰੀ ਸਮਾਂ ਡਮਆਦ ਲਈ ਸਡਹਮਤੀ ਨਾ ਦੇਵੇ। ਜੇਕਰ ਤੁਹਿੰ ਡਿਸਕਾਇਤ ਡਵੱਚ ਖ਼ਾਸ ਸਡਿਤੀਆਂ ਸ਼ਾਮਲ ਹਨ, ਡਜਨਹਾਂ ਲਈ ਲਿੰ ਮੀ ਜਾਂਚ ਦੀ ਲੋੜ ਹੈ, ਤਾਂ ਡਿਸਕਾਇਤ ਇਹ ਸਪੁਸ਼ਰ ਕਰਨ ਲਈ ਡਲਖਤ ਡਵੱਚ ਤੁਹਾਨੂੰ ਸੂਡਚਤ ਕਰੇਗਾ ਡਕ ਸਰਾਫ ਨਿੰ ਸਮਾਂ ਸੀਮਾ ਡਵੱਚ ਡਵਸਤਾਰ ਦੀ ਅਤੇ ਉਹਨਾਂ ਦੇ ਡਲਖਤ ਜਵਾਬ ਲਈ ਨਵੀਂ ਾ ਤਾਰੀਖ ਦੀ ਡਕਉਂ ਲੋੜ ਹੈ।

**ਪਤਾਅ 3:** ਸਕੂਲ ਡਿਸਕਾਇਤ ਤੁਹਿੰ ਡਿਸਕਾਇਤ ਦਾ ਜਵਾਬ ਡਿੰਦੀ ਹੈ ਆਪਣੇ ਡਲਖਤ ਜਵਾਬ ਡਵੱਚ, ਡਿਸਕਾਇਤ ਜਾਂਚ ਦੇ ਨਤੀਡਜਆਂ ਦਾ ਸਾਰ, ਇਸ ਬਾਰੇ ਫੈਸਲਾ ਡਕ ਡਿਸਕਾਇਤ ਨਾਗਡਰਕ ਹੁੱਕਾਂ (ਡਿਸਕਾਇਤ ਰਾਈਰਸ) ਦੇ ਕਨਿੰ ਨਾਂ ਦੀ ਪੁੱਲਣਾ ਕਰਨ ਡਵੱਚ ਅਸਫਲ ਹੋਇਆ ਹੈ ਜਾਂ ਨਹੀਂ, ਾ ਇਹ ਸੂਚਨਾ ਡਕ ਤੁਸੀਂ ਾ ਇਸ ਫੈਸਲੇ ਲਈ ਅਪੁੱਲ ਕਰ ਸਕਦੇ ਹੋ ਅਤੇ ਡਿਸਕਾਇਤ ਤੋਂ ਨਾਗਡਰਕ ਹੁੱਕਾਂ ਦੇ ਕਨਿੰ ਨਾਂ ਦੀ ਪੁੱਲਣਾ ਕਰਵਾਉਣ ਲਈ ਜਰੂਰੀ ਕੋਈ ਵੀ ਉਪੁੱਅ ਸ਼ਾਮਲ ਕਰੇਗਾ। ਸੇਧ ਉਪੁੱਅ ਇਸ ਡਲਖਤ ਜਵਾਬ ਦੇ 30 ਕੈਲਿੰ ਿਰ ਡਦਨਾਂ ਦੇ ਅੰਦਰ ਪ੍ਰਿੰਡਾਵੀ ਹੋਵੇਗੀ—ਉਸ ਹਾਲਤ ਨਿੰ ਡੁੱਕਿ ਕੇ ਜਦੋਂ ਤੁੱਕ ਤੁਸੀਂ ਾ ਡਕਸੇ ਵੁੱਖਰੀ ਸਮਾਂ ਡਮਆਦ ਲਈ ਸਡਹਮਤੀ ਨਾ ਦੇਵੇ।

ਸਕੂਲ ਰਿਸਰਟਰਕਟ ਨਿੰ ਅਪੁੱਲ ਜੇਕਰ ਤੁਸੀਂ ਾ ਸਕੂਲ ਡਿਸਕਾਇਤ ਦੇ ਫੈਸਲੇ ਤੋਂ ਅਸਡਹਮਤ ਹੋ, ਤਾਂ ਤੁਸੀਂ ਾ ਸਕੂਲ ਡਿਸਕਾਇਤ ਦੇ ਬੋਰਿ ਅੱ ਫ ਾਇਰੈਕਰਰਸ ਨਿੰ ਅਪੁੱਲ ਕਰ ਸਕਦੇ ਹੋ। ਤੁਹਿੰ ਦੁਆਰਾ ਸਕੂਲ ਡਿਸਕਾਇਤ ਤੋਂ ਆਪਣੀ ਡਿਸਕਾਇਤ ਦਾ ਜਵਾਬ ਪ੍ਰਿੰਚਾ ਹੋਣ ਦੇ ਬਾਅਦ 10 ਕੈਲਿੰ ਿਰ ਡਦਨਾਂ ਦੇ ਅੰਦਰ ਸਕੂਲ ਬੋਰਿ ਦੇ ਸਕੂੱਤਰ ਨਿੰ ਡਲਖਤ ਡਵੱਚ ਅਪੁੱਲ ਦਾ ਨੇਡਰਸ ਦਰਜ ਕਰਨਾ ਲਾਜ਼ਮੀ ਹੈ। ਸਕੂਲ ਬੋਰਿ ਤੁਹਿੰ ਅਪੁੱਲ ਪ੍ਰਿੰਚਾ ਹੋਣ ਦੇ ਬਾਅਦ 20 ਕੈਲਿੰ ਿਰ ਡਦਨਾਂ ਦੇ ਅੰਦਰ ਇੱਕ ਸੁਣਵਾਈ ਡਨਯਤ ਕਰੇਗਾ, ਉਸ ਹਾਲਤ ਨਿੰ ਡੁੱਕਿ ਕੇ ਜਦੋਂ ਤੁਸੀਂ ਾ ਡਕਸੇ ਵੁੱਖਰੀ ਸਮਾਂ ਡਮਆਦ ਲਈ ਸਡਹਮਤੀ ਨਾ ਦੇਵੇ। ਸਕੂਲ ਬੋਰਿ, ਡਿਸਕਾਇਤ ਦੁਆਰਾ ਤੁਹਿੰ ਅਪੁੱਲ ਦਾ ਨੇਡਰਸ ਪ੍ਰਿੰਚਾ ਕਰਨ ਦੇ ਬਾਅਦ 30 ਕੈਲਿੰ ਿਰ ਡਦਨਾਂ ਦੇ ਅੰਦਰ ਤੁਹਾਨੂੰ ਇੱਕ ਡਲਖਤ ਫੈਸਲਾ ਭੇਜੇਗਾ। ਸਕੂਲ ਬੋਰਿ ਦੇ ਫੈਸਲੇ ਡਵੱਚ ਇਸ ਬਾਰੇ ਜਾਣਕਾਰੀ ਸ਼ਾਮਲ ਹੋਵੇਗੀ ਡਕ ਆਡਫਸ ਆਫ ਸੁਪੁੱਡਰਨਰੈੱਰ ਆਫ ਪੁੱਬਡਲਕ ਇੰਸਰਿਕਸ਼ਨ (ਓ ਐਸ ਪੁੱ ਆਈ) (Office of Superintendent of Public Instruction) (OSPI) ਨਿੰ ਡਿਸਕਾਇਤ ਡਕਵੇਂ ਦਰਜ ਕੀਤੀ ਜਾਵੇ।

### OSPI ਨਿੰ ਰਿਕਾਇਤ

ਜੇਕਰ ਤੁਸੀਂ ਾ ਸਕੂਲ ਡਿਸਕਾਇਤ ਦੇ ਅਪੁੱਲ ਫੈਸਲੇ ਤੋਂ ਸਡਹਮਤ ਨਹੀਂ ਾ ਹੋ, ਤਾਂ ਰਾਜ ਦਾ ਕਨਿੰ ਨ ਆਡਫਸ ਆਫ ਸੁਪੁੱਡਰਨਰੈੱਰ ਆਫ ਪੁੱਬਡਲਕ ਇੰਸਰਿਕਸ਼ਨ (ਓ ਐਸ ਪੁੱ ਆਈ) (Office of Superintendent of Public Instruction) (OSPI) ਨਿੰ ਰਸਮੀ ਡਿਸਕਾਇਤ ਦਰਜ ਕਰਨ ਦਾ ਡਵਕਲਪੁ ਮੁਹੁੱਈਆ ਕਰਦਾ ਹੈ। ਇਹ ਇੱਕ ਵੁੱਖਰੀ ਡਿਸਕਾਇਤ ਡਵਧੀ ਹਿੰਦੀ ਹੈ ਜੇ ਤਦੋਂ ਹਿੰਦੀ ਹੈ ਜਦੋਂ ਇਨਹਾਂ ਦੇ ਹਾਲਾਤਾਂ ਡਵੱਚੋਂ ਇੱਕ ਪੁੱਦਾ ਹਿੰਦੀ ਹੈ:

(1) ਤੁਸੀਂ ਾ ਡਿਸਕਾਇਤ ਦੀ ਡਿਸਕਾਇਤ ਅਤੇ ਅਪੁੱਲ ਪ੍ਰਿੰਡਕਡਰਆ ਪ੍ਰਿੰਚਾ ਕੀਤੀ ਹੈ, ਜਾਂ (2) ਡਿਸਕਾਇਤ ਨੇ ਡਿਸਕਾਇਤ ਅਤੇ ਅਪੁੱਲ ਪ੍ਰਿੰਡਕਡਰਆ ਦੀ ਸਹੀ ਰੂਪ ਨਾਲ ਪੁੱਲਣਾ ਨਹੀਂ ਕੀਤੀ ਹੈ।

ਤੁਹਿੰ ਕੋਲ OSPI ਨਿੰ ਡਿਸਕਾਇਤ ਦਰਜ ਕਰਨ ਲਈ ਆਪਣੀ ਅਪੁੱਲ ਤੇ ਫੈਸਲਾ ਪ੍ਰਿੰਚਾ ਕਰਨ ਦੇ ਡਦਨ ਤੋਂ ਬਾਅਦ 20 ਕੈਲਿੰ ਿਰ ਡਦਨਾਂ ਦਾ ਸਮਾਂ ਹਿੰਦੀ ਹੈ। ਤੁਸੀਂ ਾ ਆਪਣੀ ਡਲਖਤ ਡਿਸਕਾਇਤ OSPI ਨਿੰ Equity and Civil Rights Office (ਇਕਡਵਰੀ ਅਤੇ ਡਿਸਕਾਇਤ ਰਾਈਰਸ ਆਂ ਡਫਸ) ਨਿੰ ਭੇਜ ਸਕਦੇ ਹੋ:

ਈਮੇਲ: [Equity@k12.wa.us](mailto:Equity@k12.wa.us) | ਫੈਕਸ: 360-664-2967

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

ਹੋਰ ਜਾਣਕਾਰੀ ਲਈ, ਸਿੰ ਵੈੱਬਸਾਈਟ ਤੇ ਜਾਓ, ਜਾਂ OSPI ਦੇ Equity and Civil Rights Office ਨਿੰ 360-725-6162/TTY: 360-664-3631 ਤੇ ਜਾਂ [equity@k12.wa.us](mailto:equity@k12.wa.us) ਤੇ ਈਮੇਲ ਰਾਹੀਂ ਸਿੰਪੁੱਕ ਕਰੋ।

## Russian

### ДИСКРИМИНАЦИЯ

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

Call 509-967-6000 or –

Civil Rights Galt Pettett ([Galt.Pettett@rsd.edu](mailto:Galt.Pettett@rsd.edu)), General Counsel

Title IX Tory Christensen ([Tory.Christensen@rsd.edu](mailto:Tory.Christensen@rsd.edu)), Assistant Superintendent

504 Brian Moore ([Brian.Moore@rsd.edu](mailto:Brian.Moore@rsd.edu)), Assistant Superintendent

Вы можете сообщить о дискриминации и дискриминационных преследованиях любому сотруднику школы или координатору округа по вопросам гражданских прав, указанному выше. Кроме того, вы имеет право подать жалобу (см. ниже). Копию политики и процедуры вашего округа в отношении недопущения

дискриминации можно получить в канцелярии своей школы или округа или просмотреть их в Интернете по адресу: Policy 3210 & Procedure 3210 <https://app.eduportal.com/documents/view/870013> and <https://app.eduportal.com/documents/view/870014>.

## СЕКСУАЛЬНЫЕ ПРЕСЛЕДОВАНИЯ

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

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

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

### Примеры сексуальных преследований:

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

**Вы можете сообщить о сексуальных преследованиях** любому сотруднику школы или инспектору округа по вопросам Раздела IX, указанному выше. Кроме того, вы имеет право подать жалобу (см. ниже). Копию политики и процедуры вашего округа в отношении сексуальных преследований можно получить в канцелярии своей школы или округа или просмотреть их в Интернете по адресу: Policy 3205 & Procedure 3205 <https://app.eduportal.com/documents/view/869999> and <https://app.eduportal.com/documents/view/870000>

## ВАРИАНТЫ ПОДАЧИ ЖАЛОБЫ: ДИСКРИМИНАЦИЯ И СЕКСУАЛЬНЫЕ ПРЕСЛЕДОВАНИЯ

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

Прежде чем подать жалобу, вы можете обсудить вызывающие ваше беспокойство вопросы с директором

школы своего ребёнка или координатором округа по вопросам Раздела 504, инспектором по вопросам Раздела IX или координатором по вопросам гражданских прав, указанными выше. Зачастую это самый быстрый способ уладить вопросы, вызывающие ваше беспокойство.

### Подача жалобы в школьный округ

**Этап 1.** *Изложите свою жалобу в письменном виде*

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

**Этап 2:** *Школьный округ расследует вашу жалобу*

После получения округом вашей письменной жалобы координатор направит вам копию процедуры рассмотрения жалобы и обеспечит проведение оперативного и тщательного расследования. Руководитель или назначенное лицо направят вам письменный ответ в течение 30 календарных дней — кроме случаев, когда между вами согласован иной срок. Если ваша жалоба касается исключительных обстоятельств, требующих более длительного расследования, то округ известит вас в письменном виде, пояснит, почему персоналу необходимо такое продление срока, и укажет новую дату своего письменного ответа.

**Этап 3:** *Школьный округ отвечает на вашу жалобу*

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

### Подача апелляции в школьный округ

Если вы не согласны с решением школьного округа, то вы можете подать апелляцию совету директоров данного школьного округа. Вы обязаны направить письменное заявление об апелляции секретарю совета по вопросам школьного образования в течение 10 календарных дней после получения ответа школьного округа на вашу жалобу. Совет по вопросам школьного



образованию назначит слушание дела в течение 20 календарных дней после получения вашей апелляции, если вы не договорились об иных сроках. Совет по вопросам школьного образования направит вам письменное решение в течение 30 календарных дней после получения округом вашего заявления об апелляции. В решении совета по вопросам школьного образования будет содержаться информация о том, как подать жалобу в Управление инспектора народного образования (OSPI).

### **Подача жалобы в OSPI**

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

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

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

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

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

## **Somali**

### **TAKOORKA**

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

**Call 509-967-6000 or –**

Civil Rights Galt Pettett (Galt.Pettett@rsd.edu), General Counsel

Title IX Tory Christensen (Tory.Christensen@rsd.edu), Assistant Superintendent

504 Brian Moore (Brian.Moore@rsd.edu), Assistant Superintendent

Waxaad u sheegi kartaa takoorta iyo dhibaateynta takoorka xubinta shaqaalaha dugsiga ama Xiriiriyaha Xaquuqaha Madaniga ee degmada, ee kor ku qoran. Sidoo kale waxaad xaq u leedahay inaad gudbiso cabasho (fiiri hoos). Si aad u hesho nuqi ah siyaasadda iyo nidaamka takoor la'aanta degmada, la xiriir xafiiska dugsigaaga ama degmada ama ka eeg onleenka halkaan: Policy 3210 & Procedure 3210 <https://app.eduportal.com/documents/view/870013> and <https://app.eduportal.com/documents/view/870014>.

### **DHIBAATEYNTA GALMADA**

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

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

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

#### **Tusaalooyinka Dhibaateynta Galmada:**

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

**Waxaad ku wargelinta kartaa dhibaateynta galmada** xubin kasta ee shaqaalaha dugsiga ama Sarkaalka degmada Title IX, kaas oo kor ku qoran. Sidoo kale waxaad xaq u leedahay inaad gudbiso cabasho (fiiri hoos). Koobiga xeerka iyo nidaamka dhibaateynta galmada ee degmadaada, la xiriir xafiiska dugsigaaga ama degmada, ama ka eeg onleenka halkaan: Policy 3205 & Procedure 3205 <https://app.eduportal.com/documents/view/869999> and <https://app.eduportal.com/documents/view/870000>

## **IKHTIYAARRADA CABASHADA: DHIBAATEYNTA TAKOORKA IYO GALMADA**

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

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

### **Cabashada ku socda Dugsiga Degmada**

#### ***Talaabada 1aad. Ku qor Banaanka Cabashadaada***

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

#### ***Tallaabada 2: Dugsiga Degmo ayaa Baaro Cabashadaada***

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

#### ***Tallaabada 3: Dugsiga Degmada way ka Jawaabaan Cabashadaada***

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

### **Racfaanka ku socda Dugsiga Degmada**

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

### **Cabashada ku socda OSPI**

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

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

***I-meel:*** [Equity@k12.wa.us](mailto:Equity@k12.wa.us) | ***Fakas:*** 360-664-2967

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

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

## **Spanish**

### **DISCRIMINACIÓN**

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

**Call 509-967-6000 or –**

Civil Rights	Galt Pettett ( <a href="mailto:Galt.Pettett@rsd.edu">Galt.Pettett@rsd.edu</a> ), General Counsel
Title IX	Tory Christensen ( <a href="mailto:Tory.Christensen@rsd.edu">Tory.Christensen@rsd.edu</a> ), Assistant Superintendent
504	Brian Moore ( <a href="mailto:Brian.Moore@rsd.edu">Brian.Moore@rsd.edu</a> ), Assistant Superintendent

**Puede denunciar una situación de discriminación y acoso discriminatorio** ante cualquier miembro del personal de la escuela o al Coordinador de Derechos Civiles del distrito, anteriormente mencionados. También tiene el derecho de presentar una denuncia (consulte la información a continuación). Para obtener una copia de la política y el procedimiento sobre la no discriminación de su distrito, comuníquese con la oficina de su escuela o distrito o consulte en línea en la siguiente dirección: Policy 3210 & Procedure 3210 <https://app.eduportal.com/documents/view/870013> and <https://app.eduportal.com/documents/view/870014>.

## **ACOSO SEXUAL**

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

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

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

**Ejemplos de acoso sexual:**

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

**Puede informar sobre una situación de acoso sexual** a cualquier miembro del personal de la escuela o al Oficial del Título IX del distrito, quien fue mencionado con anterioridad. También tiene el derecho de presentar una denuncia (consulte la información a continuación). Para obtener una copia de la política y el procedimiento sobre el acoso sexual de su distrito, comuníquese con la oficina de su escuela o distrito o consulte en línea aquí: Policy 3205 & Procedure 3205 <https://app.eduportal.com/documents/view/869999> and <https://app.eduportal.com/documents/view/870000>

## **OPCIONES DE DENUNCIA: DISCRIMINACIÓN Y ACOSO SEXUAL**

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

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

## **Denuncia ante el Distrito Escolar**

### ***Paso 1. redacte su denuncia***

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

### ***Paso 2: el distrito escolar investiga su denuncia***

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

### ***Paso 3: el distrito escolar responde a su denuncia***

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

## **Apelación ante el Distrito Escolar**

Si no está de acuerdo con la decisión del distrito escolar, puede apelar ante su junta directiva. Debe presentar una notificación de apelación por escrito al secretario de la junta escolar dentro de los 10 días calendario después de recibir la respuesta del distrito escolar a su denuncia. La junta escolar programará una audiencia dentro de los 20 días calendario después de recibir su apelación, a menos que

usted acuerde un cronograma diferente. La junta escolar le enviará una decisión por escrito dentro de los 30 días calendario después de que el distrito recibió su notificación de apelación. La decisión de la junta escolar incluirá información sobre cómo presentar una denuncia ante la Oficina del Superintendente de Instrucción Pública (OSPI).

### **Denuncia ante la OSPI**

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

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

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

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

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

## **Tagalog**

### **DISKRIMASYON**

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

**Call 509-967-6000 or –**

Civil Rights	Galt Pettett (Galt.Pettett@rsd.edu), General Counsel
Title IX	Tory Christensen (Tory.Christensen@rsd.edu), Assistant Superintendent
504	Brian Moore (Brian.Moore@rsd.edu), Assistant Superintendent

**Makakapag-ulat ka ng diskriminasyon at discriminatory harassment** sa sinumang miyembro ng tauhan ng paaralan o sa Civil Rights Coordinator ng distrito, na nakalista sa itaas. May karapatan ka ring maghain ng reklamo (tingnan sa ibaba). Para sa kopya ng patakaran at pamamaraan laban sa diskriminasyon ng iyong distrito, makipag-ugnayan sa paaralan o opisina ng distrito o tingnan ito online dito: Policy 3210 & Procedure 3210 <https://app.eduportal.com/documents/view/870013> and <https://app.eduportal.com/documents/view/870014>.

### **SEKSWAL NA PANLILIGALIG**

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

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

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

#### **Mga Halimbawa ng Sekswal na Panliligalig:**

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

**Makakapag-ulat ka ng sekswal na panliligalig** sa sinumang miyembro ng tauhan ng paaralan o sa Title IX Officer ng distrito, na nakalista sa itaas. May karapatan ka ring maghain ng reklamo (tingnan sa ibaba). Para sa kopya ng patakaran at pamamaraan sa sekswal na panliligalig ng iyong distrito, makipag-ugnayan sa paaralan o opisina ng distrito, o tingnan ito online dito: Policy 3205 & Procedure 3205 <https://app.eduportal.com/documents/view/869999> and <https://app.eduportal.com/documents/view/870000>

### **MGA OPSYON SA PAGREKLAMO: DISKRIMINASYON AT SEKSWAL NA PANLILIGALIG**

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

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

### **Reklamo sa Distrito ng Paaralan**

#### ***Hakbang 1: Isulat ang Iyong Reklamo***

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

#### ***Hakbang 2: limbestigahan ng Distrito ng Paaralan ang Iyong Reklamo***

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

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

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

### **Apela sa Distrito ng Paaralan**

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

### **Reklamo sa OSPi**

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

Mayroon kang 20 araw sa kalendaryo upang maghain ng reklamo sa OSPi mula sa araw na natanggap mo ang pasya sa iyong apela.

Maaari mong ipadala ang iyong reklamo sa pamamagitan ng kasulatan sa Equity and Civil Rights Office sa OSPi:

**Email:** [Equity@k12.wa.us](mailto:Equity@k12.wa.us) | **Fax:** 360-664-2967

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

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

## **Ukrainian**

### **ДИСКРИМІНАЦІЯ**

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

**Call 509-967-6000 or –**

Civil Rights Galt Pettett ([Galt.Pettett@rsd.edu](mailto:Galt.Pettett@rsd.edu)), General Counsel

Title IX Tory Christensen ([Tory.Christensen@rsd.edu](mailto:Tory.Christensen@rsd.edu)), Assistant Superintendent

**Ви можете повідомити про дискримінацію та дискримінаційне домагання** будь-якому співробітнику школи або Координатору нагляду за дотриманням цивільних прав, вказаному вище. Також ви маєте право подати скаргу (див. нижче) Щоб отримати екземпляр політики і процедури недопущення дискримінації для вашого округу, зверніться у свою школу або окружне управління або ж перегляньте їх онлайн ось тут: Policy 3210 & Procedure 3210 <https://app.eduportal.com/documents/view/870013> and <https://app.eduportal.com/documents/view/870014>.

### СТАТЕВІ ДОМАГАННЯ

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

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

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

#### Приклади статевого домагання:

- Наполягання на тому, щоб людина надала статеві послуги
- Небажані доторкування сексуального характеру
- Написання графіті сексуального характеру
- Поширення відверто сексуальних текстів, електронних повідомлень або фотографій
- Сексуальні жарти, чутки або натяки на секс
- Фізичне насилля, включаючи з'валтування і статеве насилля

**Ви можете повідомити про статеві домагання** будь-якому співробітнику школи або представнику округу за розділом IX, згаданому вище. Також ви маєте право подати скаргу (див. нижче) Щоб отримати екземпляр політики і процедури щодо статевого домагання для вашого округу, зверніться у свою школу або окружне управління, або ж перегляньте їх онлайн ось тут: Policy 3205 & Procedure 3205 <https://app.eduportal.com/documents/view/869999> and <https://app.eduportal.com/documents/view/870000>

### ВАРІАНТИ ПОДАННЯ СКАРГИ: НЕДОПУЩЕННЯ ДИСКРИМІНАЦІЇ І СТАТЕВЕ ДОМАГАННЯ

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

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

#### Подання скарги в шкільний округ

##### *Крок 1. Напишіть скаргу*

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

##### *Крок 2. Шкільний округ розглядає вашу скаргу*

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

##### *Крок 3. Шкільний округ відповідає на вашу скаргу*

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

#### Подання апеляції в шкільний округ

Якщо ви не згодні з рішенням шкільного округу, то можете подати апеляцію раді директорів шкільного округу. Вам слід подати апеляційну заяву в письмовій формі секретарю шкільної ради протягом 10

календарних днів після отримання відповіді шкільного округу на вашу скаргу. Шкільна рада призначить слухання протягом 20 календарних днів після отримання вашої апеляції, якщо ви не погоджуєтесь на інший термін. Шкільна рада надішле вам письмове рішення протягом 30 календарних днів після того, як округ отримає вашу апеляційну заяву. Рішення шкільного округу включатиме інформацію про те, як подати скаргу в Управління інспектора навчальних закладів (OSPI).

### Подання скарги в OSPI

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

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

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

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

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

## Vietnamese

### PHÂN BIỆT ĐỐI XỬ

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

**Call 509-967-6000 or –**

Civil Rights	Galt Pettett (Galt.Pettett@rsd.edu), General Counsel
Title IX	Tory Christensen (Tory.Christensen@rsd.edu), Assistant Superintendent
504	Brian Moore (Brian.Moore@rsd.edu), Assistant Superintendent

**Quý vị có thể báo cáo trường hợp phân biệt đối xử và quấy rối do kỳ thị** với bất kỳ nhân viên nhà trường nào hoặc với Điều Phối Viên Dân Quyền của học khu nói trên. Quý vị cũng có quyền nộp đơn khiếu nại (xem dưới đây). Để có một bản chính sách và thủ tục không phân biệt đối xử của học khu, xin hãy liên hệ trường học hoặc văn phòng học khu của quý vị hoặc xem trực tuyến ở đây: Policy 3210 & Procedure 3210 <https://app.eduportal.com/documents/view/870013> and <https://app.eduportal.com/documents/view/870014>.

### QUẤY RỐI TÌNH DỤC

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

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

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

**Thí dụ của sự quấy rối tình dục:**

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

**Quý vị có thể báo cáo tình trạng quấy rối tình dục** cho bất kỳ nhân viên trường học nào hoặc cho Viên chức phụ trách Tiêu đề IX của học khu, được liệt kê ở trên. Quý vị cũng có quyền nộp đơn khiếu nại (xem dưới đây). Để có một bản chính sách và thủ tục về quấy rối tình dục của học khu, xin hãy liên hệ trường học hoặc văn phòng học khu của quý vị hoặc xem trực tuyến ở đây: Policy 3205 & Procedure 3205 <https://app.eduportal.com/documents/view/869999> and <https://app.eduportal.com/documents/view/870000>

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

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

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

### **Khiếu nại lên Học khu**

#### ***Bước 1: Viết Đơn Khiếu Nại***

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

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

Sau khi học khu nhận được đơn khiếu nại của quý vị, điều phối viên sẽ cung cấp cho quý vị một bản thủ tục khiếu nại và chắc chắn tiến hành điều tra nhanh chóng và kỹ lưỡng. Giám đốc hoặc người được bổ nhiệm sẽ hỏi âm cho quý vị bằng văn bản trong vòng 30 ngày—trừ khi quý vị đồng ý thời hạn khác. Nếu đơn khiếu nại của quý vị liên quan đến những trường hợp ngoại lệ đòi hỏi phải kéo dài việc điều tra, thì học khu sẽ thông báo cho quý vị bằng thư giải thích lý do tại sao nhân viên cần thêm thời gian và hẹn một ngày mới để trả lời bằng thư.

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

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

### **Kháng cáo lên Học khu**

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

### **Khiếu nại lên OSPI**

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

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

**Email:** [Equity@k12.wa.us](mailto:Equity@k12.wa.us) | **Fax:** 360-664-2967

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

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

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## **DRESS CODE**

It is the goal of the Richland School District to establish and maintain a quality-learning environment for all students and staff. To that end, we expect all students to dress in a manner that provides for adequate safety (including footwear) while on any school campus. Further, we hope to instill the understanding of, and adherence to, appropriate dress for a work environment as we prepare students for their future career. Students wearing clothing that is disruptive to the learning environment or hampers the safety of themselves or others as determined by the school, will be asked to change clothing and may be subject to school discipline. In order to maintain adherence to this dress code policy, students may not wear the following:

- Clothing that disrupts the educational process.
- Bandanas
- Shorts and skirts shorter than mid-thigh in length (past the tips of fingers when arms are held straight at side).
- Low cut shirts
- Clothing that reveals the back or midriff, and/or undergarment is visible. These include but are not limited to:
  - Boxers
  - Sheer tops



- o Mesh tops
- o Overly large openings at the neck or arms
- o Off the shoulder tops
- o Spaghetti straps
- o Halter-tops
- o Tube tops
- o Swim tops
- o Bare midriff tops
- Clothing or accessories with offensive pictures, symbols, or sayings. These include but are not limited to:
  - o Demeaning statements
  - o Violent statements or depictions
  - o Sexual statements
  - o Racial statements
- Clothing that advertises or promotes tobacco, alcohol or other drugs.
- Jewelry or accessories that could be used to cause harm or injury.
- Any gang affiliated clothing.

A good general policy regarding the dress code is: If there is **ANY QUESTION** about an item being inappropriate, **DO NOT WEAR IT**.  
 \*Students will be asked to change clothes if they don't have appropriate clothing available at the school.

## ELECTRONIC DEVICES

Personal electronic devices, including but not limited to cell phones, tablets, and laptops, pose a possible disruption to the educational process. Furthermore, these devices are targets of student theft and are seldom recovered. The school does not accept responsibility for loss or theft of any of these items while on campus or at school events.

Failure to follow this policy or surrender the item as requested by a staff member may result in discipline as described in the RSD Policies 3200, addressing "insubordination."

It is our intent that students be fully engaged in the HHS program throughout the day. The goal of our cell phone policy is to increase student engagement in the classroom and to create a culture of respect for learning. Research shows that students are more focused and have higher test scores and grades when cell phones are kept out of the classroom. All classrooms at HHS have a default "no cell phone" policy. Cell phones should be turned off or on silent mode and should not be visible at any time during class unless given explicit permission by the teacher.

### Cell Phone Guidelines:

1. It is the responsibility of all students to comply with the cell phone policy. *Teachers do not need to give cell phone warnings.*
2. When cell phones are seen out in class—for any reason—without explicit permission, the student will be requested to report to the office to turn in the phone.
3. Failure to follow a directive to turn the phone into the office will result in parent contact and may result in further consequences.
4. Consequences:
  - 1st and 2nd Violations:* Student may pick up phone at the end of the day.
  - 3rd and 4th Violations:* Parent must pick up phone from the school. Student will be responsible for contacting parent to let them know.
  - 5th Violation:* A parent meeting will be scheduled with an administrator.

## EMERGENCY EVACUATION AND REUNIFICATION

The Richland School District, in conjunction with the police and fire departments of Richland and West Richland, has developed a plan to reunite students with their families in the event of an emergency or disaster occurring in our area. In the history of the district, no evacuations of this scope have occurred. However, for the safety of our students, we are prepared in an emergency situation. The success of the plan depends on your cooperation. Please take a moment to familiarize yourself with this emergency plan. Thank you for your continued support and involvement in our schools.

### Emergency Protocol

In the event a local emergency or disaster situation occurs while school is in session, please help us care for all students:

- Remain Calm
- DO NOT call the school. It is important to keep home and school lines open.
- Listen to local radio and TV stations
  - o Radio Stations:
    - KONA 105.3 FM or 610 AM

- o TV Stations:
  - KNDU
  - KVEW
  - KEPR
- Check the RSD website at [www.rsd.edu](http://www.rsd.edu)
- Look for a call from the RSD school Messenger system
- Follow the broadcasted pick-up procedures

### **Reunification Procedures**

In the event students must be relocated to another site:

1. Listen to the TV and radio stations for the designated receiving site(s).
2. Park only in designated areas.
3. Enter the building through the primary entrance—posted signs will direct you.
4. Check in with school officials—you must provide photo ID
5. Complete the student release form.
6. A staff member will unite you with your child(ren).
7. Promptly leave school grounds to expedite the dismissal of all students

**For their safety, please understand that no child will be released without proper identification and authorization**

### **Receiving Sites**

Students may be bused to one of the locations below; listen to TV/radio stations for the designated receiving site(s).

Enterprise Middle School	Hanford High School	Richland High School
5200 Paradise	450 Hanford Street	930 Long Avenue
West Richland	Richland	Richland

For additional information on this plan, please contact the administrators at your child’s school

## **ENROLLMENT & PLACEMENT OF STUDENTS**

As per Richland School District Policy 3111, when enrolling a student who has attended school in another school district, the parent and student will be required to briefly indicate in writing whether or not the student has any history of placement in a special education program; any past, current or pending disciplinary actions, any history of violent behavior or convictions, adjudications or diversion agreements related to a violent offense, drug offense, alcohol violation, assault, kidnapping, harassment, stalking or arson; any unpaid fines or fees from other schools; and any health conditions affecting the student’s education needs. If the district receives information that a student has a history of disciplinary actions, criminal or violent behavior, or other behavior that indicates the student could be a threat to the safety of staff and/or students, the student’s teachers and building security personnel shall be informed.

The Richland School District reserves the right to and may assign students to attend schools or programs other than at their usual attendance area (“home”) school for certain specific reasons. These reasons include, but are not limited to the following:

- (a) To meet the academic needs of the student,
- (b) To provide appropriate programming for special needs students,
- (c) To avoid or lessen program disruption,
- (d) To protect the health and safety of either the assigned student, other students, or staff,
- (e) To establish a plan for re-entry as a result of a suspension or expulsion, and/or
- (f) To otherwise meet the District or student needs.

### **FALCON REPORT**

Each day during 3<sup>rd</sup> period the Falcon Report is available to all students and teachers from the broadcasting studio. The daily bulletin and other important information is contained in the Falcon Report.

### **FEES**

**All checks need to be made payable to: Richland School District. One check may be used for multiple fees. Bookkeepers will also request Student ID # to be posted in the memo line.**

- ASB Card - \$30
- Your ASB Card gives you free admission to all Hanford High School home athletic events (excluding playoffs). In addition, you get reduced prices at dances and other social events. It is also necessary to buy an ASB Card to participate in athletics and our

activities. Refund policy: Full refund until Oct. 1st; one-half refund until end of 1st semester; No refund after the beginning of 2nd semester. No refund if participating in sports.

- ASB/ID Card Replacement - \$5
- Yearbook - \$50 (name on yearbook additional \$5); after October 1<sup>st</sup> - \$60 (Yearbook price subject to change)
- Athletic Participation Fee \$55

### **PE Uniforms**

Purchasing (When Uniforms Can be Purchased):

- Falcon Prep Day (receipt)
- Freshman Only Day (receipt)
- Lunch on 1<sup>st</sup> Day of School
- Afterschool 1<sup>st</sup> Day of School
- Before School on 2<sup>nd</sup> Day of School
  - After the times listed above the PE Uniforms can be purchased directly from their current PE Teacher (receipt, note of email from bookkeeping)

Distribution of PE Uniforms:

- Freshman Only Day (receipt)
- Lunch on 1<sup>st</sup> Day of School
- Afterschool 1<sup>st</sup> Day of School
- Before School on 2<sup>nd</sup> Day of School
  - After the times listed above the PE Uniforms can be purchased directly from their current PE Teacher (receipt, note of email from bookkeeping)

Students are requested to carry their Hanford ID card while on campus or at school-sponsored events. When asked by any staff member to present this I.D. card, they should do so promptly and courteously. The I.D. card or the ASB card must be furnished at all school dances and at library book check out. In case of a loss or theft, another card will be furnished through Mrs. DePeel, for a charge of \$5.

### **FINES**

Students must pay their fees and fines for athletics and/or activities thirty days after the fee or fines have been given to the student. If the Student fails to do so, the consequence may be suspension from all activities the student participates in. For more detailed information please see policy 3520 on the Richland School District website.

### **FERPA**

Richland School District - Notification of Rights under the Family Educational Rights and Privacy Act (FERPA)

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

- (1) The right to inspect and review the student's education records within 45 days.
- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.
- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by RSD to comply with the requirements of FERPA. Written complaints should be directed to Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5901

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

Pursuant to RCW 28A.320.170, school districts are required to notify parents and guardians that they have the right, under the Washington Public Disclosure Act (RCW 42.17) to request the public records regarding school employee discipline. To file a public records request with

Richland School District, please send your request, in writing to: Office of the General Counsel, Attn: Public Records Request, Richland School District, 615 Snow Avenue, Richland, WA 99352.

## FOOD AND DRINK

During building hours no food or drink is to be consumed in classrooms, hallways, or waiting areas. Exceptions are allowed for curricular and health reasons. Water may be consumed in classrooms, hallways, or waiting areas and must have a screw-on no-spill lid. Consumption of food is allowed in classrooms/hallways outside of class hours only during teacher-supervised activities. (For example, club meetings during lunch)

## GENDER-INCLUSIVE SCHOOLS

Click Here for RSD [Policy](#) and [Procedures](#) 3211 regarding gender-inclusive schools.

## GRADING SYSTEM

A = 4.0	A- = 3.7	B+ = 3.3
B = 3.0	B- = 2.7	C+ = 2.3
C = 2.0	C- = 1.7	D+ = 1.3
D = 1.0	F = 0.0	

$$\text{GPA} = \frac{\text{Grade Points Earned}}{\text{Units Attempted}}$$

"Definition - Grade point average. Each student's "grade point average" shall be the sum of the point values, as defined in WAC 180-57-050, of all the marks/grades received for all courses attempted divided by the sum of the credits for all courses attempted. The grade point value shall be calculated by multiplying the numerical value of the mark/grade earned by the number of credits assigned to the course. Except as provided in WAC 180-57-050, all marks/grades for all courses taken shall be included in the calculation of grade point averages. Grade point averages shall be calculated to two decimal places and reported for each trimester/semester or other term and for the cumulative credits earned for all courses attempted in high school."

Student who maintain cumulative GPA of 3.0 or higher will be put on Hanford High School's Honor Role

## GRADUATION REQUIREMENTS-

### Class of 2021 and Beyond

Students graduating from Hanford High School must accumulate a minimum of 24 credits. One-half credit equals successful completion of one semester class. Hanford graduates must also complete certain courses prescribed by the State Board of Education and the Richland School District. The required subjects are as follows:

Language Arts	4
Social Studies	3
Science	3
Mathematics	3
Physical Education	1.5
Occupational Ed.	1
Fine Arts	2 or Personalized Pathway
Consumer Economics	0.5
Health	0.5
World Languages	2 or Personalized Pathway
Electives	3.5
TOTAL CREDITS	24

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

Specific information is available in the course catalog and may also be found on-line at [www.rsd.edu](http://www.rsd.edu)

**Additional Graduation Requirements** Students will be required to complete the minimum number of high school credits, pass the reading and writing sections of the SBAC, Math & Science End of Course Exam, and complete a High School and Beyond Plan.

### **Online Credit**

Students may request online classes, providing they need the credit to graduate, and there is an unavoidable conflict which doesn't allow the student to take the class at HHS. Students may earn a maximum of **one (1)** credit toward graduation through online study, not including RSD summer school. Prior approval from a counselor, principal, and parent/guardian is required. Forms are available from the counselors. Verification of credit must be received by the counselor prior to graduation in order to participate in the graduation exercises. Seniors who fall short of credit may take a limited number of courses through APEX. See counselor for details.

### **Running Start**

Running Start is a program that enables high school students to attend Washington State University (WSU) or Columbia Basin Community College (CBC) and earn both Hanford High School, WSU and CBC credits. If you are eligible, the Richland School District pays for tuition. Students are responsible for transportation, CBC fees, books, and classroom materials. All high school graduation requirements must be completed by the end of winter quarter in order to participate in the Hanford High School graduation ceremony. See your counselor for information. Summer courses at CBC are NOT part of Running Start.

### **GRADUATION CEREMONY**

Graduation ceremonies will be conducted in the following manner:

- Each student participating in the graduation ceremony must attend rehearsals.
- Each student who participates in the graduation ceremony will wear the proper cap and gown as designated by the school administration and the class advisor and officers.
- Students will dress and participate in the graduation ceremony in the manner designated by the school administration and/or class advisor.
- Students who fail to comply with the above requirements may forfeit the privilege of participation in the graduation ceremonies.
- Students who pull "Senior Pranks" may not be allowed to participate in the graduation ceremony.
- The high schools will identify the top 4% of the graduating class as honor students. The following criteria will be used in determining eligibility for consideration as the **Valedictorian(s) and Salutatorian(s)** of the graduation class:
  1. Students must have successfully completed five AP/IB courses or advanced course of study such as completion of an AA degree at the college level.
  2. Students must have been enrolled in a Richland School District high school for at least one full semester of their high school career.
  3. All courses attempted will be used in the Valedictorian/ Salutatorian grade calculation.
  4. All official grades received as of May 1<sup>st</sup> will be used in the calculation of the grade point average for Valedictorian/Salutatorian.
  5. All classes dropped or converted to Pass/Fail after the mid-point of the term (semester or quarter), will be calculated as an F for consideration as Valedictorian/Salutatorian.
  6. \*Criteria for Valedictorian and Salutatorian status are subject to change per board policy.

Foreign exchange students may be recognized at graduation and will receive an honorary diploma.

### **HALLS AND COMMONS AREA**

Students who have a free period are welcome to spend it in the library, outside, or off-campus. Because of disruption to classes, students are not permitted in the halls or commons area during class time **unless they have an official pass** or are under the direct supervision of a staff member. Violations may be considered disruptive behavior or truancy depending on each situation.

### **HOMEWORK**

If you are absent for 2 or more days, your parent may request homework by or e-mailing teachers or calling the attendance office 967-6504 or 967-6136. You are welcome to check the Hanford High Web address to see if the teacher has posted the homework:

### **INTERNET SAFETY**

#### **Network Use Agreement**

Any student using the Internet from a district-owned or personal device not limited to computer, laptop, smartphone, tablet, etc. in a district facility must abide by the Acceptable Use Policy (AUP) and the Network Code Conduct (NCC) as detailed in Policy 2314. Richland School District (RSD) utilizes an OPT-OUT policy (you are granted access by default) regarding Internet access.

#### **Filtering Internet Content**

As required by the Children's Internet Protection Act (CIPA), RSD utilizes filtering software in an effort to prevent students from accessing content that is (1) obscene, (2) depicts pornography, and/or (3) is deemed harmful or inappropriate for minors. RSD will also monitor online activities through direct observation and/or other technological means to ensure students are not accessing content deemed inappropriate for minors or using internet access for malicious intent.

Internet sites blocked by the filter may be made available, as needed, for the purposes of bona fide research or other educational projects being conducted by students as part of classroom curriculums, but only at the request and approval of a teacher or administrator.

## **Supervision**

RSD staff will make a reasonable effort to supervise student internet access and use. If content is accessed that violates standards of the AUP and/or NCC then district staff may instruct the student(s) to cease using that material and/or contact an administrator for help in implementing the appropriate sanctions.

If inappropriate content is assessed whether accidentally or intentionally, staff members or administrators will contact the Information Technology Department for further review and to have the website added to the RSD filter "Blocked List".

## **Instruction**

All RSD students will be educated via online resources, district curriculums, and/or direct in-school instruction about appropriate online behavior including but not limited to:

- Responsible personal conduct within online social media communities (Facebook, twitter, chat rooms, etc.) is no different than responsible personal conduct face-to-face.
- Cyberbullying awareness and response.
- Associated students are personally identifiable (name, address, birthdate, SSN, credit card numbers, etc.), private, and/or confidential information about themselves or others should never be disclosed on the internet, by minors, without the permission of a parent/guardian. Students should also never arrange a face-to-face meeting with someone you "meet" on the internet without parent/guardian permission.
- There may be long-lasting implications to publishing, whether via pictures and/or words, personal information online resulting in negative consequences.

## **INTERSCHOLASTIC ACTIVITIES: REGULATIONS & GUIDELINES**

The district's interscholastic activities program hopes to develop leadership, a strong school spirit, and friendly, positive inter-school relationships. Students representing the Richland School District are expected to exemplify the highest standards of good sportsmanship. Sportsmanship includes the qualities of courteousness, fairness, and respectfulness to officials, teammates, opponents, coaches and all others associated with the sport or activity.

The following are general expectations of all participants:

1. In order to participate in practice or the activity itself, the participant must be in school attendance the entire day of such practice or activity (except Saturday). Any exception must be cleared through the building administration or activity or athletic director.
2. Theft of goods or equipment may result in expulsion from the team or activity. Theft is interpreted as the unauthorized possession of equipment or goods belonging to the Richland Schools, any other school, organization, or individual.
3. Use or possession of tobacco, tobacco products, electronic cigarette, e-cigarette, or vaporize cigarette, nicotine, nicotine-delivering substances, chemicals or devices that produce the same flavor or physical effect of nicotine substitutes, and any other "tobacco innovation" will result in a two-week suspension on the first offense. Second offense will result in expulsion from the activity.
4. Participants are prohibited from being in possession and/or use of alcohol, steroids, designer or synthetic drugs, legend drugs, controlled substances (RCW 69.50), and those prohibited drugs listed in Policy 3418 - Alcohol, Tobacco, and Other Drug Use/Abuse Policy, which includes prescription drugs not belonging to the student. This prohibition also includes attending and/or remaining at an event where consumption of any of the above mentioned substances by a student or students occurs. Any of these violations will result in:
  - 1<sup>st</sup> Offense** – the participant being immediately ineligible for any competitions or performances of any team, squad, activity or office for sixty (60) school days. In the event that the 60-day suspension is invoked, up to 15 school days may be held in abeyance if the student participates in a certified substance abuse program. A first time offender of this policy, who self-reports and who agrees to participate in a certified substance abuse program may have their suspension reduced up to 30 school days. NOTE: ASB Officer's term begins with election; Cheerleader and Dance season begins with tryouts.
  - 2<sup>nd</sup> Offense** – the immediate removal of the participant from and loss of eligibility from any team, squad, activity or office for one calendar year with no option for appeal.
  - 3<sup>rd</sup> Offense** – the immediate removal of the participant from and loss of eligibility from any team, squad, activity, or office for the remainder of the student's high school career with no option for appeal.
5. Sale, transfer, or barter of alcohol, steroids, designer or synthetic drugs, legend drugs, or controlled substances (RCW 69.50), and those prohibited drugs listed in Policy 3418 - Alcohol, Tobacco, and Other Drug Use/Abuse Policy which includes prescription drugs not belonging to the student will result in:
  - 1<sup>st</sup> Offense** – the immediate removal of the participant from being eligible for any competitions or performances of the team, squad, activity or office for sixty (60) school days. A portion of the suspension may be held in abeyance, not to exceed 15 school days, if the student successfully completes an appropriate assistance program and receives approval of the Athletic Eligibility Committee for reinstatement.
  - 2<sup>nd</sup> Offense** – the immediate removal of the participant from and loss of eligibility from any team, squad, activity or office for one calendar year with no option for appeal.
  - 3<sup>rd</sup> Offense** – the immediate removal of the participant from and loss of eligibility from any team, squad, activity, or office for the remainder of the student's high school career with no option for appeal.

6. School equipment is to be worn only while participating in practice or during scheduled contests or with the approval of the supervisor. The Washington Interscholastic Activities Association (WIAA) prohibits the use of school issued equipment while participating in any event outside the yearly school program or activities not sponsored by the WIAA or authorized by school officials. School equipment checked out by the student is his/her responsibility. The student is expected to keep it clean and in good condition. Loss of issued equipment or damage to issued equipment will be the student's financial obligation and the district reserves the right to withhold transcripts until the obligation is satisfied.
7. The school district and the ASB provide students with physical facilities for activities at great expense to parents and community members in the form of taxes; therefore, it is important that students exercise care and personal regard for these areas. Misuse of dressing areas, lockers, towels, soap, benches, gymnasiums, auditoriums, fields or any school facilities/equipment will not be tolerated.

The head coach or activity advisor has the prerogative to discipline a student who refuses to observe acceptable patterns of behavior. At the beginning of the season, the head coach or director of an activity will provide student participants with a written outline of the training rules, expectations for participants, and criteria to be used in determining eligibility for a letter or other award applicable to that activity. In the event discipline is imposed, that discipline may result in denial of a letter or award. The head coach/activity advisor also has authority to suspend or remove a student from a sport, activity, or elected position. Because student participants in extracurricular activities are representatives of the school and are participating in a school activity, misconduct may result in imposition of both discipline related to athletics/activities and student discipline. Students will have access for appeal suspensions and removals.

Students will have access for appeal through the Activities Review Board and the school administration. Due process procedures will then be followed as set up by the Richland School District and the State of Washington.

### **Interscholastic Activities Participation Form**

All students who are involved with school-sponsored clubs, groups, sports teams and activities are required to have a signed Interscholastic Activities Participation Form on file as a condition for being a member. The standards of conduct expressed in the form apply to all school sponsored organizations. Violation of the agreement will result in the disciplinary action as outlined in the participation agreement. The standards of behavior identified in the form apply for the length of the varsity sports seasons as defined by WIAA, activities are based on the school year or by the length of the activity as defined by the advisor. The agreement is good for one calendar year from the date of signing and does not need to be renewed for each activity, club or sport season.

## **LIBRARY**

The goal of the library media program is to ensure that students are effective users and procedures of ideas and information. The library has a collection of over 17,000 books as well as online resources to assist you with your class assignments and recreational reading. The library staff is available to answer your research questions and recommend some great books to read. Word processing and printing is available for your school assignments. The library is open from 7:30 am to 3:00 pm Monday to Friday. You must have your ASB/ID card to check out materials. You will not be able to check out anything if you have overdue books. An overdue list will be posted opposite the bookkeeping office at the end of each quarter. Ask at the front desk for passwords to access our online databases from home.

## **LOCKERS**

The school lockers are loaned to you by the school: therefore, they are school property. Do not REPEAT, do not keep valuables -- i.e. calculators, purses, wallets, etc. -- in the lockers. The school is not responsible for the loss of your personal belongings. Appropriate decorations are acceptable. Be careful nothing interferes with the door closure and/or lock function. Anything put up in your locker must be able to be taken down at the end of the year. Please keep your locker clean and free of old food. If you have a locker problem, see a Security Officer or any of the secretaries in the office. Lockers will be assigned only to 9th grade students; additional students may request a locker from the office, if needed.

### **How To Open Your Locker**

1. Turn your lock twice past zero to clear the lock.
2. Turn to the right and stop on the first number.
3. Turn to the left once past your first number and stop on your second number.
4. Turn right directly to your third number; then lift the latch.
5. When you close your locker be sure to turn the dial and check the handle to make sure that it has latched.

## **LOST AND FOUND**

If you lose something, check the Lost and Found across from room 1208. If the item has not been turned in, fill out a Report of Lost or Stolen Property form. If you find something valuable, take it to the office; clothing items may be placed directly into lost & found. Any valuables you are worried about losing should be left in the office with a secretary.

## **LUNCHTIME**

Students at Hanford High School may leave the campus at lunchtime. If you do, however, please be sure that you return promptly for your fourth period class. The cafeteria is open from 6:30 AM - 12:30 PM. Lunch prices will be reviewed and updated annually.

There are two lunch periods. 1<sup>st</sup> Lunch is from 10:55-11:25 and 2<sup>nd</sup> Lunch is from 11:55-12:25. Your lunch schedule on regular school days will be determined based on your 4<sup>th</sup> period class.

## MID-QUARTER PROGRESS

If a student's grades are not adequate and are in danger of failing at mid-quarter, their parents are notified by the teachers whose class they are failing. Parents/Guardians are encouraged to monitor the progress of their child through PowerSchool. For more information please visit Hanford High School's website:

## NATIONAL HONOR SOCIETY

Hanford High School has a chapter of the National Honor Society. To be eligible for membership, a student must be at least a junior and meet the four criteria set by the National Honor Society and clarified by Hanford High School.

- **Scholarship:** The student must have a cumulative GPA of 3.600 and also a current semester GPA of 3.600 and be taking at least two classes at Hanford High School.
- **Leadership:** The student must demonstrate leadership by active membership in at least three (3) organizations, two of which affiliated with Hanford High School. This includes all HHS co-curricular and extra-curricular activities.
- **Service:** The student must demonstrate service by participating in at least three (3) service projects involving a total of at least twelve (12) hours of service within the past two years. At least one (1) project of three hours must be done directly through Hanford High School or as a part of a club or organization at HHS.
- **Character:** The student must receive a majority of the votes of the five-member NHS Faculty Council. The Faculty Council votes on students after receiving information from the Activity Sheet / Information Packet that the student submits and the evaluations submitted by their teachers. Both out in the community as well as at school, a student's behavior and standards at all times are considered. Contact the NHS Advisor for additional information or forms or go to <http://hanford.rsd.edu>

## PARKING

Parking at Hanford High School is a privilege afforded to those students who have earned a driver's license. In order to maintain order in the parking lots, the following designations have been made:

- Parking pass will be issued by student request to all Juniors and Seniors. Sophomores may request a parking pass after the school year has started if they turn 16 prior to January 31<sup>st</sup>.
- Parking is permitted only in designated spaces and area with a parking permit displayed. Students may park in "General" and "Student" Parking areas only (See Map).
- Cars parked across two spaces or parking in undesignated areas or restricted areas such as Richland School District or disabled spots, will be classified as illegally parked.
- No parking is permitted on any access road, or in any yellow zone. Specific parking areas are designated for Hanford High School staff (see map), students parking in these areas will be in violation of parking regulations. Also, students may not park in areas designated for visitors.
- Students who park and/or drive in a manner that is deemed unsafe may not be allowed to park and/or drive on Richland School District property.
- Drivers who violate these regulations will be subject to disciplinary action, possible fines, and may have their vehicle towed at the owner's expense. Students with questions about parking need to speak with security.





## REPORT CARDS

Report cards are issued at the end of every semester. Each semester is composed of two quarters, and two semesters are one year. Semester grades become a part of your permanent record. Your report card will indicate each of your classes and the grade you have earned.

## RIVER'S EDGE HIGH SCHOOL

Students who attend River's Edge High School the last semester of their senior year will receive their diploma from River's Edge. Students who want a Hanford High School diploma must be enrolled in and attend classes at Hanford High School during the last semester of their senior year.

## SCHEDULE CHANGES

### *Richland School District #400 – Drop Procedure*

The Master Schedule is created based on student requests. Changes to student schedule or class will be considered on an individual basis before school begins. Counselor consultation with the student and his/her parent(s), and approval by the principal are required parts of the process.

- 1 During the first ten (10) school days of a semester, students may drop a course or may add a course provided there is space in the desired course.
- 2 Any student dropping a class during the first quarter of each semester will receive a "W" in that class. This grade will appear on the permanent transcript but will not be calculated into the GPA.
- 3 Any student who withdraws 2nd or 4th quarter will receive an "F" which will appear on the permanent transcript and be calculated into the GPA.

Students must attend class until final approval from the principal has been obtained, all books and materials have been cleared with the teacher, and the drop form has been returned to the counselor.

In order to drop a class, a student must pick up a drop form from his/her counselor. If a student stops attending a class before the form is completed with all the signatures and they are withdrawn from the course, they will be considered truant.

Students must attend the schedule they received at Falcon Prep Day prior to the start of school unless a schedule change has been confirmed by a counselor or is seen in PowerSchool. Students are scheduled into classes based on grade level, seniors having first priority followed by juniors, sophomores and freshmen.

## **SCHOOL DELAY (Late Start)**

Sometimes during the winter when there is a lot of snow and/or ice on the ground or there is some other type of inclement weather, school could be delayed -- usually two hours. It is your responsibility find out whether school has been delayed.

Parents, staff and students wishing to receive Richland School District weather closure/delay announcements via email, text message, or push notification can sign up by going to: <http://flashalert.net/news.html?id=1845> (if you already have an active account, you do not need to sign up again, but you do need to log in to your account once a year to keep it active).

Bear in mind that the cell phone companies get backlogged on weather mornings as they try to keep up with the text messages, so it is recommended that you not rely entirely on text messages. We urge you to download the new, free app for iOS and Android called FlashAlert Messenger. It uses push notification to send messages directly to your phone, bypassing the cell companies' text message channel. Search for FlashAlert Messenger at the iTunes App Store (iOS) or at Google Play (Android).

## **SCHOOL SIGN POLICY**

The following policy controls the posting of signs in our halls:

- 1) All materials posted in the halls need to be approved by an ASB advisor or Administration and shall be in good taste and of good quality artistically.
  - No offensive or off-color language or sexual references. Expressions such as "kick butt" should be avoided in favor of positive expressions that mean the same thing.
  - Signs shall be neat and neatly trimmed.
  - Signs shall be firmly and neatly attached to the strips in the halls. No taping on walls.
- 2) Signs shall be limited in number and posted in proper places.
  - Not more than one sign for any given event per 25 feet of hall.
  - No signs on glass surfaces, on the ceilings, or other places deemed inappropriate by the administration.
  - Signs that advertise non-school activities must be pre-approved either by the District Office or the school administration. Approval may be granted on a yearly basis by the school administration for a non-school activity.
- 3) Materials used for signs shall be obtained appropriately.
  - ASB supplies are only to be used with the permission of the Activities Director.
  - Academic Department supplies must not be used for ASB signs.
- 4) Signs must have a removal date on the sign. The person or group who posted the sign is responsible for removing it on that date or for disposing of it if it gets torn down prior to the removal date.
- 5) Administrators, teachers, ASB officers, and the janitorial staff are authorized to remove signs not meeting the criteria of this policy. The principal or his designee shall make determinations on the appropriateness of sign content.
- 6) Possible consequences for violation of the sign policy include:
  - Charging groups for materials used.
  - Assessing a fine to the individual or group.
  - The loss of sign posting privileges for one month or more.
- 7) Any student found guilty of vandalizing (defacing, removing, etc.) any sign meeting the criteria of this policy is subject to discipline under school rules.
- 8) Any signs posted in the gym must meet the criteria of the Mid-Columbia Conference. See the Athletic Director for those regulations.
- 9) The administration makes no guarantees that any student's or groups' signs will be free from vandalism.

## **SCHOOL STORE**

The school store is located across the hall from room 1202. The School store sells such things as candy, pop, chips, cookies, etc. as well as school supplies and Falcon Pride items. This is also where you buy your PE uniform. It is open during lunch.

## **SICKNESS AT SCHOOL**

If you aren't feeling well, ask your teacher for permission to go to the attendance secretary in the Main Office. She will take you to the nurse's station and let you call your parents or guardian. If you can't reach either of them, see your counselor or assistant principal. **DO NOT LEAVE SCHOOL WITHOUT CHECKING OUT IN THE OFFICE.** You will be considered truant if you do so.

## **SPORT SCHEDULES**

Sports schedules can be found at: <https://hanford.rsd.edu/athletics> Please come out and support our student athletes!

## **TEACHERS' GRADING SYSTEMS**

Each teacher has a system of his or her own to keep track of the grades that you have earned in his or her class. The teacher will explain to you what earns a grade and what you must do to maintain a certain grade. It is your responsibility to understand the grading policies, and be aware of your own progress. Don't be afraid to ask questions. Each teacher has many students' grades to worry about. You only have your own grades with which to be concerned. Keep tabs on them, and there won't be any unpleasant surprises. Also, you may find that a little extra effort may enable you to get the next higher grade.

## **TELEPHONES AND MESSAGES**

Telephone messages for students will not be delivered except in emergency situations. Also, the office takes messages only from parents. The ASB provides a phone for student use (7:00am - 3:30pm) located on the counter in the office. Calls are limited to two minutes.

## **TEXTBOOKS**

Students are responsible for and are expected to take good care of the books that are issued to them and to return them to their teacher at the time they are collected. Fines will be issued for books damaged or not returned. Students may check with Department Heads to try to locate missing books.

## **VISITORS**

Classroom instructional time at Hanford High School is protected from disruption. Please plan for visitors to meet staff and see the campus before or after school. All visitors must check in at the office. Visitors during class time are not allowed during the school day.

## **WITHHOLDING OF DIPLOMA, REPORT CARD AND/OR TRANSCRIPT**

A student's diploma, report card and/or transcript will be withheld until the student pays for book fines, library fines, ASB fines and for any school property that has been lost or willfully damaged. Upon payment of fines or damages, the diploma, report card and/or transcript will be released.

## **2023-2024 DATES TO REMEMBER**

Please visit <https://hanford.rsd.edu/calendar> for all of the activities happening at Hanford High School this year.