

CHELAN MIDDLE SCHOOL



2025 - 2026 Student Handbook

*CHELAN MIDDLE SCHOOL 2025-2026
STUDENT-PARENT HANDBOOK*

OUR MISSION STATEMENT

To empower students with skills they will need to be successful in life.

OUR VISION

CMS is a safe, positive environment that fosters critical thinkers to become both academically and socially responsible lifelong learners.

PARENT INVOLVEMENT POLICY

Chelan Middle School Title I Parental Involvement Policy reflects federal and state guidelines and encourages the involvement of parents to act as advisors and as a resource in the following ways:

1. To ensure that parents of participating children have an adequate opportunity to participate in the planning, designing, and implementation of the Title I Program, Chelan Middle School will convene an open house meeting in the fall to:
 - review purpose, goals, and strategies to be used in the program and the school-wide model.
 - provide an explanation of the requirements and rights for all parents.
 - provide a description and explanation of the curriculum used in the program.
 - provide parents with a copy of the parent involvement policy as well as school policies and procedures.
 - develop a school-parent-student compact that outlines how parents, and the entire school staff, and students will share the responsibility for improved student achievement by developing a partnership to assist children in achieving high standards.
2. Provide parents with information relating to their child's progress on an ongoing basis.
 - parents will be informed eight times during the school year through progress reports and report cards.
 - grades and attendance information is updated regularly on the online Skyward program.
3. Conduct conferences with parents to discuss their child's progress and/or placement, and also to educate parents on how to complement their child's instruction. All parents are required to attend student led conferences in the fall and in the spring where they will:
 - discuss the proficiency levels that students are expected to meet.
 - discuss individual strengths and needs of the student.
 - discuss progress and placement of the student.
 - share and discuss the student's learning plan.
4. Provide support for parental involvement activities as parents may request:
 - discuss with parents their needs and desires relative to meetings and parent involvement activities.
5. Provide information to the extent practicable or programs and activities in a language and form that parents understand:
 - survey parents to ascertain any needs for communication in a language other than English.
 - solicit feedback from parents through an ongoing program to ascertain effectiveness of written and oral communication.
6. Annually assess through consultation with parents, the effectiveness of the parent involvement program and determine what action, if any should be taken to improve the policy.

At Chelan Middle School, in order to further enhance parent involvement, we will work to ensure that:

Communication between home and school is regular, two-way, and meaningful: Effective communication requires school-initiated contact with the parent and parent-initiated contact with the school where both parties provide vital information about a child's strengths, challenges, and accomplishments. To effectively communicate, both parties must be aware of and considerate of issues such as cultural diversity, language differences, and appropriate steps must be taken to allow clear communication.

Responsible parenting is promoted and supported: The family plays a primary role in a child's education, and schools must respect and honor traditions and activities unique to a community's cultural practices and beliefs. Parents are linked to programs and resources within the community that provide support services to families.

Parents play an integral role in assisting student learning: Educators recognize and acknowledge parents' roles as the integral and primary facilitator of their children's education. Research demonstrates that student achievement increases when parents are actively involved in the learning process.

PLEASE VIEW OUR DAILY BULLETIN ONLINE: <https://www.chelanschools.org/cms-daily-bulletin/>

General Information

Student Fees & Fines

ASB CARD.....\$45* to participate in clubs or sports 25/26
BREAKFASTFree for all students 25/26

LUNCHFree for all students 25/26

* Although meals are free for the 25/26 school year, we ask that families still complete the annual Family Income Survey as it is used by the state to provide funding for other programs in the school district.

* Students may qualify for free or reduced ASB by filling out a district Family Income Survey.

* Students who purchase an ASB card can attend regular season home high school athletic events for no additional charge

Fines may be imposed for lost or damaged materials including such items as desks, textbooks, library books, school uniforms, etc. **Outstanding fines may prevent students from participating in school activities or functions.**

Lockers

Lockers will be available for students based on student request. Students who choose to be assigned a locker should note that lockers are the property of the school and may be inspected at any time by school officials. Students are expected to always treat lockers with care. They are to be kept clean, neat, and free of materials which are inappropriate in a public-school setting or damage the finish or the lock mechanism. **DO NOT INTENTIONALLY JAM YOUR LOCKER!** At no time should students share a locker with a friend or give the lock combination to others.

Student Valuables

The school does not have insurance to cover the cost of valuables that have been stolen or lost; therefore, students should not bring valuables or large sums of money to school. Valuables should not be stored in hallway or PE lockers under any circumstances. **The school will not assume responsibility for lost or stolen valuables.** Be sure to keep your lockers locked at all times when not using them and always lock up your belongings while in PE class. **DO NOT SHARE** your locker combinations with any other student. Backpacks should not be left unattended.

Telephone Use at School

In case of emergency, students can ask permission to use the phone at the main office. Student cell phones are not to be used during school hours.

Electronic Devices

Chelan Middle School recognizes that many students have cell phones and other electronic devices. However, bringing such devices to school can be a distraction to the learning environment and a safety risk. **If a student chooses to bring these devices to school, the Lake Chelan School District is not responsible for any lost/stolen cell phones or damage which may occur.** All electronic devices, including those which play music such as iPods, MP3 players, or CD players, are not appropriate in the classroom.

Students may use their electronic devices before school or after school. Cell phones and other personal electronic devices are not to be taken out in the hallways or classrooms during school hours.

Failure to abide by the above regulations will result in the following consequences:

- **First offense-** The device will be confiscated, and the student can retrieve the device from an administrator/designee at the end of the school day.
- **Second offense-** the device will be confiscated, and the student must have a parent/guardian retrieve the device at the end of the school day.
- **Third offense-** will again result with the confiscation of the device and a required parent contact with an administrator before it will be returned.

Note: Any further infractions will be dealt with in the same manner as outlined under the third offense.

Student Modes of Transportation

Chelan Middle School supports students who choose to ride bicycles, skateboards, or scooters to and from campus. Students are expected to operate these modes of transportation in a safe and respectful manner when traveling to school, including riding responsibly on sidewalks and using crosswalks appropriately.

Once on campus, bicycles, skateboards, and scooters must be **walked or carried** at all times. Riding them on school grounds is not permitted. These items should be stored in a designated location, such as the bike rack, or kept in a safe, secure manner as directed by school staff.

Failure to follow these expectations may result in the item being temporarily confiscated. Repeated violations may result in a student losing the privilege to bring that mode of transportation to school. These rules apply before, during, and after school hours, as well as during school-sponsored events.

Medication

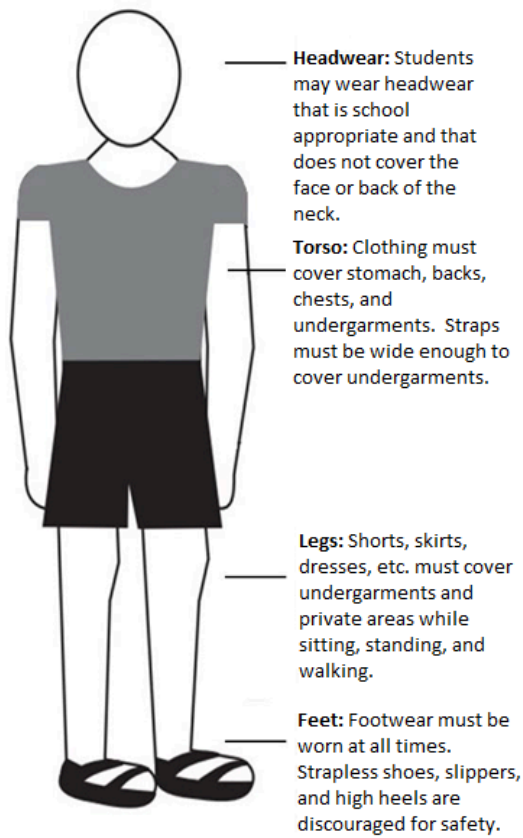
Students who have a medical condition that requires students to bring medication to school should make an appointment to meet with our school nurse before bringing the medication to school. Any medication that a student brings to school without obtaining authorization from the school nurse is considered "unauthorized". Unauthorized medications are addressed in our school drug and alcohol policy as well as district policy. Students who choose to bring such medications to school face disciplinary action. Under no circumstances should students share medications with each other.

Chelan Middle School Dress Code and Expectations

Preserving a beneficial learning environment and assuring the safety and well-being of all students is our primary concern at Chelan Middle School. Students attending Chelan Middle School and any school sponsored events are expected to dress appropriately and tactfully. Any unusual dress or grooming that causes disruption of the school program, is unclean, presents a safety hazard, or is considered indecent is unsuitable. School is considered a "workplace" similar to a business environment. The following guidelines/expectations have been established for appropriate dress during the school day, on school field trips, and at other school sponsored events. Chelan Middle School dress expectations are the following:

- Students will wear clothing that is positive and uplifting. Images and messages related to guns, violence, drugs, smoking, alcohol, and criminal behavior, gangs, or gang affiliations are considered inappropriate.
- Students will wear clothing that is professional and covers all under garments and areas such as the back, stomach, shoulders, and cleavage.
- Students may wear head coverings such as baseball hats, stocking hats, etc. that display school appropriate messages and that allow students to be recognized by all staff members (no hoods).
- Students will wear skirts and shorts that are long enough to cover their underwear and private areas.
- Student will always wear appropriate footwear (shoes must be always worn).

Any apparel and/or accessories that draw undue attention to the wearer tends to detract from the education process and will, therefore, be deemed. Administrators/designees at school sites will make decisions where there are questions about the appropriateness of clothing. Students who do not adhere to these dress code expectations at school will be asked to change or cover up the inappropriate clothing. Administrators will make the final judgment concerning the appropriateness of clothing, and students are expected to respect that decision. Parents may be notified each time a student wears inappropriate clothing. Attire for members of athletic teams, clubs or other school organizations will be regulated by the advisor of those activities. Students are expected to adhere to those guidelines.



- Guidelines**
- Hoods are not to be worn in the school building.
 - Teachers may ask students to remove hats and other headwear in lab classes or other classes where the hats may get in the way of classroom instruction.
 - Clothing that promotes drugs, alcohol, tobacco, violence, gang activities, or other suggestive or inappropriate activities are prohibited.
 - Please do not spray perfume, after shave, or other scented products in the hallway, classrooms, or locker room.
 - Students must follow appropriate PE dress code while in PE class.

Food Service Program

Breakfast and lunch are provided to students this year at no cost to students.

School Bus Expectations

Students are expected to respect their bus drivers at all times and must follow all rules and regulations. Bus drivers review their expectations for behavior at the beginning of the school year. Failure to abide by these rules will result in discipline that may involve removal of riding privileges. Such expectations apply to bus stops as well.

Student Activities Program

Research indicates that students who participate in extracurricular program offerings achieve better grades and are more "connected" to school. Chelan Middle School offers a wide variety of student activities including Science Olympiad, Knowledge Bowl, Band, Drama, and Athletics. Band is an elective class that students choose to take at the beginning of the school year and involves playing in a contest as well as several concerts. There is one major drama production involving auditions and typically attracts over fifty students. The Athletic Program at CMS offers the following sports to students:

Grade	Fall	Winter	Spring
6 th	Cross country and tennis	Wrestling	Soccer
7 th /8 th	Cross country, football, girls' soccer, and volleyball	Basketball and wrestling	Track, boys' soccer, and softball

* 8th grade students may also practice with the following high school spring sports: golf, baseball, and tennis.

Eligibility Requirements:

In order to participate in athletics, students must:

1. Meet eligibility requirements as specified in the Extra-Curricular Activities Honor Code.
2. Have the following paperwork completed on Family ID (www.familyid.com):
 - Signed copy of the activities honor code.
 - Signed permission form from parents.

- Signed Sport Specific Sheet (Risk and Warning).
- Physical Examination record within the last school year (must be turned in to ASB secretary).
- Proof of insurance, personal and catastrophic (must be turned in to ASB secretary).
- All fines and fees paid (must be paid with the ASB secretary).

3. ASB Card

Note: Student athletes must be in attendance the entire school day unless an exception is granted by the principal or athletic director to participate in athletic contests. Students who have acquired an office referral the day of a contest will not be permitted to travel or participate with their team.

Student Insurance

The School-Time Plan covers students during the school year while on school property, engaging in school-sponsored activities and coming directly to school and going directly home from school (Excluding transportation in 2 or 3-wheeled motorized vehicles or snowmobiles). **This plan includes all interscholastic sports except football.**

The football plan requires an additional fee. However, if a student turns out for football only, basic coverage is not required. Benefits from this plan will be prorated with other insurance.

The 24-hour plan covers students on a 24 hour per day basis for the full calendar year. Both plans will cover in excess of other insurance benefits. Contact the school office for more information about coverage and rates.

Attendance Philosophy (School Dist. Policy # 3124P)

Chelan Middle School is a closed campus, and students may not leave campus at any time during the day unless accompanied by a parent or guardian. Students who are going to miss part or all day are expected to have parents/guardians excuse the absence within 48 hours. To promote and encourage regular attendance, a valuable trait in school and on the job, a functional attendance policy has been established. Our policy revolves around the concept that your presence is essential for maximum learning in every subject area and that chronic absences (even planned or excused absences) have dramatic impacts on student success and graduation.

Attendance laws of the State of Washington state (commonly referred to as BECCA laws) that students "shall be regular and punctual" in their attendance. The attendance procedures at Chelan Middle School are designed to assist students and their parents in recognizing the importance of regular and prompt attendance. The BECCA laws also require schools to follow specific steps when students struggle with attendance. Students not meeting attendance expectations will first have an attendance contract with the school that identifies further steps if attendance does not improve. Students on attendance contracts will be referred to the Chelan community truancy board if attendance does not improve (BECCA laws identify students with 5 absences in a month or 10 absences over a year as triggers for interventions beyond attendance contracts). Students that continue to have attendance issues after the community truancy board will be referred to the Chelan County Juvenile Court for truancy. Consequences through the court system may include time spent in juvenile detention, community service, or parents paying a fine.

Attendance Expectations, Procedures and Consequences

Definitions:

Excused Absence: student brings a note or parent calls the school indicating that the student has been absent for an illness, health condition, family emergency, religious purpose, or parental-approved activities agreed to by school personnel. Short- and long-term suspensions are considered to be excused absences. Students will be permitted to make up all missed assignments under reasonable time limits, except that in participation-type classes a student's grade may be affected.

Unexcused Absence/Truancy: submitting a signed excuse which does not fit into the above categories, or failing to submit any type of excuse. Students will not be permitted to make up assignments that occur during this type of absence. According to the discipline policy, truancy is a Level 2 offense.

Pre-arranged absence: will be considered excused absences, but they may affect the student's grade in participation-type classes, as outlined above. The purpose of pre-arranging an absence is to notify parents if there will be any adverse effect on the student's grade.

Excused Tardy: same as excused absence but student does not miss the entire period.

Unexcused Tardy: student comes late to class with no note indicating any of the acceptable reasons listed above.

Student Procedures:

Excused Absences: Students must submit an excuse within two days for any absence that is not school-related, or it will be considered an unexcused absence/truancy.

Pre-arranged absences: parental-approved activities which require missing school should be pre-arranged, especially if there is any question about whether or not the absences will affect the student's grade. Students will pick up the form in the office, fill it out completely and take it to their teachers for signatures. They will then take the form home to show their parents if the absence will affect grades in any of their classes.

Tardies: if a teacher counts a student tardy, there will be a consequence such as detention unless the tardy fits one of the reasons for excused absences listed above, in which case it may be excused with a note, following the procedure for an excused absence listed above.

Leaving class early: if a student needs to leave class early for an appointment, they will bring a note indicating the time they need to leave. They will show the note to the teacher, then to the office staff who will check them out of school.

Parent Procedures:

Excused absences: Parents may call the school the day before or prior to the start of school if they know that their son/daughter will have an excused absence. If school has already begun, they will provide a signed note indicating the student's name, the date(s) absent, the times absent (all day, morning, or afternoon, etc) and the reason for the absence. If an absence requires the student to leave school early that day, the note will indicate what time the student should leave class.

Pre-arranged absences: Parents will be presented with a form that the student has taken to his/her teachers indicating whether or not the absence will affect the student's grades in any of his/her classes.

Public Disclosure of Student Information

Information regarding students may be routinely available for disclosure in the following areas: The student's name, address, and telephone number; date and place of birth; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; the most recent educational facility the students attended. The district may also release pictures of students for public information purposes. **Parents may request that any and all of the categories of information, including personally identifying photographs, not be released without their prior consent. Please contact the principal with your request.**

Weapons Policy

Any Lake Chelan School District student who is determined to have carried a firearm or to have possessed a firearm on school premises, school provided transportation, or school sponsored activities at any facility shall be expelled from school for not less than one year (12 months) under RCW 28A.600.420, with notification to parents and law enforcement. The Superintendent of the Lake Chelan School district may modify the expulsion of a student on a case-by-case basis under RCW 28A.600.010.

USE OF DRUG DOGS ON SCHOOL PROPERTY

In order to ensure a drug free school environment, the school resource officer, with assistance from local agencies, may utilize a drug sniffing canine to identify illegal substances present on school grounds. Such searches may include but are not limited to lockers, bags in classrooms where students are not present, parking lots, and locker rooms. If you have any questions about this practice, please contact building administration.

Out of Class Behavior Expectations

Hallways, the commons, the gym, the library, etc. are extensions of the classrooms at Chelan Middle School. Students are expected to conduct themselves in a responsible manner in those areas of the school. Students are expected to exhibit responsible behavior in the following ways:

1. Students will always walk in the hallways.
2. Students will use appropriate and non-offensive language (no foul, abusive, or obscene language).
3. Students will appropriately greet friends with high fives, handshakes, or fist bumps.
4. Students will use the pop machines during appropriate times and will not abuse the machines.
5. Students will pick up food and litter from halls and school campus before school, during passing times, lunch, and after school.
6. Students will drink water in their classrooms (based on teacher permission) and hallways (no pop or other drinks).
7. Students will not bring food or drinks into the gymnasium.
8. Students will safely and properly use the equipment and facilities in the gym under adult supervision.

9. Students will act positively and respectfully to all people in the commons and hallways.
10. Students will properly throw away their garbage and clean their tables during breakfast and lunch.
11. Students will place dining trays in the dish return in the commons.
12. Students will be respectful and act appropriately during all assemblies.
13. Students will be drug/alcohol free at school and will not use or possess any banned or illegal substance at school or at any school function.

DISCIPLINE PHILOSOPHY

The goal of the Chelan Middle School Discipline Policy is to help our students learn to be responsible for their own behavior. The core values of Chelan Middle School are best observed through our Be MORE system and serve as a reminder of what behaviors are expected and taught throughout the school year. Students who are not meeting the expectations set out above or through the Be MORE system may be subject to discipline. Each use of this policy will be intended to help students understand and abide by the standards of behavior expected of them. The following infraction and consequence list was compiled by students, parents, and staff in an effort to address possible infractions in an equitable and fair manner. In all discipline cases, a student and his/her parents are entitled to their due process rights as outlined in school board policy and state law.

Students are expected to be positive contributors to the classroom environment and the learning that occurs in class every day and in the following ways. Expectations for the classroom environment include:

1. Motivated
2. Open Minded
3. Respectful
4. Engaged

Students struggling to meet the classroom expectations will first be addressed by teachers and can expect teachers to apply any of the following consequences:

- Complete a Think Sheet in the hallway (5 minutes)
- Restorative Circle w/staff
- Parent contact
- Apology letters
- Classroom behavior contracts

Students will be referred to administration if repeated attempts by the teacher (or other adults in the classroom) to help students meet expectations do not produce positive changes. In some instances student behavior may be severe enough or possibly harmful to others where students will be directly sent to administrators. Upon referral to administration, students will be assessed consequences based upon the frequency and severity of the student behavior.

Level 1 Consequences	Level 2 Consequences	Level 3 Consequences	Level 4 Consequences
Student Conference	Student/Parent/Teacher conference	Out of School Suspension	Long term suspension
Parent Conference	Counseling referral	Behavior Plan	Emergency Removal
Lunch detention	In-School Suspension	Re-engagement plan	Expulsion
After school detention			
Apology letter			
Reflection essay			

***In addition, students may be denied the opportunity to attend off campus field trips and/or activity nights based on behavior and/or lack of academic progress.**

HARASSMENT / INTIMIDATION / BULLYING

The District is committed to a safe and civil educational environment for all students, employees, volunteers and patrons free from harassment, intimidation or bullying. "Harassment, intimidation, or bullying refers to any intentional written

message or image, including those that are electronically transmitted, a verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 9A.36.080(3), (race, color, religion, ancestry, national origin, gender, sexual orientation, or mental or physical disability), or other distinguishing characteristics, when an act:

- Physically harms a student or damages the student's property; or
- Has the effect of substantially interfering with a student's education; or
- 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.

Harassment, intimidation, or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral, or physical actions. "Intentional acts" refers to an individual's choice to engage in the act rather than the ultimate impact of the action(s).

Anyone may use informal procedures to report and resolve complaints of harassment, intimidation, or bullying. Informal reports may be made to any staff member, although staff shall always inform complainants of their right to, and the process for, filing an informal complaint. Informal remedies include an opportunity for the complainant to explain to the alleged perpetrator that the conduct is unwelcome, disruptive, or inappropriate, either in writing or face-to-face; a statement from a staff member to the alleged perpetrator that the alleged conduct is not appropriate and could lead to disciplinary action if proven or repeated; or a general public statement from an administrator in a building reviewing the district harassment, intimidation, and bullying policy without identifying the complainant. Informal complaints may become formal complaints at the request of the complainant, parent, guardian, or because the district believes the complaint needs to be more thoroughly investigated.

Formal Complaint Process:

Anyone may initiate a formal complaint regarding harassment, bullying or intimidation. Complainants will not be promised confidentiality at the onset of the investigation, but every attempt will be made to insure confidentiality. Student complainants and witnesses may have a parent or trusted adult with them, if requested, during any district-initiated investigatory activities.

- A. All formal complaints shall be in writing using the appropriate reporting form. Formal complaints shall set forth the specific acts, conditions, or circumstances alleged to have occurred that may constitute harassment, intimidation or bullying. The compliance officer may draft the complaint based on the report of the complainant, for the complainant to review and sign.
- B. Regardless of the complainant's interest in filing a formal complaint, the compliance officer may conclude that the district needs to draft a formal complaint based on the information in the officer's possession.
- C. The compliance officer shall investigate all formal, written complaints of harassment, intimidation and bullying, and other information that the officer believes requires further investigation.
- D. When the investigation is completed the compliance officer shall compile a full written report of the complaint and the results of the investigation. If the matter has not been resolved to the complainant's satisfaction, the superintendent shall take further action.
- E. The superintendent or designee, who is not the compliance officer, shall respond:
 - in writing to the complainant and the accused within thirty days stating:
 - That the district intends to take corrective action; or
 - That the investigation is incomplete to date and will continue; or
 - That the district does not have adequate evidence to conclude that bullying, harassment, or intimidation occurred.
- F. Corrective measures deemed necessary will be instituted as quickly as possible, but in no event more than thirty days after the superintendent's written response, unless the accused is appealing the imposition of discipline and the district is barred by due process considerations or lawful order from imposing the discipline until the appeal process is concluded.
- G. If a student remains aggrieved by the superintendent's response; the student may pursue the complaint as one of discrimination pursuant to Policy 32 I 0, nondiscrimination or a complaint pursuant to Policy 4220, Complaints Concerning Staff or Programs.

SEXUAL HARASSMENT

Students 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 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 place on a sports team, or any educational decision, or
The conduct substantially interferes with a student's educational performance or creates an intimidating or hostile educational 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: www.chelanschools.org.

DISCRIMINATION

The Lake Chelan 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 COORDINATOR / CIVIL RIGHTS COMPLIANCE COORDINATOR

Mrs. Jenann Ross
Human Resources Director
PO Box 369, Chelan, WA 98816
509-682-3515
rossj@chelanschools.org

SECTION 504 / ADA COORDINATOR

Mr. Kirk Marshlain
Special Programs Director
PO Box 369, Chelan, WA 98816
marshlaink@chelanschools.org

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 www.chelanschools.org.

COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT

If you believe that you or your child has 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 revolve your concerns.

Complaint to the School District

Step 1. Write Out Your Complaint

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

district superintendent or civil rights compliance coordinator.

Step 2: School District Investigates Your Complaint

Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the district will notify you in writing to explain why staff needs 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 www.k12.wa.us/Equity/Complaints.aspx, 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 | www.ed.gov/ocr

Washington State Human Rights Commission 1-800-233-3247 | TTY: 1-800-300-7525 | www.hum.wa.gov

Lake Chelan School District Board Policy #3211 Gender-Inclusive Schools

State law requires the district to adopt a policy and procedure that do the following: (1) incorporate the Office of the Superintendent of Public Instruction’s rules and guidelines developed under RCW 28A.642.020 to eliminate discrimination in Washington public schools on the basis of gender identity and gender expression; (2) address the unique challenges and needs faced by transgender students in public schools; and (3) describe the application of the district policy and procedure prohibiting harassment, intimidation, and bullying to transgender students.

The superintendent will develop a procedure that meets the criteria described above and will designate a person in the district as the primary contact regarding that procedure.

This procedure can be found on the district website at www.chelanschools.org

NETWORK/INTERNET USAGE AGREEMENT

Each student will receive their own login and password, which should not be shared with anyone else at school. Students

will also have their own "storage space" on school equipment which is allowed only for school related projects. Improper use of the school's computer network, the internet, or damage to school equipment may result in loss of network privileges for one calendar year and/or other disciplinary action. Students and all district users of our technology have the responsibility to use the computers and network properly in accordance with the rules of the district. Direct supervision of all students at all times who use the system is not possible. Therefore, all users must understand that the use of the Lake Chelan School District's computers or network is a privilege that may be revoked or suspended at any time for abusive conduct or violation of the conditions established by the technology team and building administrators. Abusive conduct includes, but is not limited to, the placing of unlawful information on the network, the improper access, misappropriation, or misuse of information/files of other users, and the use of obscene, abusive, or other offensive or inappropriate language in either public or private messages. Violations of technology policy may be subject to building discipline procedures.

The following are acceptable use guidelines:

1. All use of the system must be in support of education and research and consistent with the mission of the district. The district reserves the right to prioritize use and access to the system. The district is not responsible for loss of data. Users are expected to make frequent backups of critical data.
2. The system constitutes public facilities and may not be used to support or oppose political candidates or ballot measures.
3. Any use of the system must be in conformity with state and federal law, network provider policies and licenses, and district policy. Use of the system for charitable purposes must be approved by the superintendent or designee.
4. No use of the system shall serve to disrupt the operation of the system by others; system components including hardware or software shall not be destroyed, modified, or abused in any way. Physical damage, as defined by RCW9A.48.070, is a crime and will be treated as such.
5. Malicious use of the system to develop programs that harass other users or gain unauthorized access to any computer or computing system and/or damage the components of a computer or computing system is prohibited.
6. Use of the system to access, store or distribute obscene or pornographic material is prohibited.
7. Use of the system to download music or picture files for personal use is prohibited. Direct copying of copyrighted material for use in research papers or reports must follow all plagiarize material that they may find on the internet.
8. Student subscriptions to mailing lists, bulletin boards, chat groups, commercial e-mail services, and commercial on-line services must be pre-approved by the superintendent or designee.
9. System accounts are to be used only by the authorized user of the account for the authorized purpose. Users may not share their account number, login name or password with another person or leave an open file or session unattended or unsupervised. Account owners are ultimately responsible for all activity under their account.
10. Users shall not seek information on, obtain copies of, or modify files or other data or passwords belonging to other users, or misrepresent other users on the system, or attempt to gain unauthorized access to the system or to parts of the system to which they have not specifically been granted access.
11. Personal information such as addresses, and telephone numbers should remain confidential when communicating on the system. Students should never reveal such information without permission from their teacher or another adult. Students should never make appointments to meet people in person that they have contacted on the system without district and parent permission.
12. Students should notify their teacher or other adult whenever they come across information or messages that are dangerous, inappropriate, or make them feel uncomfortable.
13. The unauthorized installation, use storage or distribution of copyrighted software or materials on district computers is prohibited.
14. Under prescribed circumstances, non-student or staff use may be permitted, provided such individuals demonstrate that their use furthers the purpose and goals of the district. Permission must be obtained through the district office.
15. For security and administrative purposes, the district reserves the right for authorized personnel to review the system if reasonable suspicion that unauthorized use has taken place.
16. Unauthorized use of the system for the purchase of products or services by students is prohibited
17. Students will not be granted e-mail accounts without authorization by the network administrator.
18. Building administrators will provide acceptable use information to all users of the system, including parents.
19. The posting of material on the district's website must be approved by the network administrator.