

Thorp School Elementary Handbook



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OUR PURPOSE AND GOALS

Vision: What we want to be.

As a recognized educational leader, we prepare students to achieve their greatest potential.

Mission: *What we do.*

Students, parents, staff and community work as a team to provide a safe, equitable, and creative learning environment devoted to excellence, in which students grow into self-directed, life-long learners prepared to become productive members of society.

Guiding Principles: What we believe.

1. Our first responsibility is to provide all students with a superior education that challenges, nurtures, and cultivates the unique potential of every child.
2. A highly skilled and caring staff is the foundation of our successful school.
3. Our facilities and technology must reflect the high value we place on education.
4. Students, staff, parents, and community members are partners, all having personal responsibilities in the educational process.
5. Honesty, integrity, respect, and open communication build trust.
6. Quality education requires sound fiscal management and is worth the investment.

SCHOOL HOURS

The office is open from 8:00 am to 4:00 pm on school days. Classes begin at 8:30 am Monday through Friday. Classes end at 3:00 pm, Monday through Thursday and at 1:30 pm on Fridays. A full school calendar can be found at www.thorpschools.org.

ATTENDANCE (POLICY 3122)

Thorp School District believes and research confirms that regular attendance is important. Attendance and participating in-class activities are vital to the learning process and can be difficult to be made up. Many of the in-class assignments are based on collaboration and interactions among students. This experience cannot be recreated on a worksheet. Please try to limit the number of absences not related to illness or emergency.

EXCUSED ABSENCES

Include personal illness, serious illness or death in the immediate family, medical/dental appointments, court appearances, funerals, or other reasons recognized by the Superintendent. Parents are asked to call the school by 9:00am if their child is going to be absent or send a note when the child returns to school in order to excuse the absence. Work may be made up for full credit and faculty assistance will be available if needed. After five or more excused absences in a single month, or ten excused absences in the current school year, the district will schedule a conference with the student and parent to identify supports and resources so the student may regularly attend school. **If no excuse is received, or if the excuse does not follow the reasons listed above, the absence will be considered unexcused.**

PRE-ARRANGED ABSENCES

Students may be released for activities not sponsored by the school provided a written request for release is sent by parents at least twenty-four (24) hours ahead of time. Missed assignments can be obtained upon return and need to be completed at home.

UNEXCUSED ABSENCES

The district is released of all responsibility to the student when the absence is for skipping, leaving school without checking out in the office, or failure to bring an excuse within three (3) days of the absence or any absence other than an excused absence. Parents/guardians will be notified whenever a student has one (1) unexcused absence in a month. After two (2) unexcused absences in a month, a conference with an administrator and the parent/guardian will be scheduled. After five (5) unexcused absences in a month, or ten (10) in a school year,

the district may refer the student to a Community Truancy/Absenteeism Board or file a truancy petition with the juvenile court. Seven (7) unexcused absences in a month or a tenth unexcused absence during the school year will result in the district filing a petition for a civil action in juvenile court. Student discipline may also result from such absences.

CHRONIC ABSENTEEISM

Chronic absenteeism is defined as 10% or more absences in a year (excused or unexcused), and may result in a referral to a Community Truancy/Absenteeism Board and/or denial of transfers to Thorp School for those living outside the District.

COMMUNITY TRUANCY/ABSENTEEISM BOARD

The Community Truancy/Absenteeism Board is designed to hear reasons for students' absences and make recommendations to students, parents, and staff members. It is composed of members of the local community. The Board meets as needed.

EXCUSED TARDY

The only acceptable excuse will be those of a serious emergency or medical appointment. The lateness of the student must clearly be beyond the control of the student.

UNEXCUSED TARDY

After the third unexcused tardy, a parent/teacher conference will take place to determine the best course of action. If the problem continues, a behavior plan will be developed with the administration.

ILLNESS, INJURY, AND MEDICATION

Students who become ill during the day will be sent to the office. An attempt will be made to contact the parent if the student is too ill to remain at school. No student will be allowed to go home if there is not a parent at home, but he/she may lie down or wait in the office until able to return to class. In the case of severe illness or accident, school officials may take the student to the doctor listed on the student's emergency contact sheet. Medications of any kind are not to be given to students by school staff, except by written doctor and parental permission. The only medications that students may carry are those where the school has received written authorization from a medical professional and parent. Please request a form from the office.

Prescribed or non-prescribed oral medication may be dispensed to students on a scheduled basis upon written authorization from a parent accompanied by written instructions from a licensed physician or dentist. Requests shall be valid for not more than the current school year. The prescribed or non-prescribed medication must be properly labeled and be in the original container. The dispenser of prescribed or non-prescribed oral medication will be a designated employee of the school district. (RCW 28A.210.260, 270)

LOST AND FOUND

Students who find lost articles are asked to take them to the office where the owner can claim them. Unclaimed clothing items will be laid out in the gym or commons prior to Winter Break and Summer Break. Items not claimed will be donated to a charity.

GUIDELINES FOR STUDENT BEHAVIOR

This handbook gives only guidelines and does not describe all possible behaviors and/or situations. Students at Thorp School are expected to take full advantage of their right to an education, to come to school with a positive attitude to learn, and to take part in school activities. Students are responsible for their own choices and the result of their actions.

The K-5 Standards are as follows:

1. Students will follow directions of all staff and show respect for all staff members, each other, themselves, the building, buses, and property.
2. Students will follow the classroom, recess, and school rules.
3. Students will obey the laws of the State of Washington and the United States of America.

ROAR ON FOUR

At Thorp Schools we strive to build self-directed positive learners. In order to create a safe, healthy, and academically stimulating environment for all students, we participate in a positive reward system known to our school as ROAR. The components of our ROAR system include being the following:

Respectful
On Task
Always Safe
Responsible

Students consistently using this behavior are celebrated during monthly elementary assemblies.

TIGER PAUSE

Students will be given behavior expectations, either the whole group or individually. Noncompliance of warnings or teacher directions may result in a Tiger Pause. If a student is given a Tiger Pause, the following steps will occur:

1. Students will be directed to go to Tiger Pause and then leave to their partner classroom as designated by their teacher.
2. The student waits at the doorway until directed to enter and sit at the designated Tiger Pause table.
3. The student then completes the Tiger Pause form, either alone or with help depending on the student's ability.
4. The receiving teacher then reviews the form and goes over the expected behavior.
5. The student then returns to class and waits at the door to be invited to join the activity.

Excessive Tiger Pauses may require parent notification, counselor intervention, a behavior plan, and/or parent conference.

HOMEWORK

Experts agree that the amount of homework should depend on the age and skills of the student. Many national groups of teachers and parents, including the National Parent Teacher Association (PTA), suggest that homework for children in kindergarten through second grade is most effective when it does not exceed 10-20 minutes each day. In third through fifth grade, children can benefit from 30-60 minutes of homework per day.

Reading at home is especially important for young children. High-interest reading assignments might push the time spent on homework a bit beyond the guidelines suggested above.

These recommendations are consistent with the conclusions reached by many studies on the effectiveness of homework. For young children, research shows that shorter and more frequent assignments may be more effective than longer but fewer assignments. This is because young children have short spans of attention and need to feel they have successfully completed a task.

TOYS AND PERSONAL ITEMS

Normally, we have a no-toy rule at school, but an exception will be made for sharing purposes determined by the classroom teacher. Students are expected to keep all sharing toys in their backpacks until sharing time. Please, no valuable or breakable items and no cards to trade. Electronics, including cell phones, headphones and earbuds, are not allowed on the playground at any time.

Toys and other personal items may be confiscated and stored in the office until the end of the school day. Repeated offenses will result in a parent/teacher conference.

Pets are generally not permitted on the school grounds without permission, including before and after school. Please contact your classroom teacher to make special arrangements for sharing your pet.

PERSONAL ELECTRONIC DEVICES

Students may not have personal electronic devices visible between 8:30 a.m. and 3 p.m. and from 8:30 a.m. to 1:30 p.m. on Fridays. If a teacher directs a student to use a personal electronic device for academic purposes this is allowed. Students abusing this privilege may have their personal electronic devices confiscated by the teacher. If the personal electronic device is used for non-instructional purposes or rings during class, in the hallway, or on school grounds, the personal electronic device will be taken away. Students may pick it up in the office at the end of the day. The second violation of this policy the parent/guardian will have to come to school to pick up the personal electronic device. Photos or video use in bathrooms and locker rooms is prohibited and will result in school discipline. Thorp School District is not responsible for the loss of any personal electronic equipment.

VISITORS AND VOLUNTEERS

The school policy is to accept only those visitors who have legitimate business to attend to at school. Parents are always welcome, but we would welcome a call before visiting a classroom.

Visitors and volunteers need to enter the school through the main entrance and must register in the office. You will need to sign your name, time of check-in, and your business for being at the school. All volunteers are required to submit a photocopy of their driver's license and have a completed, current Volunteer form on file with the district. Visitors and volunteer badges are available in the office and must be worn so we can better monitor who is in the building at all times.

Student visitors are only allowed during lunchtime with prior approval from the district office.

CORE BELIEFS

Each student is an individual with unique personal, social, and educational needs. As a result, every disciplinary situation is unique. Consequences for misbehavior provide the best learning value when matched to the student and the situation. The odds for children learning from their mistakes increase dramatically when children see a reasonable connection between their behavior and the resulting consequences.

The Thorp School District staff will follow a set of core beliefs that provide a guide for dealing with student discipline. These core beliefs guide our attempts to individualize disciplinary procedures and to help students see reasonable connections between their behavior and the resulting consequences.

Since these core beliefs guide our professional decisions, the staff encourages parents and students to bring concerns and questions to us if we operate in ways that appear to be inconsistent with these core beliefs.

- All students have the right to an educational experience free from distractions.
- Every attempt should be made to maintain the dignity of both the adult and the student.
- A student's behavior should be viewed as an opportunity for individual problem solving and preparation for the future.
- Students should have the opportunity to tell their side of the story.
- There should be a logical connection between misbehavior and resulting consequences.

PLAYGROUND RULES

- Stay where an adult can see you at all times.
- Leave the playground only with the permission of an adult.
- Electronic devices and headphones/earbuds are not allowed.
- Keep your hands and feet to yourself.
- All rocks and sticks stay on the ground.
- One student goes down the slide at a time, feet first only.
- Go only one direction on the rings.
- The Big Toy is not the place for bringing other playground equipment, for pushing others, or for playing tag.
- Line up quickly and quietly when the bell rings. Show good manners.
- Always listen to the adults on the playground. They are there to keep you safe!

LUNCHROOM RULES

1. Enter quietly, staying in your place in line.
2. Start eating as soon as you sit down.
3. Eat your own food and only touch your own food.
4. Use your best manners, talking to neighbors with quiet voices.
5. Keep your hands and feet to yourself.
6. Clean up.
7. When excused, line up and walk quietly.

BUS REGULATIONS

- The driver is in full charge of the bus and students. The students must obey the driver promptly and willingly. Students will sign a behavioral contract acknowledging the behavioral expectations and understanding that bus ridership is a privilege, not a right.
- Students shall ride their regularly assigned bus and shall leave the bus only at their regular stop unless prior arrangements have been made with school authorities.
- Each student may be assigned a seat in which he/she will be seated at all times unless permission to change is given by the bus driver.
- Students are to remain seated while the bus is in motion, facing forward with feet out of the aisles. They are not to get on or off until the bus has come to a full stop.
- Students are to assist in keeping the bus clean by keeping their waste paper and other trash off the floor. Students will refrain from throwing refuse out the window.
- Eating or drinking will not be permitted during the regular bus routes.
- Headphone use is at the discretion of the bus driver.
- No student shall open a window without first getting permission from the bus driver.
- Smoking or lighting matches are not permitted. Tobacco, drug, and weapons policies are enforced.
- No student shall extend his or her head, hand, or arms out of windows, whether the bus is in motion or standing still.

- Students must see that they have nothing in their possession that may cause injury to another, such as sticks, glass containers or objects, any type of firearms, straps or pins extending from their clothing. No animal is permitted on the bus.
- Each student must see that his or her books and personal belongings are kept out of the aisle. Special permission must be granted by school authorities to transport large items.
- Students must leave the bus in an orderly manner. They must not cross the road until given consent by the driver. When boarding or leaving the bus, students should be in view of the driver at all times.
- Students must cross the road only in front of the school bus and never behind it.
- Students must not stand or play in the roadway while waiting for the bus. Students should leave home early enough to arrive at the bus stop before the bus is due.
- Self-control should be exercised at all times by students on the bus or at the bus stop.
- Misconduct on a bus will be sufficient reason to discontinue providing bus transportation to students involved. Students may be placed on a long- or short-term bus suspension. The principal and the bus driver will determine the length of this suspension.
- Students will reimburse the school district for damages to school buses.
- In the event of an emergency, students are asked to follow emergency exit procedures.

FIRE DRILL AND EXIT PROCEDURES

In the event of a fire drill, students are asked to do the following:

1. Follow the fire drill procedures and exit chart posted in your room.
2. If a student self-carries medication make sure to bring it.
3. The first student will hold the classroom door open until all students have exited from the room, then the student will close the door and follow the other students.
4. The second student will hold the outside doors open while the remaining students exit the building. All students are to remain a safe distance from the building.
5. Everyone must stay calm and quiet, follow the directions of the teacher, and wait until the bell rings or you are instructed to go back into the classroom.

STUDENT DRESS

In general, students should dress in neat, clean, and appropriate clothing that does not disrupt the educational process. Forms of dress that have been found to be disruptive to the educational process and/or create a health or safety risk shall be prohibited.

Shirts/Blouses: Please choose tops that are appropriate for the weather. Keep in mind that the temperature in the building can vary, and it is a good idea to dress in layers. The following may not be worn:

- Revealing tops or styles which show one's underwear (or where underwear would be worn), belly, or chest such as halter tops, tops with spaghetti straps, etc.;
- Clothing with messages which promote alcohol, tobacco, drugs, weapons, insinuating sexual or discriminatory messages; and,
- Inappropriate nicknames or characters.

Shoes: Footwear must be worn at all times; in the event of an evacuation students will not have time to put on shoes. All footwear must be standard footwear designed for walking and foot protection. Shoes that perform other functions are not permitted; for example, Heelies, roller skates, slippers, shoes containing listening devices, flip flops, etc. as they pose a safety hazard.

Headwear: Hats, head scarves and hoods may be worn to and from school and in the school building. Individual teachers may request that headwear be removed in their classrooms.

Clothing Bottoms: Keep in mind that students will be sent outside for recess even on snowy or wet days. Snow pants are a good idea during the winter months. The following are guidelines:

- a. Pants, leggings, shorts and skirts are to be worn at the waistline and should stay there;
- b. Shorts, skirts, dresses, and culottes must be at least fingertip length or no more than six inches above the knee, whichever measurement creates the longest clothing bottom standard;

- c. Coveralls/overalls must be completely fastened.
- d. Clothing bottoms should cover all parts of the body between the waist and mid-thigh. Leggings must be accompanied with a fingertip length top. Clothing with holes that reveal skin or underwear is not appropriate.

Other:

- a. Chains attached to clothing are not permitted;
- b. Students wearing clothing, jewelry, or items worn on the body that disrupt the educational environment, cause a safety or health hazard, or are considered offensive as determined by staff will be sent to the office to remedy the situation.

POSSESSION OF FIREARM(S), DANGEROUS WEAPON(S), OR EXPLOSIVES (POLICY 4210)

Student possession of a weapon on district property or a district-sponsored event creates a danger to students and staff and is disruptive to the operation of schools.

It is a violation of district policy and state law for any student to possess, handle, or transmit any object that can reasonably be considered a weapon on the school grounds at any time, at a designated bus stop, at a school-sponsored event, or while in route between home and school. Students who violate this policy will be subject to suspension and/or expulsion from school. Students will be expelled for not less than one year when a firearm is involved, and in all such cases, the principal of the school will notify parents and law enforcement authorities.

Possession includes, but is not limited to: having a weapon on district property or at a district-sponsored event located (a) in a space assigned to a student such as a locker or desk; (b) on the student's person or property (such as on the student's body, in his/her clothing, purse, backpack, gym bag or vehicle); or (c) under the student's control or accessible or available, such as hidden by the student.

Students expelled under this rule may apply for re-admission after the expulsion period has expired. Upon written request for re-admission, a committee will be convened to review the facts and make a recommendation to the Superintendent. The committee will include, but is not limited to, an administrator, a teacher from the grade span where the infraction occurred, a counselor or psychologist and other professionals as may be deemed appropriate. The

committee shall consider the safety of students and staff, and may establish re-admission conditions that are related to the student's prior record of behavior.

A dangerous weapon shall include, but is not limited to, the following: any knife; any instrument or weapon as defined in RCW 9.41.250; any device commonly known as "num-chu-ka," consisting of two or more lengths of wood, metal, plastic, or similar substance connected with wire, rope, or other means; any device commonly known as "throwing stars," which are multi-pointed metal objects designed to embed upon impact from any aspect; or any air gun, including any air pistol or air rifle designed to propel a BB, pellet, or other projectile by the discharge of compressed air, carbon dioxide, or other gas; look-alike weapons; or any other object not specifically defined in this policy but intended to result in physical harm to another person.

SafeSchools Alert is our district's tip reporting service. If you have information about a threat to our safety, do your part and report it! You can remain anonymous. Report tips on:

- Bullying
- Harassment
- Drugs
- Intimidation
- Weapons
- Other

There are 4 easy ways to report:

- <http://1081.alert1.us>
- 1081@alert1.us
- 1-855-4ALERT1, ext. 1081
- Text #1081 @ tip + your tip to ALERT1 (253781)

TOBACCO AND DRUG FREE SCHOOL POLICY (POLICIES 2121 AND 4215)

We are required to inform you of the school's position and rules regarding student use or abuse of tobacco, alcohol, and drugs. As a student in the Thorp School, you need to know and follow the rules and information listed below. This is a brief and condensed version of policies 2121

and 4215. It is recommended that students and parents read these Thorp School District policies. The policies are available in the office or online at <http://www.thorpschools.org>.

The possession, use, and distribution of tobacco, alcohol and illicit drugs and paraphernalia are unlawful, wrong and harmful.

Any use of tobacco products and delivery devices by staff, students, visitors, and community members are prohibited on school district property.

A drug is defined as any illegal, controlled or other substance introduced into one's body for the purpose of having the effect of altering his/her mood. This includes, but is not limited to alcohol, marijuana, narcotics, stimulants, depressants, hallucinogens, inhalants, and abuse of prescription and over-the-counter drugs. Also included is the unauthorized distribution, sale, use, or possession of prescription medications.

Students are not permitted to transport, possess, use, distribute, sell or be under the influence of any narcotic drug or intoxicant of any kind. Consequences for violation of this rule will include, but are not limited to, counseling, suspension from school and/or expulsion from the school. Law enforcement authorities will also be notified.

If a student appears at school or at a school-sponsored function demonstrating behavior which indicates that he/she may be under the influence of an addictive substance, and/or admits to an administrator that he/she is under the influence of an addictive substance, the school will take the following actions:

The parents will be notified to arrange for appropriate treatment.

If a student's illegal use of addictive substances is suspected, the school administration will request the assistance of a law enforcement official in investigating the source of the addictive substance.

Appropriate school disciplinary action will be taken.

If school authorities find a student in possession of addictive substances at school, the addictive substances will be confiscated and turned over to law enforcement officials for investigation and disposal. A school administrator, regardless of law enforcement action, will take appropriate school disciplinary action.

If a school administrator receives information concerning sales and use of addictive substances outside of school, the information will be reported to law enforcement officials for their investigation.

Information about drug and alcohol counseling is available to you through your school administrators. A partial list is available on page x.

CONSEQUENCES

The staff at Thorp recognizes there are differences in the seriousness of student behaviors, and some behaviors and repeated offenses will require different responses. Routine problems will be handled immediately between teacher and student according to the Tiger Pause procedure.

Consequences for irresponsible, unresponsive, or defiant behavior will be determined by the administrator and based on teacher recommendation and the developmental age of the student.

In accordance with Policy 3241, possible consequences may include:

- Counseling
- Parent/teacher conference
- Loss of privileges such as recess or free time
- Detention
- In-house suspension
- Suspension
- Expulsion
- Psychological evaluation
- Or any other appropriate course of action

Violation of these rules will result in direct administrative involvement.

- A. **Weapons including knives, firearms and dangerous objects** - A student shall not possess (on person, in locker) or transport any object that can reasonably be expected to endanger self or others. See policy 3241.
- B. **Lewd, obscene, or profane language, gestures or materials**-A student shall not engage in language or gestures that are lewd or obscene. In addition, materials including digital

or electronic text, images or sounds that are possessed, displayed or transmitted while under the supervision of school authorities are prohibited.

- C. **Destruction or stealing of school property** - Any student vandalizing school property will pay the replacement cost and have the incident reported to their parents or guardians. Grades or diplomas may be held until the debt is paid. Depending on the nature of the theft or vandalism, the student may also be suspended or face criminal prosecution.
- D. **Fighting** - Any student who is involved in a fight on campus or dispute that originated on campus, and not acting in self – defense, will face consequences. The consequence depends on the seriousness of the behavior and may result in suspension or expulsion from school.
- E. **Possession/sale of drugs, alcohol and other prohibited chemical substances** - Students are not permitted to transport, possess, use, sell, distribute or be under the influence of any narcotic drug, intoxicant or other similar chemical substances of any kind (including marijuana/cannabis).
- F. **Tobacco/nicotine products** - Any student, regardless of age, shall not possess or use tobacco products or products containing nicotine on school premises or at school-sponsored functions.
- G. **Defiance** - All students are asked to obey reasonable requests of all school personnel. Acts such as swearing at, threatening, intentionally disrupting or walking away from a teacher/administrator/school personnel will result in disciplinary action.
- H. **Harassment, intimidation or bullying** - For school purposes, this includes any intentional hurtful, threatening, or intimidating written, verbal and/or physical conduct in violation of district policies 3207 including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, mental or physical disability, or other distinguishing characteristic, when an act physically harms a student or damages the student’s property; has the effect of substantially interfering with a student’s education; is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment; or has the effect of substantially disrupting the orderly operation of the school.

APPEALS

Any pupil, parent or guardian who is aggrieved by disciplinary action or suspension will have the right to an informal conference with the Superintendent or his/her designee for the purpose of reviewing the matter. At such conference, the pupil, parent or guardian will be subject to questioning by school authorities and will be entitled to question school personnel or other persons involved.

Any pupil, parent or guardian, following such informal conference, will have the right to appeal the decision, by making a request for a hearing before the Board of Directors. The pupil and his parent or guardian will have five (5) school days from the time of the hearing to appeal that decision by giving written notice of appeal to the Superintendent. If an appeal is not taken, the sanction imposed will stand. If an appeal is taken to the Board of Directors, the sanction or any remaining portion thereof shall be stayed until such appeal is decided: provided that action taken by the Superintendent or her designee suspending pupils pending a hearing will not be stayed. The hearing before the Board of Directors will be held in accordance with the notice and due process requirements.

DUE PROCESS

A fair hearing will include provision for the protection of the procedural rights of pupils, including but not limited to the following:

- A. Written notice of hearing will be delivered to the pupil and his parent or guardian by certified mail or in person at least twenty-four (24) hours and not more than seven (7) days prior to the time set for the hearing. The notice will set forth time, date, and place of the hearing, shall specify the charges to be heard and will set forth the maximum sanction to which the pupil will be assessed.
- B. The hearing will be open or closed according to the request of the party requesting the hearing. The hearing authority will not be a witness and will determine the facts of each case solely on the evidence presented at the hearing. He/she will state in writing the findings as to the facts, conclusions, and the disposition to be made, if any, by way of sanctions to be imposed.

- C. The pupil will have the opportunity to be represented by his/her parent or guardian and/or counsel. He/she will have the opportunity to present his/her version of the matter and to make such showing by way of affidavits, exhibits and such witnesses as desired, as well as the opportunity to question all parties involved.

NOTICE OF NON-DISCRIMINATION

Thorp 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 employees have been designated to handle questions and complaints of alleged discrimination:

- CIVIL RIGHTS COORDINATOR: Andrew Perkins, perkinsa@thorpschools.org
Physical Address - 10831 North Thorp Highway, Thorp, WA 98946
Mailing Address – P.O. Box 150, Thorp, WA 98946
Phone – (509) 964 -7103
- TITLE IX OFFICER: Andrew Perkins, perkinsa@thorpschools.org
Physical Address - 10831 North Thorp Highway, Thorp, WA 98946
Mailing Address – P.O. Box 150, Thorp, WA 98946
Phone – (509) 964 -7103
- SECTION 504 COORDINATOR: Mel Blair, blairm@thorpschools.org
Physical Address - 10831 North Thorp Highway, Thorp, WA 98946
Mailing Address – P.O. Box 150, Thorp, WA 98946
Phone – (509) 964-7124

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: <https://www.thorpschools.org/3000> Policy 3210

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, Andrew Perkins. 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: <https://www.thorpschools.org/3000> Policy 3205

COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to resolve your concerns.

Complaint to the School District

Step 1: Write Our Your Complaint

In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the district should take to resolve the problem. Send your written complaint—by mail, fax, email, or hand delivery—to the district superintendent or Civil Rights 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.

TREATMENT PROVIDERS

Department of Social and Health Services
521 E. Mountainview Ave.
PO Box 366 MS:B19-2
Ellensburg, WA 98926
(509)925-0440
1-800-452-5366

Public Health Dept.
506 N. Nanum St., Ste.102
Ellensburg, WA 98926
(509)962-6515

Comprehensive Health Care
707 N. Pearl St., Suite K
Ellensburg, WA 98926
(509)925-9861

Northwest Associates
707 N. Pearl St., Suite E
Ellensburg, WA 98926
Scott Hereford
(509)925-6506

Alcohol Drug Dependency Service (ADDS)
507 Nanum St.
Lower Level
Ellensburg, WA 98926
(509)925-9821

Sundown M Ranch Treatment Facility
PO Box 216
Selah, WA 98942
(509)456-0990

Daybreak of Spokane Treatment Facility
43rd & Dryer
Spokane, WA 99203
(509)624-3226

Teen Hotline
(509)962-2663

Suicide Hotline
1-800-273-8255