

Thorp School Elementary Handbook



**A GUIDE FOR PARENTS AND STUDENTS
2022-2023**

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SCHOOL HOURS, CONTACT AND LOCATION

School begins at 8:30 a.m. and ends at 3:00 p.m. Monday through Thursday and at 1:30 p.m. on Friday to allow for professional development for teachers. The school is open from 8:00 a.m. to 3:30 p.m. Any student in the buildings at any other time must be under the direct supervision of a member of the school staff. Contact information for individual staff members can be found on our website.

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.

Physical Address

10831 North Thorp Highway
Thorp, WA 98946

Mailing Address

P.O. Box 150
Thorp, WA 98946

Phone: (509) 964-2106

Fax: (509) 964-2313

Website: www.thorpschools.org

OUR SCHOOL

Our school is proud of its traditions. We are looking forward to your participation. The faculty and students who have worked and studied here in previous years have set high standards. Scholarship, pride, integrity, honesty, and sportsmanship are developed and stressed daily.

All students are expected to assume responsibility for themselves and the consequences of their actions. Guidelines listed in the handbook are **designed to assist** you in being responsible in every school situation by outlining behavior expectations. **(It should be noted, however, that it is impossible to list every conceivable disciplinary situation.)** As always, we expect common sense and conscience to be each student's guide. If students make an obvious violation of trust, it is unacceptable to claim it is not listed and, therefore, they did not know it was a rule.

Students and parents are encouraged to review this handbook together. You have our best wishes for a successful school year!

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.

STUDENT RIGHTS AND RESPONSIBILITIES

Students at Thorp are expected to take full advantage of their right to an education. No student will be deprived of the right to an equal education opportunity in whole or in part by a school district without due process of law.

- All students possess the constitutional right to freedom of speech and press.
- Students are expected to act in a way that respects the rights of other individuals.
- Students are asked to take into account the alternatives and consequences of their actions.

ATTENDANCE (POLICY 3122)

Thorp School District believes regular attendance is important. Lifetime habits of promptness, reliability, honesty, sincerity and dependability are being formed now. Attendance and participating in class activities are vital to the learning process and are part of a student's grade. Tests, homework, and assignments are only some of the criteria for earning credit. It is very important that students be in school every day. Student absences, which hinder mastery, achievement, and participation, may be reflected in lower course grades, possible failure, or loss of credit.

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. Assignments and/or activities not completed because of an excused absence or tardiness may be made up in the manner provided by the teacher. Parents are asked to call the school by 9 a.m. 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. **If no excuse is received, the absence will be considered unexcused.**

PREARRANGED ABSENCES – Students may be released for activities not sponsored by the school, if a written request for release is sent by parents at least 24 hours ahead of time. Assignments must be obtained before the absence and will be given full credit.

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 days of the absence or any absence other than an excused absence. An unexcused absence will result in the following:

After **one** unexcused absence in a month, the school is required to inform the parent in writing or by phone.

After **two** unexcused absences, the school is required to initiate a parent conference to improve the student's attendance.

After **five** unexcused absences in a month, the parent and school must enter into contract to improve the student's attendance; or, the case can be referred to a Community Truancy Board.

After **seven** unexcused absences in a month, or **ten** unexcused absences in an academic year, the school district may file truancy petitions with the juvenile court.

If the student is not in compliance with a court order resulting from a truancy petition, the school is required to file a contempt motion.

ATTENDANCE REVIEW BOARD - The Attendance Review board is designed to hear reasons for student absences and make recommendations to students, parents, and staff members. It is composed of the Principal, Student Services Coordinator, two staff members, and may include a student. The Board meets as needed.

TARDIES - Tardiness and brief absences from class for part of a period will be handled by the teacher. For excessive tardies, the teacher may refer the student to the Principal or Student Services Coordinator.

EXCUSED TARDY – The only acceptable excuse will be those of serious emergency. The lateness of the student must clearly be beyond the control of the student. Students should not expect parents to excuse them for tardiness due to oversleeping, getting home late after basketball practice, working late, car trouble, etc. Students who are tardy with a written acceptable excuse will be allowed to make up all work for full credit.

UNEXCUSED TARDY – Students who are tardy to a class will be documented in the student information system. Students will be advised of the seriousness of attending class on time and being prepared on day one of school. The following progressive restorative strategies will be applied:

1st Offense - Student will be verbally warned about the consequences of repeated tardies

2nd Offense - Student will be warned that the next tardy will result in lunch detention (Tiger Time) and the teacher will call and or email parent about the ongoing tardy problem

3rd Offense - Student will receive one day of lunch detention

4th Offense - Administration will send a letter home to parent/guardian detailing the student's tardy issue

5th Offense - Possible loss of extracurricular activities for up to three days and mandatory conference with parent/guardian

STUDENT ILLNESS

Students who become ill during the day should report 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 may lie down or wait in the office until able to return to class. In the case of severe illness or accident, the student may be taken to the doctor of his or her choice by school officials. No medications of any kind are given to students by school staff, except described below.

MEDICATIONS

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. Authorizations for medication forms are available in the District Office. Requests shall be valid for not more than the current school year. The prescribed or non-prescribed medication must be properly labeled and be contained in the original container. The dispenser of prescribed or non-prescribed oral medication shall be a designated employee of the school district. (RCW 28A.210.260 and RCW 28A.210.260) The Student shall not transport the medication, nor should any student possess on their person any medication without a completed and signed form on file.

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.

STUDENT INSURANCE

Student insurance is available at a nominal cost and is optional. Applications are available in the office. A Claim Form, obtained from the school office, must be completed by parents and presented to the doctor or hospital when a student who is covered by the school plan is injured. The school merely acts as a medium in supplying the insurance information only. It assumes no liability, either for the injury or the subsequent negotiations with the company.

Students participating in extra-curricular activities are not covered by school insurance. Student insurance or parent insurance will need to be used if injuries occur at any activity outside of the normal school day.

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 TK-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 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 School 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:

Respectful
On Task
Always Safe
Responsible

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

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.

TOYS AND PERSONAL ITEMS

Normally, we have a no-toy rule at school, unless pre-approved by the classroom teacher. Students are expected to keep all toys in their backpacks. Please, no valuable or breakable items, no cards to trade, and no money unless it is pre-approved for a school activity.

Cell phones and other electronic communication devices must remain off and stored away during school hours. Headphones/earbuds, toys from home and other electronic entertainment devices are not permitted during school hours except as directed by a teacher. Electronics, including cell phones, headphones/earbuds, toys from home 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.

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, have a completed, current volunteer form on file with the district, and adhere to current Department of Health directives. Visitor 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.

PLAYGROUND RULES

- Stay where an adult can see you at all times.
- Leave the playground only with the permission of an adult.
- Electronic devices, headphones/earbuds, and personal items 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.

BUS RIDER 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 behavior contract acknowledging the behavioral expectations.

- Students shall ride their regular 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 or 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 and 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 garbage out the window.
- Eating or drinking will not be allowed unless students are on a bus trip for more than two hours.
- Headphones are not allowed.
- 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, hands, 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 the 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-conduct 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 length of this suspension will be determined by the principal and the bus driver. Riding the bus is a privilege, not a right.
- The school district will be reimbursed for damage to school buses by students.
- 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 (POLICY 3224)

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. Where the nature of the learning activity rules out certain modes of dress and grooming because of health or safety, appropriate standards will be developed and made available to students involved in those activities. Any uncorrected violation of the student dress policy will be reported to the administration. Students will be referred to the Assistant Principal.

The following guidelines are designed to allow enough room for individual expression:

- Clothing needs to be neat, clean and provide an adequate coverage of the body from the shoulders to the legs without intentionally showing private parts (nipples, genitals, buttocks, underwear or chests). Clothing must cover private parts in opaque (not able to be seen-through) material.
- Also, clothing must be free of illustrations, words or phrases which are vulgar, obscene or promote behavior which violates school conduct standards (put-downs are not acceptable).

Students must wear:

- **Top** - Shirts, Blouses, T-shirts, polo shirts, tank tops, button-down shirts, turtlenecks, sweatshirts or sweaters.
- **Bottoms** - Skirts, dresses, culottes, shorts, or pants.
- **Footwear** - Shoes must be worn at all times.

The following may not be worn:

- Halter tops, bare midriffs, other revealing tops or styles which show one's underwear or chest.
- Clothing with messages which promote alcohol, tobacco, drugs, weapons, insinuating sexual or discriminatory messages.
- Inappropriate nicknames.
- Any hoods on sweatshirts worn on the head. When inside of school, any hoods need to be down.
- Pants, shorts and skirts must not show private parts (nipples, genitals, buttocks) or underwear. Clothing must cover private parts in opaque (not able to be seen-through) material and be worn at the waistline.
- Coveralls/overalls cannot be worn unfastened. They must be completely fastened.

Headwear: Hats and other headwear may be worn to and from school; it is up to the teacher's discretion whether they can be worn in the classroom.

Other:

- Chains attached to clothing are not permitted
- Wearing, carrying or displaying gang-related apparel is not permitted
- Small hoops and/or studs may be worn with discretion, assuming participation in class is not jeopardized – participation in some activities may require the removal of some or all jewelry
- Bracelets or other jewelry which have long, sharp pointed spikes or studs will not be allowed.

SAFETY**SAFESCHOOLS ALERT PROGRAM**

Safety is one of our district's top priorities, that's why we are now using SafeSchools Alert, a tip reporting system that allows students, staff, and parents to submit safety concerns to our administration four different ways:

1. Phone: 1-855-4ALERT1, ext. 1081
2. Text: Text #1081 @tip + your tip to ALERT1
3. Email: 1081@alert1.us
4. Web: <http://1081.alert1.us>

Easily report tips on bullying, harassment, drugs, vandalism or any safety issue you're concerned about. You can submit a tip anonymously online or by telephone. More information, including the Safe Schools Alert Terms of Use Privacy Policy, is available online at <http://1081.alert1.us>

Local Crisis Hotline: (509) 925-9861
741741

National Suicide Prevention Hotline: 988 or text HOME to

POSSESSION OF FIREARM(S), DANGEROUS WEAPON(S), OR EXPLOSIVE DEVICES (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 en 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, parents and law enforcement authorities will be notified by the principal of the school.
- Possession includes, but/and 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 readmission 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, the 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 readmission conditions which 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 imbed 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.

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

We are required to inform you of the school’s position and rules regarding student 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 on line 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 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 the 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. Appropriate school disciplinary action will be taken by a school administrator regardless of law enforcement 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. See list of treatment providers on page 23.

EMERGENCY AND FIRE DRILL EXIT PROCEDURES

In the event of an emergency or fire drill, students are asked to do the following:

1. Follow the emergency or fire drill procedures and exit chart posted in your room.
2. 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.
3. 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.
4. Everyone must stay calm and quiet, follow the directions of the teacher, and wait until an administrator releases you back to the classroom.

MASKS AND SOCIAL DISTANCING

Students must adhere to current DOH guidelines surrounding facial coverings and social distancing rules.

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: 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) 964-6124
- **TITLE IX OFFICER: 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) 964-6124
- **SECTION 504 COORDINATOR: Laura Jones, jonesla@thorpschools.org**
 - **Physical Address** - 10831 North Thorp Highway, Thorp, WA 98946
 - **Mailing Address** – P.O. Box 150, Thorp, WA 98946
 - **Phone** - (509) 964-6124

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, **Mel Blair**. 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 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 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 receive 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).

[Note: The appeal procedure above is based on the Washington State School Directors Association's (WSSDA) Sample Nondiscrimination and Sexual Harassment Procedures (3210P and 3205P). WAC 392-190-060 requires each school district to provide an option to appeal the district's decision to a party or board that was not involved in the initial complaint or investigation.]

Complaint to OSPI

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

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

Email: equity@k12.wa.us | **Fax:** 360-664-2966

Mail or hand deliver: PO Box 46200, 600 Washington St. S.E., Olympia, WA 98504-6200

For more information, visit our website, or contact OSPI's Equity and Civil Rights Office at 360-625-6162/TTY:

360-664-3631 or by e-mail at equity@k12.wa.us.

Other Discrimination Complaint Options

Office for Civil Rights, U.S. Department of Education

206-606-1600 | TDD: 1-800-866-8339 | OCR.Seattle@ed.gov | <http://www.ed.gov/ocr>

Washington State Human Rights Commission

1-800-233-3246 | TTY: 1-800-300-6525 | <http://www.hum.wa.gov/>

CORE BELIEFS THAT GUIDE ENFORCEMENT OF SCHOOL RULES AND EXPECTATIONS

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.

SUPPORTING STUDENTS WITH OTHER FORMS OF DISCIPLINE (See Policy 3241)

Unless a student's on-going behavior poses an immediate and continuing danger to others, or a student's on-going behavior poses an immediate and continuing threat to the educational process, staff members must first attempt one or more other forms of discipline to support students in meeting behavioral expectations before imposing classroom exclusion, short-term suspension, or in-school suspension. Before imposing a long-term suspension or expulsion, the district must first consider other forms of discipline.

The types of behaviors for which the staff members may use other forms of discipline include any violation of the rules of conduct, as developed annually by the Superintendent. In connection with the rules of conduct, school principals and certificated building staff will confer at least annually to develop precise definitions and build consensus on what constitutes a manifestation of problem behaviors. (See policy 3220 – Rights and Responsibilities.) The purpose of developing definitions and consensus on manifestation of a problem behavior is to address the differences in perception of subjective behaviors and reduce the effect of implicit or unconscious bias.

These other forms of discipline may involve the use of best practices and strategies included in the state menu for behavior available online at: <http://www.k12.wa.us/SSEO/pubdocs/BehaviorMenu.pdf>. The district has identified the following for use as other forms of discipline:

CONSEQUENCES (See Policy 3241)

Consequences for irresponsible, unresponsive, or defiant behavior will be determined by the administrator and based on teacher recommendation. Possible consequences may include:

- Parent/teacher conference
- Counseling
- Loss of privileges (Field Trip, Athletics, etc.)
- Detention
- In-house suspension
- Suspension
- Expulsion
- Counseling
- Psychological evaluation
- Other appropriate courses of action

OFFENSE:	Best Practices	Counseling	Short Term Suspension 1-10 school days Can be either in-school or out-of-school suspension	Long Term Suspension 11-90 school days	Expulsion Including emergency expulsion
ACADEMIC DISHONESTY/PLAGIARISM: Knowingly submitting the work of others represented as the student's own or assisting another student in doing so, or using unauthorized sources					
ALCOHOL (Board Policy 5201): Manufacturing, sale, purchase, transportation, possession or consumption of intoxicating alcoholic beverages or substances represented as alcohol or the violation of district alcohol policy. Suspicion of being under the influence of alcohol may be included if it results in disciplinary action.					
BLACKMAIL, EXTORTION, COERCION: Obtaining money, property or favor by violence or threat of violence performed against persons or forcing another to perform any act against his will by force or threat of force.					
BULLYING (Board Policy 3207): Unwanted, aggressive behavior that; 1. Involves a real or perceived power imbalance, and 2. Is repeated, or has the potential to be repeated, over time.					
BUS OFFENSES: Infractions that are listed in this document apply to bus riding behavior. Actions taken that are distracting to the bus driver or interfere with safety.					
CAMPUS GROUNDS VIOLATIONS: Includes: 1. Physically leaving grounds 2. Student use of restricted areas (going into wooded areas, behind buildings, etc.) 3. Loitering on campus after school hours.					
CRIMINAL ACTS AS DEFINED BY LAW NOT OTHERWISE COVERED IN THIS LIST OF OFFENSES: The District reserves the right to refer to the appropriate non-school agency any act or conduct of its students which may constitute a crime under federal, state, county or local law.					

<p>DESTRUCTION OF PROPERTY/VANDALISM: Intentional damage of school property or the property of others.</p>					
<p>DISCRIMINATORY HARASSMENT (Board Policy 3207): Conduct or communication that: 1. Is intended to be harmful, humiliating, or physically threatening, and 2. Shows hostility toward a person or persons based on their real or perceived sex, race, creed, religion, color, national origin, sexual orientation, gender identity, gender expression, veteran or military status, disability, or use of a service animal.</p>					
<p>DISRUPTIVE CONDUCT: Conduct that materially and substantially interferes with the educational process.</p>					
<p>DRIVING/PARKING OFFENSES: Defined as the inappropriate use of an automobile on school property. For example: speeding, reckless driving, congregating around or in car, improper parking, etc. Loss of driving and/or parking privileges may be a sanction.</p>					
<p>FAILURE TO COOPERATE: Repeated failure to comply with or follow reasonable, lawful directions or requests of teachers or staff. This includes, but is not limited to non-compliance, defiance and disrespect.</p>					
<p>FIGHTING WITHOUT MAJOR INJURY: Mutual participation in an incident involving physical violence, where there is no major injury. (Do not include verbal confrontations, tussles, or other minor confrontations). A major injury is when one or more students, school personnel, or other persons on school grounds require professional medical attention. Examples of major injuries include stab or bullet wounds, concussions, fractured or broken bones, or cuts requiring stitches.</p>					
<p>FALSE ALLEGATIONS: False reporting of allegations or corroborating false information.</p>					
<p>GANG ACTIVITY: A student shall not knowingly engage in gang activity on school grounds. A gang is generally a group of three or more persons with identifiable leadership which, on an ongoing basis, regularly conspires and acts in concert mainly for criminal purposes.</p>					
<p>HAZING: The hazing of any other students or persons. "Hazing" includes any method of initiation into a school, program, club, team, or other school-related activity that causes or is likely to cause bodily danger, physical, mental or emotional harm.</p>					

<p>ILLCIT DRUG (Board Policy 5201): Unlawful use, cultivation, manufacture, distribution, sale, solicitation, purchase, possession, transportation, or importation of any controlled drug or narcotic substance or violation of the district drug policy. Include the use, possession or distribution of any prescription or over-the-counter medication (e.g., aspirin, cough, syrups, caffeine pills, nasal sprays).</p>					
<p>INAPPROPRIATE DRESS: Refusal to correct will be classified as: Defiance of School Authority or Disruptive Behavior or Repeated Violations</p>					
<p>INAPPROPRIATE LANGUAGE: Any use of vulgar or profane language by students on school property whether spoken, written, or gestures.</p>					
<p>MARIJUANA (Board Policy 5201): Unlawful use, cultivation, distribution, sale, solicitation, purchase, possession, transportation of cannabis or violation of the district drug policy. Suspicion of being under the influence of cannabis may be included if it results in disciplinary action.</p>					
<p>MULTIPLE MINOR ACCUMULATED INCIDENTS: Discipline for culmination of multiple minor infractions that both occurred throughout the school year and individually would not rise to the severity of meriting a short-term or long-term suspension or expulsion.</p>					
<p>POSSESSION, HANDLING OR TRANSMISSION OF DANGEROUS WEAPONS OR MATERIALS: Possessed or brought to school a weapons defined by school district policy, but at least the following:</p> <ul style="list-style-type: none"> · Handgun · Shotgun/Rifle · Multiple firearms · Other firearm as defined below · Other weapon as defined below <p>Other firearm is defined by the Gun Free Schools Act as:</p> <ul style="list-style-type: none"> · Any weapon (including zip guns, starter guns, and flare guns) which will or is designed to or may readily 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: · Any explosive, incendiary, or poison gas · 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. · 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 <p>Other weapon is defined as:</p>					

<p>· Anything used as a weapon that is not classified as a handgun, rifle/shotgun, knife/dagger, or other firearm.</p>					
<p>SERIOUS BODILY INJURY: An incident, specific to students eligible for special education services, that results in the serious bodily injury of another as defined in Section 1365(h) (3) of Title 18, U.S. Code, to mean a bodily injury that involves a substantial risk of death, extreme physical pain, protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ, or mental faculty.</p>					
<p>SEXUAL HARASSMENT (Board Policy 3207): 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.</p>					
<p>SEXUALLY INAPPROPRIATE CONDUCT: Obscene acts or expressions, whether verbal or non-verbal.</p>					
<p>TARDINESS: Students are expected to be in class on time. When a student’s tardiness becomes frequent or disruptive, the student shall be referred to the Administration.</p>					
<p>THEFT OR POSSESSION OF STOLEN PROPERTY: Taking or knowingly being in possession of district property or property of others without permission.</p>					
<p>TOBACCO: Possession, use, distribution or sale of tobacco products, including e-cigarettes or other vapor products, or the violation of school district tobacco policy. (Board Policy 4215)</p>					
<p>TRUANCY: Absent without permission of the school for any portion of the school period or day. (RCW 28A.225.030)</p>					

<p>VIOLATION OF SCHOOL DISTRICT ACCEPTABLE USE OF TECHNOLOGY POLICY: For example: Using impolite, abusive, or objectionable language; using the network in ways that violate federal, state, or local laws: activities which cause congestion of the network or otherwise interfere with the work of others, sending or displaying offensive or obscene messages or pictures; avoiding security and/or proper login procedures; unauthorized access to another’s resources, programs, or data, vandalizing network resources, including the uploading or creation of computer viruses; falsifying one’s identity to others while using the network; installation of unauthorized software on the computer networks; use of network resources to commit forgery or to create a forged instrument, etc.</p>					
<p>VIOLENCE WITH MAJOR INJURY: Any incident defined by school district policy as a violent offense that includes a major injury, but at least the following: · Severe fighting that results in a major injury · Assault (RCW 9A.36) · Homicide (RCW 9A.32) · Malicious Harassment (RCW 9A.46) · Kidnapping (RCW 9A.40) · Rape (RCW 9A.44) · Robbery (RCW 9A.56)</p>					
<p>VIOLENCE WITHOUT MAJOR INJURY: Any incident defined by school district policy as a violent offense that is without major injury, but at least the following: · Assault (RCW 9A.36) · Homicide (RCW 9A.32) · Malicious Harassment (RCW 9A.46) · Kidnapping (RCW 9A.40) · Rape (RCW 9A.44) · Robbery (RCW 9A.56)</p>					
<p>OTHER BEHAVIOR: Use this behavior matrix when other codes do not apply.</p>					

APPEALS (See Policy 3241)

Requesting appeal - The appeal provisions for in-school and short-term suspension differ from those for long-term suspension and expulsion. The appeal provisions for long-term suspension or expulsion and emergency expulsion have similarities but the timelines differ.

A student or the parent(s) may appeal a suspension, expulsion, or emergency expulsion to the Superintendent or designee orally or in writing. For suspension or expulsion, the request to appeal must be within five (5) school business days from when the district provided the student and parent with written notice. For emergency expulsion, the request to appeal must be within three (3) school business days from when the district provided the student and parent with written notice.

When an appeal for long-term suspension or expulsion is pending, the district may continue to administer the long-term suspension or expulsion during the appeal process, subject to the following requirements:

- The suspension or expulsion is for no more than ten (10) consecutive school days from the initial hearing or until the appeal is decided, whichever is earlier;
- The district will apply any days of suspension or expulsion occurring before the appeal is decided to the term of the student's suspension or expulsion and may not extend the term of the student's suspension or expulsion; and
- If the student returns to school before the appeal is decided, the district will provide the student an opportunity to make up assignments and tests missed during the suspension or expulsion upon the student's return.

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.

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

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

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

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

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

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

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

Teen Hotline
 (509) 962-2663

Suicide Hotline
 988

The 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 or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee has been designated to handle questions and complaints of alleged discrimination: Title IX Coordinator, Civil Rights Coordinator, and Section 504 Compliance Coordinator, Mel Blair, (509) 964-7139, PO Box 150, 10831 N Thorp Hwy, Thorp, WA, 98946, blairm@thorpschools.org.