

CRESTON SCHOOL DISTRICT #073

2019-2020 Staff

Certificated Staff

Denise Arland.....Grades 1 and 2
Glenn ArlandK-8 Principal
Kim Cole.....Grades 3 and 4
Jennifer Corrigan.....Kindergarten & K-6 Art/Music
Cami HeathGrades 5 and 6
Kelsey HoppeSpecial Education, 504 Coordinator, Assessment Coordinator, Asst. A.D.
Roxanne Jones7-8 English
Wayne Lembcke.....7-8 Health & Fitness and 7-8 Social Studies
Krysta LlewellynSpeech Therapist
Mary Alice Llewellyn7-8 Keyboarding/Business Education
Rachelle Mallon.....6-8 Mathematics
Jason RagaustCounseling
Mary Rosman.....Junior High Science & Elementary PE
Rhonda SallisHigh School Social Studies and Health & Fitness (Wilbur-Creston H.S.)
Chuck Wyborney.....Superintendent

Classified Staff

Teri Bohnet..... Librarian, Learning Assistance Program
Lindsay Brashears..... District Secretary
Amanda DeBord..... Cafeteria Supervisor/Cook
Teri Haglin..... Special Ed/Educational Paraeducator
Aherron Nestor..... Business Manager
Brent Odegaard..... Transportation Supervisor
Crystal Oswood..... District Custodian
Jim Petty Head Custodian and Facilities Manager
Michele Rosman..... Bus Driver
Katie Rosman..... Title I Educational Paraeducator

Creston School District Board Directors

Eric Nelson, Chair	Pat Rosman, Director
Jamie Nelson, Director & Legislative Rep.	Pia Odegaard, Director
Chuck Wyborney, Superintendent & Bd. Sec.	Kathleen Strozyk, Director

Revised 2/10/2020

General Procedures—Information

Activity Calendar

An Activity Calendar is located in the teachers' room and the district office. If you have an activity scheduled for the coming week, month, or year, it must be on the calendar to avoid conflicts in scheduling.

At the beginning of each month there will be a teachers' meeting to coordinate the month's activities.

Alcohol, Tobacco, and Controlled Substances

Possession, use, or being under the influence of alcohol and controlled substance is prohibited on school grounds, school buses, and at school-sponsored events. Such behavior violates Creston School District policy, provisions of the Athletic Code and is also illegal.

Building Hours - Staff Attendance

It is important for the teachers to be in the classroom as early as possible to help students requiring assistance.

Regular building hours shall be from 7:50 a.m. until 3:35 p.m. Teachers are expected to be in the classroom by 8:00 a.m. in the morning and five (5) minutes preceding resumption of classes following noon.

Teachers shall spend time outside of building hours for the following professional responsibilities:

1. Preparing for instruction of classes;
2. Consulting with students when necessary;
3. Consulting with parents when it is not possible for the parents to meet with the teacher during building hours;
4. Participating on curriculum development committees leading towards the improvement of the educational program;
5. Attending staff meetings including in-service training provided by the district in the area of teaching skills needing improvement;
6. Supervising and directing co-curricular activities not specifically included in the district's co-curricular program; and
7. Participating in such other activities that pertain to the district's educational program.

If you need to leave the school during the day, please notify an administrator. Teachers shall not leave the school campus during class or preparation periods without the consent of the Superintendent or his representative. Teachers must avoid leaving their students unsupervised.

For reference, see POLICY 5122

Character Development

As part of its mission, the board is committed to the development of the fundamental principles of honesty, honor, industry and economy. To this end, the school and its staff will practice and teach morality, altruism, diligence and a respect for human dignity. The educational philosophy and practices of the school shall go beyond knowledge of character and/or moral development; it shall also involve praising what is good and doing what is good.

For reference, see POLICY 2171.

Class Coverage

At times it will be necessary for a teacher to be absent from one or more classes during a day. In some cases, substitute teachers are unavailable and another teacher will be requested to fill in. The administration will try to limit the number of times that another teacher has to take a teacher's class.

Daily Bulletin

Bulletin notices should be given to the secretary by 8:15 a.m. for inclusion in that day's bulletin. Teachers should sign the bulletin notice if it is sent via a student.

Please be sure that the bulletin is read in your class and then post it on your bulletin board.

Special teachers' bulletins will be issued periodically. After reading, please file it away and don't leave it out for student examination.

District Newsletter

The district has implemented a newsletter for the residents of the school district. Four times a year members of the staff are required to submit articles for our patrons. Articles should relate to items in your respective fields. This is also an opportunity for you to give positive information to our community about the subjects that you teach.

Dropping Classes

At the beginning of each semester, students have four class days to add or drop a class. Make certain that if a student drops a class s/he has added another in its place. The student will have a class add/drop slip for each respective teacher to sign.

Drug Free Workplace

No employee engaged in work in connection with a federal grant shall unlawfully manufacture, distribute, possess or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance.

Workplace is defined to mean the site for the performance of work done in connection with a federal grant. That includes any school building or any school premises; any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities.

As a condition of employment, each employee shall notify his or her supervisor of his or her conviction under any criminal drug statute for a violation occurring in the workplace. Such notification shall be provided no later than 5 days after such conviction.

As a condition of employment, each employee shall abide by the terms of the school district policy respecting a drug-free workplace.

An employee who violates the terms of this policy may be suspended, discharged, or non-renewed in accordance with the provisions of board policy and state law. For reference, see POLICY 5258.

Essential Academic Learning Requirements

The mission of the district is to provide learning experiences which will assist students to develop basic skills, competencies and attitudes. To facilitate the attainment of this goal, a program of essential learning in all courses of study and grade level shall be developed and implemented based on the timeline established by the Superintendent of Public Instruction.

The program of learning objectives shall be evaluated at least once every two years or in conjunction with curriculum and/or textbook review or with self-study at least once every seven years.

During the 2005-2006 school year, the Creston School District will be completing their self-study. All staff are to review and update their student learning objectives this fall, no exceptions. For reference, see POLICY 2113.

Evaluations

Evaluations will be constructive and designed to improve teaching. Observations and constructive comments designed to improve teaching and enhance professional skills will be given after a considerable amount of time has been spent by the administration.

For reference, see Article IV, Section D of the CEA Contract.

Grading and Progress Reports

The board believes that the cooperation of school and home is a vital ingredient in growth and education of the student and recognizes the responsibility to keep parents informed of student welfare and progress in school.

The issuance of grades and progress reports on a regular basis serves as the basis for continuous evaluation of the student's performance and determining changes that should be made to effect improvement. These reports shall be designed to provide information that will be helpful to the student, teacher, counselor and parent.

At the beginning of each term, each teacher shall specify in writing the student learning objectives for his/her respective course. If participation is used as a basis of mastery of an objective, a student's grades may be adversely affected provided on that day there was a participation activity. If the teacher does not so advise students in writing, the teacher may not use attendance and participation in the grading process. Individual students who feel that an unjust application of attendance or tardiness factors has been made, may follow the appeal process for resolving the differences.

The numerical value of grades are:

The minimal passing mark/grade is D = 1.0. Pass/fail, credit/no credit, and satisfactory/unsatisfactory marks may also be used. These non-numerical marks/grades shall be clearly identified and excluded from the calculations

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

of grade point average. For reference, see POLICY 2420.

-continued-

Grading and Progress Reports (cont)

The following needs to be available to the superintendent upon request:

1. How do you determine the student's progress? How do you evaluate daily work, tests/quizzes, and/or any other criteria?
2. How do you determine the final grade?
3. What is your grading scale?
4. If a student is absent, how do you grade make-up? If s/he forgets an assignment or does not do one, how do you grade any make-up?
5. When did you go over your grading procedures and classroom rules with the students?

Please be specific and write it in such a way that I will be able to interpret your system.

Remember grades are a confidential matter. Assigning students to assist in computing or averaging grades which require access to other student grades is NOT permissible. Teachers need to use sound discretion in dealing with these matters.

1. It would be anticipated that there would be a minimum of two to three entries and sometimes more per week in most cases as based on subject matter.
2. Missed work for absences can be made up. Time to make-up work is equal to time missed (three days absent = three days make-up time).
3. Semester tests are given at the end of the semester. Semester tests = 10% of the semester grade.
4. Return student papers and work back to them within a reasonable length of time.
5. Study Halls during class time are to be used only for work pertaining to that class.
6. Make sure students know class rules.

Homeless Youth (McKinney-Vento Act

To help provide services for Homeless Youth through the McKinney-Vento Homeless Act and to provide information regarding resources for families as they seek support to raise healthy, well-adjusted and happy children, please access the information at the Creston Web Page under 'School Communication' and 'Homeless Youth and Healthy Assets'. Questions? Concerns. Contact Creston School District Homeless Liaison Dr. William J. Wadlington at the Creston School District Office or visit the web page at <http://www.creston.wednet.edu/domain/25>.

Homework

Homework is a worthwhile use of time outside regular school hours to maintain, to complete, to make-up or to enrich classroom work.

Homework may be voluntary or it may be assigned.

Since there are no study halls, allow students time to work on assignments in school.

Teachers should attempt to involve the parents in the homework expectations for their children. Also, if homework is assigned, correct it and give students feedback (A.S.A.P.). For reference, see POLICY 2430.

Illness and Injuries

Students who appear to be ill should be sent to the office. If the illness appears to be serious, a responsible student or the teacher should accompany the ill student. The office will then check the student into the sick room.

In case of injury, notify the office immediately.

First-aid supplies are available in the sick room.

Staff members must, as soon as possible, fill out an accident form for all staff and student injuries and submit it to the office.

Instructional Materials

It is the policy of the school district to provide textbooks and other necessary instructional materials for students' use. These items, in turn, are checked out to students. Textbooks control is the responsibility of the individual teacher.

Students are financially responsible for books checked out to them and for any damage incurred beyond normal wear and tear. Students should be notified when books are issued of their obligation for lost or damaged books.

Textbooks should be issued to students individually, with book number condition recorded. These records should be kept in the grade book or another safe place. It is prudent to have a duplicate list of these book numbers. When books are checked in, they should be checked individually for damage that could require a fine.

Intercom

The intercom system in the building is for your convenience in communicating effectively between the staff and office. The intercom is to be used in a professional manner at all times when communicating with other staff members.

Inventory

All items of the Creston School District valued at \$500 must be inventoried. All items under \$500 that are attractive must also be inventoried. Each teacher is responsible for district materials that are used during the year. At the end of each school year each teacher is required to complete the inventory check list the s/he has been responsible for. It might be useful to use the inventory at the beginning of each year to make sure all items are marked accordingly.

Key Control

Keys will be issued to assigned teaching areas and any other areas that are part of your school assignment. Teachers are responsible both for keys and their use. Under NO circumstances should teachers loan keys to students.

Keys should never be left on top of your desk or otherwise unattended.

If you misplace or lose your keys or building access card, contact the district secretary or the Superintendent immediately.

Lesson Plans

It is required that each teacher have lesson plans developed for each lesson to be taught. It is also expected that the lesson plans be developed by the Friday preceding the next week's work.

There are also many instances when the teacher may be ill or called away from his/her job and lessons must be made available to the substitute teacher.

Library and Learning Center

Library staff will be responsible for scheduling use of library, maintaining existing materials, and ordering new materials at the end of the school year. Input from staff will be considered before ordering new materials.

It will be the responsibility of each staff member to monitor his/her class behavior in the library when the librarian is not available. This includes checking to see that all materials are signed for. Remember too, that the classroom off the library is in use part of the day, respect their need for quiet study.

Encyclopedias and certain other reference materials are to be checked out for a one (1) day period only. The new encyclopedias are to be used only in the library and are clearly marked as such.

Materials may be obtained through an inter-library loan with the Spokane Public Library. However, these materials will only be ordered after the student has researched our own library. Every effort will be made to facilitate equitable use of equipment, visual aids and books, recognizing the need to share.

Office Aides, Teacher Academy and Cross-age Tutor

If Teacher Academy or Cross-Age Tutor student is assigned to you, the student is to stay in the classroom with you unless s/he has permission to leave. If you do not have an assigned learning activity for them, this is a very good time for them to study.

The mentor teacher is charged with understanding and providing guidance for students who have chosen to participate in the teacher academy and cross-age tutor program.

If an office aide is temporarily assigned to you, please use them for the activity required and send them back to the office for re-assignment.

Do not let them roam the building!

Parent/Teacher Conferences

The conference will be scheduled after the first nine weeks of the first and third quarter. The conferences will be for all students (K-12).

The parents will be given a 15 minute time period for each student and teacher. The teacher will also send the parent a notice to confirm the conference.

Personal Communication/Media Equipment

Students are asked to leave cellular telephones, radios, iPod, walkman and all other audio/visual equipment at home or have them locked in their lockers when attending class.

Students who are in visual possession of personal communication/media equipment will be referred to the Superintendent/Principal.

Use of electronic audio/visual equipment for classroom educational purposes is left to the discretion of the teacher in charge.

Personnel Files

The only people who are allowed access to your personnel file are:

1. Yourself and/or your written designee.
2. Building principals and/or immediate supervisors.
3. The superintendent.
4. The business manager.
5. The superintendent's secretary.
6. The board of directors.
7. District attorney.

The contents of a personnel file may contain but is not limited to:

1. Transcripts from college.
2. Information allowed by statute.
3. Record of previous employment.
4. Evaluations.
5. Professional assessment instruments.
6. Letter of recommendation.*
7. Copies of district contracts.

For reference, see POLICY 5230

*You may submit letters of recommendation or other information to the district for filing.

Note: Since payroll information is a matter of public record, it will not be kept in your personnel file.

Planning Period

Please insure that your planning period is primarily used for its intended purpose of preparing lesson plans, plotting course objectives, and preparing class activities.

It may also be used for meetings, conferences, phone calls, and the untold other details of teaching that cannot be done during the student class time.

Retention of K-8 Students

1. At the end of the first semester grading period the teacher should indicate concern for possible retention of the student.
2. Third Quarter: The five week Academic Progress Slips will be sent out. The slip should explain why retention is being considered by the teacher and a conference should be held between staff and parents.
3. Parent/Teacher Conferences: At this time it should be formally discussed with the parent that retention will be recommended if no student improvement is made in the fourth quarter.
4. Fourth Quarter: Five week Academic Progress Slips are given out. An indication of "satisfactory progress" or "recommendation of retention" of student needs to be indicated. A parent conference needs to be made to determine promotion/retention.

Retention is discouraged except in extreme cases that are given considerable personal consideration by the teacher, principal and parent. For reference, see POLICY 2421.

Semester Tests

At the end of each semester the teachers will give semester tests to students to evaluate their work for the preceding quarters. It has been generally agreed upon by the teachers in the past that this test count 10% toward the students' semester grade. Therefore, to calculate a semester grade use 10% for the semester test and 45% for each of the two quarter's work that makes up a semester. For example:

First Quarter grade	85% x 45%	=	38.25%
Second Quarter grade	70% x 45%	=	31.50%
Semester test	91% x 10%	=	9.10%
Semester Grade	78.85%		

Note: Regardless of the method used to calculate the weight of the semester test, make sure to include the semester test information in your syllabus. A semester test should be a portion of your class unless excused by the Superintendent/Principal.

Staff Assistance Program

The district will maintain, as revenues permit and needs require, a staff assistance program designed to provide support to staff members who are experiencing a job performance problem.

The staff assistance program will provide professional and confidential assistance to staff members and their families seeking assistance. For reference, see POLICY 5257.

Staff Dress

All staff will be expected to dress appropriately for their professional assignment. We are the best role model for professional behavior for our kids. Exceptions to this would be for a particular field trip, such as camp or for a special school activity, such as costume day or carnival day, requiring physical work.

Staff Immunization and Infectious Disease

In the event of an outbreak of a vaccine-preventable disease in school, the local health officer has the authority to exclude all susceptible persons, including school staff (WAC 248-101-220).

All school staff members should be immunized against TD (Tetanus-Diphtheria), MMR (Measles-Mumps-Rubella), and a record of such immunization should be on file for each staff member.

Staff inadequately protected should be advised of their possible exclusion from work in the event of an outbreak (outbreak is defined as one suspect case). For reference, see POLICY 5130

Junior-Senior High Attendance Policy

Attendance

Education in Creston School District is a planned process. Frequent absences make this process unnecessarily difficult. It is therefore necessary to have operating policies which will minimize absences.

Students are expected to be present and punctual for all their classes throughout the year. Absences due to illness, doctor or dentist appointments are excusable; however, in all cases, the student must have a signed permission slip from his/her parent/guardian. Any student who is absent from class without parental permission is considered unexcused and truant.

In all cases, students must obtain an admit slip from the office after an absence to permit them return to class.

Absence due to trips, family responsibilities, etc.

The student's parent guardian must prearrange such an absence, if possible, five (5) days prior by telephone or in person, except in emergency situation. The student must pick up the prearranged form, have it signed by his/her teachers, and then have his parents sign the form before submitting for administrative signature. If a student is not doing well in a class, the teacher may refuse to grant an excused absence from his/her class.

In all absence cases, it is the student's responsibility to make arrangements with his/her teachers to obtain any and all missed information including assignments. The student will be given a reasonable period of time (as determined by the teacher) in which to make up the assigned work. Class attendance is mandatory.

Truant (Unexcused Absences) and Tardy (Unexcused)

Disciplinary action will be taken against students who are either truant or tardy follows: (per semester, per class)

First Offense	Warning, parent contact (teacher option).
Second Offense	Disciplinary slip sent home, parent contact, detention assigned (teacher option).
Third Offense	Disciplinary slip sent home, parent contact, 45-minute after school detention assigned.
Fourth Offense	Disciplinary slip sent home, parent contact, 45-minute after school detention assigned, administrative referral, parental conference to create attendance contract.
Fifth Offense	Contract provisions, parent conference, administrative referral, Becca Bill Referral to Lincoln County Court.
Succeeding Offenses	Contract in force, parent conference, administrative referral, Becca Bill Referral to Lincoln County Court, Suspension (1-9 days according to situation).

Student Errands

Teachers are asked to neither send students on errands off the school grounds nor request the office to send students on errands.

The school and the teacher can both be held legally responsible in case of an accident or incident that occurs during this errand.

Syllabus

Providing students with clear expectations is one way of helping them successfully meets our objectives. As a matter of building-wide consistency, we ask all teachers to provide students with a course syllabus. For each course your syllabus should clearly describe:

1. Grading expectations and procedures (please be specific);
2. Expectations regarding classroom behavior;
3. An overview of course goals and objectives; and
4. Anything else that you feel a student needs to know in order to be successful in your class.

Elementary grade teachers may want to merge their syllabi to integrate several content areas within a single goal item. Teachers may want to work out some of these expectations with students during the first few days of class and write such agreements into the syllabus (e.g., "my role, your role"). The syllabus should be given to each student with a copy to the office by the end of the second week. It should also be given to students who enter after the start of class.

Teacher Absence

In the event of illness or other reasons that could not enable you to report to work, please call Mr. Wadlington as early as practical, preferably between 6:00 and 7:00 a.m. or the night before if you are sure of your absence. If you are unable to reach him, call Mrs. Reed. We will try to hire a substitute to take your classes.

It will be your responsibility to have your class assignments, class schedule, seating charts, grade books, attendance book, and any other pertinent material available at the school for the substitute teacher. All assignments must be self-explanatory and involve work that the students can do without the substitute teacher having to lecture or to carry out too much explanation to the students.

Teachers' Certificates/Credentials

Teachers are responsible for updating their files and keeping them current.

Teachers must be certified for the jobs listed on their teaching contract.

If a teacher completes the necessary credits for advancement to a higher educational level on the compensation schedule, an adjustment in placement on the schedule, to be effective in the subsequent school year, will be made only if the teacher notifies the Superintendent in writing prior to September 1 and provides verification of having successfully completed the additional District approved course work not later than September 25.

For reference see Article IV, Section B, Item 2 of CEA Contract

Telephone Policy

Occasionally it is necessary to make a long distance call from school. If the call is school business, it is imperative that the call be accounted for on the phone log in the main office.

Personal long distance calls may be made only by calling collect or contacting the operator and having the call charged to your home phone number.

Title IX

It is the policy of the Creston School District #073 not to discriminate on the basis of sex in its educational programs, activities, or employment policies as required by Title IX of the 1972 Education Amendments.

Inquiries regarding compliance with Title IX may be directed to the Superintendent's Office, Creston School District #073, Post Office Box 17, Creston, WA 99117, (509) 636-2721, or the Region IX Director, Office for Civil Rights, Department of Health, Education, and Welfare, 6101 Arcade Plaza, 1321 Second Avenue, Seattle, WA, (206) 442-0473.

Visitors

Students desiring to bring a guest to school and have that guest attend classes must obtain permission from the Superintendent or Principal in advance.

It is felt that outside guests and visitors are not actively involved in the educational process in the school, and therefore generally tend not to add to the educational process, but in most cases distract from it. Their presence is generally not to the best interest of the school.

Visual Aides, Materials and Equipment

Staff members must sign up for use of visual aids, materials and equipment. The district materials are for the use of all school personnel and respecting the need to share is important in our small school.

Loans of school owned equipment and books is allowable for non-school use off school property. Such equipment may be removed from school property by students or staff only when the equipment is necessary to accomplish tasks arising from their school or job responsibility.

Equipment use form must be submitted to the administrator for approval.

For reference, see POLICY 8361.

DISCRIMINATION

Creston 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: Title IX and Civil Rights Coordinator, Chuck Wyborney, 485 Southeast E street, 509-636-2721, cwyborney@wcsd.wednet.edu and 504 Coordinator, Kelsey Hoppe, 485 Southeast E street, 509-636-2721, khoppe@wcsd.wednet.edu.

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.wcsd.wednet.edu/>

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: <https://www.wcsd.wednet.edu/common/pages/DisplayFile.aspx?itemId=13348156>

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 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 | **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](#), 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.

Other Discrimination Complaint Options

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

206-607-1600 | TDD: 1-800-877-8339 | OCR.Seattle@ed.gov | [OCR Website](#)

Washington State Human Rights Commission

1-800-233-3247 | TTY: 1-800-300-7525 | [Human Rights Commission Website](#)