



2020-2021

Parent-Student  
Handbook

## **Table of Contents**

### **Contents**

Table of Contents	1, 2
Welcome to Orchard Elementary	3
Meet Our Staff	4, 5
What is Orchard Elementary about?	6
Mission and Vision of Orchard Elementary	6
Philosophy	6, 7
PTO: Parent Teacher Organization	8
When does school start/end?	8
School Hours	8
Arrival & Dismissal Procedures	9
Arrival Procedure	9
Dismissal Procedure	9, 10
Traffic Safety Information!	10
Drop-off Lane within parking lot	10
Bicycle, Scooter, Skateboard & Roller Blade Guidelines	10
Communication	11
Take-Home Folders	11
How do I get in touch with my child's teacher?	11
Attendance	11, 12
District Attendance Policy	12
Extended & Pre-Excused Absences	14, 15
Health Concerns	15
When to Keep Your Child Home	15
Medication	15, 16
Life Threatening Conditions	16
Media Opt-Out	16
Student & Health Insurance	16
Behavior	16, 17
Caring School Communities	16
"The Big 3"	17
No Weapons Policy	17
Student Use of Tobacco – Drugs – Alcohol	17
Harassment / Bullying (HB 1444)	18
Richland School District Dress Code Guidelines	18, 19
Behavior Expectations for Activities, Clubs and Extracurricular Events	19, 20
Discrimination	20 - 57
Emergency Evacuations	57
Emergency School Closures	58, 59
Family Educational Rights and Privacy Act (FERPA)	59, 60
Homework Policy	60, 61
Student Teacher Assistance Team	61
Parent-Teacher Problem Solving	61, 62
Library Policy	62-64

Book Checkout 63  
Book Return 63  
Book Problems 64  
Library Instruction/Checkout 64  
Lost & Found 64  
Maximizing Teaching and Learning Time 64  
Parent / School Communications 65  
Visitations 65  
Student Progress Reports 66  
Parental Custody 66  
Parties & Birthdays 66  
Personal Property 66, 67  
Mobile Phones 67, 68  
Telephone Use 68  
Playground Guidelines and Responsibilities 68  
Registration & Withdrawal 68, 69  
Richland School District Policy RR8123 69, 70  
Severe Weather Procedures 70  
School Bus 70, 71  
School Meals 71  
School Supplies 71  
Calendar & Dates 71, 72  
Volunteering 72  
Bibliography 72

## Welcome to Orchard Elementary

[www.orchradelementary.org](http://www.orchradelementary.org)

### The Office

Principal.....Alysia Arsanto ([Alysia.Arsanto@rsd.edu](mailto:Alysia.Arsanto@rsd.edu))

Assistant Principal..... Jillian Robillard ([Jillian.Robillard@rsd.edu](mailto:Jillian.Robillard@rsd.edu))

Counselor.....Lisa Ulrich ([Lisa.Ulrich@rsd.edu](mailto:Lisa.Ulrich@rsd.edu))

Lead Secretary.....Janet Flohr ([Janet.Flohr@rsd.edu](mailto:Janet.Flohr@rsd.edu))

Attendance Secretary.....Shawn Gass ([Shawn.Gass@rsd.edu](mailto:Shawn.Gass@rsd.edu))

### School Contact Information

Office Hours: 7:30 a.m. – 4:00 p.m.

Phone Number: 509.967.6175

Fax Number: 509.628.2982

Attendance Line: 509.967.6175

Address: 1600 Gala Way

Richland, WA 99352

School Colors: Purple and Green

School Mascot: Talon the OWL

## Meet Our Staff

<u>Teachers</u>	<u>Para Educators</u>
<u>Kinder</u> Sarah Hall Karen Lipp Tammy Morrow Kathy Preszler Cami Adkisson Marta Jisa	<u>Kinder</u> Sue Osborn Sherry Seaholm Carol Kelly Denise Travis Mercedes Robinson
<u>First Grade</u> Gracie VanPelt Trish Fraga Lauren Gradin Miranda Wagner Michelle Wheland	<u>Intervention</u> Gail Hudson Patrice Kramer Dana Ogburn Margarita Morrison Katie Salzano Lani Lehrschaal
<u>Second Grade</u> Krista Calvin Stacy Hall Dawn Hansen Christy Jagelski Deanie Sullivan	<u>Health Room</u> Stephanie Sills  <u>Library</u> Sally Yoshida
<u>Third Grade</u> Kathy Bush Marci Grall Jolie Henry Amy Johnson Carmen Anderson	<u>Life Skills</u> Shiva Dehkordi Kara Franz Shannon Sproles Emily Vaughn
<u>Fourth Grade</u> Cynthia Clifford Jerry Morgan Kara Poe Becky Ufford Andrea Porter	<u>Support Staff</u> Kitchen: Angela Scalise Building Foreman: Robin Price
<u>Fifth Grade</u> Jerry Morgan Stephanie Fox Jennifer Hubbard Stephanie McMaster Angie Scherer	

Specialists

PE: Jay Osborne

.2 PE: Lori Coleman

Art: Jeri Fankhauser

.2 Art: Lori Coleman

Music: Jeff Gilmore

.2 Music: Jeff Gilmore

Library: Shirley Falls

.2 Library: Lori Coleman

Special Education

Resource: Kirstin Panikkar

Life Skills: Joey Riordan

Instructional Specialist: Anne Auld

SLP: Susan Barber

School Psychologist: Lisa Ancock

School Counselor: Lisa Ulrich

## What is Orchard Elementary about?

### **Our Mission**

Growing passionate minds and compassionate hearts.

### **Our Vision**

<p>We are passionate learners.</p> <ul style="list-style-type: none"> <li>● We grow our minds</li> <li>● We believe in ourselves.</li> <li>● We are independent.</li> <li>● We are tenacious.</li> <li>● We are creative.</li> <li>● We are curious.</li> </ul>	<p>We are compassionate learners.</p> <ul style="list-style-type: none"> <li>● We grow our hearts.</li> <li>● We believe in others.</li> <li>● We collaborate.</li> <li>● We embrace diversity &amp; value individuality.</li> <li>● We support students, families and staff.</li> <li>● We are socially responsible.</li> </ul>
---	--

### **Our Philosophy**

At Orchard Elementary we are motivated by this belief: students and their families hold the power to reinvent themselves and their world. They must be given the opportunity to develop a strong sense of self, a commitment to social responsibility and the academic agility needed to improve themselves and their community. Education should not be the repository of the status quo. Rather, it should be an instrument for freedom, teaching students how to deal effectively with the world and to help transform it.

We believe in the power of the individual and the power of community. We provide rigorous academics that stress flexibility of thought as well as a social-emotional approach that emphasizes empathy amongst all members of our school community. We know that emotional intelligence is strongly correlated to success in life, both personally and professionally. We believe that the best students are complete humans.

#### **The principles underpinning our approach are based on the following:**

- The Learning Program outlined by the International Baccalaureate;
- The latest research in pedagogy and learning put forth in the Common Core Curriculum and the Next Generation Science Standards, and;
- The *Schools as Communities* research compiled by the Developmental Studies Center.

**It is our commitment that Orchard students will be:**

- **Inquirers:** Students develop their natural curiosity in literature, the arts and sciences.
- **Critical Thinkers:** Students engage themselves in resolving complex problems.
- **Knowledgeable:** Students explore concepts, ideas and issues with local and global significance.
- **Communicators:** Students express themselves and information through a variety of modes of communication and with a variety of audiences.
- **Technologically Literate:** Students understand the importance of technology as a means to an end. They infuse technology into learning and inquiry.
- **Open-Minded:** Students appreciate their own cultures and are open to the perspectives, values and traditions of other individuals and communities.
- **Principled and Caring:** Students act honestly and compassionately, with a strong sense of fairness, and respect for the dignity of the individual, groups, and communities.
- **Risk-Takers:** Students face new situations with courage, as well as defend their beliefs.
- **Balanced:** Students understand the importance of intellectual, physical and emotional balance to achieve personal well-being.
- **Reflective:** Students give thoughtful consideration to their own learning and experience.

**How will this approach be put into action? Through...**

- Comprehensive preparation in Balanced Literacy.
- School-wide and class-wide Community Service.
- A high degree of Family and Community involvement.
- Social-Emotional curriculum.
- Technology embedded into learning.
- Mathematical Foundations and versatile Mathematical Reasoning.
- Visual and performing arts infused in Core Curriculum.
- Hands-On Science.

Orchard Elementary is an academy of learners dedicated to an innovative, global approach to education. We focus on literacy, social responsibility, and the arts. We believe in cultivating complete human beings ready to compete on an international scale.

## **PTO: Parent Teacher Organization**

Where can a little bit of money and a little bit of time produce a better community, a better school and a better child? The PTO, of course! Join Today! Get Involved and Help Your Child Succeed! When parents get involved in their children's education, it pays off! Research shows that children whose parents are actively involved are MORE likely to:

- Earn higher grades and test scores
- Adapt well at school
- Attend school regularly
- Have better social skills
- Show improved behavior
- Graduate and go to college

The PTO is a community-based organization which has a strong commitment to providing support for our students and staff, through student enrichment activities, fundraising, and increased parent/community involvement in all aspects of the school program.

The success of the PTO is directly related to the efforts of the volunteers in the organization. All parents and staff members are encouraged to become members. Contact the PTO officers at [Orchard\\_PTO@hotmail.com](mailto:Orchard_PTO@hotmail.com) to find out how to join and get involved. Watch the PTO and school calendars for dates and times of meetings and special activities.

'Like' Orchard Elementary PTO on Facebook (link below) to keep up to date with our current events and activities. <https://www.facebook.com/pages/Orchard-Elementary-PTO/756375974479809?fref=ts>

### **PTO Board Members**

President: CJ Rodriguez  
 Vice President: Danica Garcia  
 Treasurer: Jon Hall  
 Secretary: Kriste Colley-Kummer

[Orchard\\_PTO@hotmail.com](mailto:Orchard_PTO@hotmail.com)

## **When does school start and end?**

### **School Hours**

8:45 – 3:15    Monday through Thursday

8:45 – 2:15    Friday

## Arrival and Dismissal procedures

At Orchard Elementary, we have worked in cooperation with parents, the Richland Police Department, City of Richland and the Richland School District to create a Traffic Safety Plan. Please read through the entire plan to see how you can help. Your child's safety depends upon it.

Orchard is a locked school for student safety. Please enter and exit the building through the front office. Between the hours of 9:00 a.m. and 3:00 p.m. anyone entering the building will be buzzed in. Thank you!

### **Arrival Procedure**

The first bell rings at 8:40 a.m. Instruction time begins at 8:45 a.m.

**For student safety, please honor the “Drop Off Only” signs in the drive through at all times. During Arrival and Dismissal times, there will not be parking allowed in the drop off area for student safety.**

Students are to be dropped off at school no earlier than 8:30 a.m.

Students are to report to their line-up area from 8:30 –8:40 a.m.

Children may not play on the playground equipment at this time.

For student safety, please be sure to drop students in the designated drop off and pick up areas.

When driving to drop off students in the designated drop off and pick up area of Orchard, **please use a right turn into the parking lot and a right turn out of the parking lot.** This will ensure student safety and allow our parking lot to run smooth.

### **Breakfast**

Students participating in the breakfast program are to arrive no earlier than 8:15 a.m. Students walking or being dropped off will enter through the main entrance to eat breakfast and when finished must exit the building and line up outside with grade level/class. Bus students eating breakfast will enter through the back entrance by the bus drop off.

### **Dismissal Procedure**

School dismissal is at 3:15 p.m. Monday through Thursday. Fridays at 2:15 p.m. for all grade levels.

For student safety, please honor the “No Parking” and “15 Minute Parking” signs in the drive through at all times.

Students are asked to meet their parents and Orchard Elementary siblings or friends after school at a designated area.

To avoid confusion on the part of students who need to head home, we ask that children and parents wishing to play on the playground equipment refrain from using playground equipment from 3:15 – 3:30 p.m.

### **Traffic Safety Information**

When driving to drop off or pick up students in the designated drop off and pick up area at Orchard, please use a right turn into the parking lot and a right turn out of the parking lot. This will ensure student safety and allow our parking lot to run smooth.

Our bus area is a bus only zone. Please do not drop off or pick up students in that area.

### **Drop Off Lane within Parking Lot Loop**

### **[Orchard Elementary Entering Exiting Map 2019-2020](#)**

## **Bicycle, Scooter, Skateboard & Roller Blade Guidelines**

Bicycles and scooters are to be walked on the school grounds at all times. No skateboards, roller blades or Heelys. All bicycles and scooters are to be locked up at the bicycle rack throughout the school day.

The school cannot be responsible for any damage or loss of these items. Please advise your child to follow safety rules when riding to and from school. We strongly recommend the use of helmets.

At dismissal all students are to wait until after they have crossed any crosswalk before riding their scooters or bikes.

**No bikes, scooters, or skateboards may be ridden on Gala Way from the school to Westcliffe Blvd; neither on the sidewalk, nor on the street.**

Breaking these guidelines will result in the loss of the student's privilege to bring a bicycle or scooter on school grounds.

## Communication

### Take Home Folders

Your child will bring home a **SCHOOL FOLDER** daily. Watch for special announcements, notices of upcoming events, and newsletters from the principal and the PTO.

### How do I get in touch with my child's teacher?

If at any time you wish to meet with a teacher, he/she is available by appointment before and after school. Call 509.967.6175. You may also email your child's teacher. Check the staff e-mail address listing at [orchard.rsd.edu](http://orchard.rsd.edu).

## Attendance

Studies have shown a direct correlation between attendance and a child's academic achievement. The Washington State Legislature also recognized the importance of attendance by passing laws requiring regular attendance. State law mandates that we keep a record of excused and unexcused absences for each student and send a report at the end of each grading period to the state. Therefore, it is important that parents, students and school work together to maximize student attendance.

The following Orchard Elementary Attendance Policy is designed to promote regular attendance, academic achievement, and safety for all Orchard Elementary Students:

- **All students are to arrive at school by 8:40 AM** so classes may begin promptly at 8:45 AM. Students may arrive any time after 8:30 AM. There is no adult supervision before 8:30 AM, except for students eating breakfast. Students **need to line up outside with their grade level/class and enter the building no earlier than the 8:40 AM** first bell through assigned doors.

- **Please call the 24 hour school attendance line at 509-967-6175** & leave a voice message by 9:00 AM to report your student's absence for the day. This call lets us know your child is safe. You may also email attendance messages to [OES.Attendance@rsd.edu](mailto:OES.Attendance@rsd.edu). The school office is required to call home for all students not in attendance at the start of the day and for whom no call has been received from the parent. This call is to verify parent knowledge of the student's absence.

You may also report any absences on the Orchard website at [orchard.rsd.edu](http://orchard.rsd.edu).

- **For all pre-planned absences of more than five days**, please obtain from the office and complete an **absence approval form**. This form should be submitted to the office one week prior to the student's pre-planned absence.

• **If you must remove your child from school during the school day** (doctor's appointments, family emergency, etc.), come to the school office and request that your child be brought to the office. You will be asked to sign your child out of school. Students will not be called to the office until the parent arrives in the office to sign out the student. If your child returns to school during that same day, please come to the office and sign your child back into school.

• **Excessive Absences & Tardies:** A conference will be scheduled with the parent, teacher and building administrator to devise a plan for improved attendance when a student reaches:

- 5 absences in a month
- 10 absences in a trimester (or earlier if a teacher determines absences or tardies are affecting a child's school success).
- 15 absences in the school year.
- 7 excused or unexcused tardies in a year.

The Orchard Elementary tardy policy is designed to decrease the number of tardies and have students **in classrooms ready to learn by 8:45**. Phone contact will be made if students are late for school. Arrangements will be made to alleviate the tardies including requiring parents to meet with administration, keeping students in the office during recess, putting the student on an attendance contract, and/or filing with BECCA court.

### **District Attendance Policy**

Students are expected to attend all assigned classes each day. Teachers shall keep a record of absences and tardies and submit these daily as required by the attendance office.

Tardies: arriving after the final AM bell at 8:45 AM.

Half-Day Absence: missing 1.5 hours or more in AM or PM.

Full Day Absence: missing all day.

### **Excused absences: (definition)**

Illness or health condition verified by parent or guardian - In case of extended and excessive illness, the building administration may require a statement from a doctor.

Approved pre-arranged activities - An activity scheduled by student and parent, including religious observances, should be pre-arranged and approved by the school building administration at least one week in advance of the activity.

School approved activities - An activity scheduled by the school that causes absence from the classroom.

Absence resulting from disciplinary actions or short-term suspension - As required by law, students who are removed from a class or classes as a disciplinary measure or students who have been placed on short-term suspension shall have the right to make up assignments or exams missed during the time they were denied entry to the classroom if the effect of the missed assignments shall be a substantial lowering of the course grade.

Excused absence for chronic health condition - Students with a chronic health condition which interrupts regular attendance may qualify for placement in a limited attendance and participation program. The student and his/her parents or guardian shall apply to the principal or counselor for such consideration. Such limited attendance and/or participation program is contingent upon written medical prescription and building administrator approval.

### **Unexcused absences: (definition)**

1. An unexcused absence means that a child:

- a. Has failed to attend the majority of hours or period in an average school day or has failed to comply with a more restrictive school policy; and
- b. Has failed to meet the school district's policy for excused absences.
- c. Unexcused absence (procedure)

1. On the first unexcused absence, parents will be contacted by the School.

2. After the second unexcused absence in one month (30 calendar days), a student/parent/counselor/administrator conference will be held in an effort to eliminate or reduce student absences. Corrective action may include:

- a. Adjusting schedule or assignments.
- b. Providing more individual or remedial instruction where appropriate.
- c. Assisting parent or child to obtain supplementary services.

3. After five unexcused absences within 30 calendar days or 10 unexcused absences in a school year (the District shall):

Enter into an agreement with a student and parent that establishes school attendance requirements.

Refer a student to a community truancy board, if available, as defined in RCW 28A.225.025; or File a petition with juvenile court of Benton County.

This petition may be filed by a school district employee who is not an attorney.

If the above action fails to correct the attendance problem, the school administration shall file an additional petition with the juvenile court or if prior court order for attendance is in effect, file a

(Motion / Affidavit Regarding Contempt) with the juvenile court alleging a violation of RCW 28A.225.010 by the parent, student or parent and student.

The student and parent shall assume the responsibility to make arrangements with each teacher to make up missed assignments for all absences.

In the event that excused absences impede the educational success of a student, a building administrator will initiate any of the following actions:

When a student accumulates ten (10) absences in a trimester (excused and / or unexcused), the parent / guardian will be contacted and the attendance record will be reviewed.

When a student accumulates fifteen (15) absences (excused and / or unexcused) a conference will be required. The conference will include the student (when appropriate), the parent, a counselor and an administrator. A plan to insure regular attendance will be written and signed by participants of the conference. If the child's parent does not attend the scheduled conference, the conference may be conducted with the student and school official. However, the parent shall be notified of the steps to be taken to eliminate or reduce the child's absence.

If parent does not attend the conference or written attendance plan has not been followed by student and parent, a petition may be filed with the truancy board.

Conformance to regulations: All sanctions imposed for failure to comply with the attendance policies and procedures shall be implemented in conformance with state and district regulations.

Your help in making certain your child attends school regularly and arrives on time is greatly appreciated. Together we can ensure your child's attendance and school success.

### **Extended & Pre-Excused Absences**

- Absences for five days or more may also be pre-arranged with Pre-Excused Absence forms available in the office to the principal and teacher(s) when parents have advance knowledge of a pending absence. Such requests will be judged against the criteria above to determine whether or not the absence will be excused.
- Teachers may provide some, but not all of the schoolwork that a student has missed or will miss. It would be impossible for teachers to provide all work. Much that occurs in school cannot be "made up" or given in advance. There are discussions, problem solving activities, team projects, re-teaching activities, hands-on activities, etc. that are carefully guided by the professional judgment of the teacher.

- While it is important to be current with homework, it is difficult to provide relevant work without proper instruction and direction from the teacher. From the school's and teacher's perspective, the instruction that the child receives while in attendance in the classroom is most important. Parents should realize that their child's grade may be impacted due to the lack of in-class instruction and participation while on vacation.
- We recognize that parents feel family vacations are wonderful learning opportunities. If you decide that the absence is still necessary, we ask that you ensure that your child is caught up with all current class work before leaving. Pre-arranging and reasonable advance communications are extremely helpful to ensure that your child does not fall short of state and district standards. Again, there is no way that a child can make up much of the schoolwork that is missed during the absence.



## Health Concerns

### **Keep Your Child Home When...**

- Vomiting two or more times in 24 hours
- Body rash, especially with a fever or itching, including lice or nits
- Diarrhea: 3 or more watery stools in 24 hours
- Eye Infection: Thick mucus or pus draining from the eye
- Sore throat-with fever or swollen glands
- Temperature: 100 F or more, sore throat, rash, vomiting, diarrhea, earache, not feeling well

### **Medication**

If your child must receive prescribed or over-the-counter medication while at school Washington State law requires that the following conditions must be met:

The parent must submit an Oral or Injectable Medication Request Form signed by the parent and a licensed physician or dentist.

The medication must be brought to the school office by the parent or legal guardian in the original container in an amount not to exceed a two-week supply. The container must be labeled with the student's name, physician's name, drug name and dosage.

Long term request shall be valid not more than the current school year.

All medications will be stored in the office and administered only by office or health room staff.

After the end of the school year, parents will pick up all medications or they will be disposed of by the end of June.

To comply with state law, please do not send medication of any kind to school with your child. This includes Tylenol, Aspirin, cold medicine, cough drops, vitamins, allergy medicine and inhalers. If your child brings medication to school without the *Signed Medication Request Form*, the staff will not be able to administer the medication. You, the parent/guardian, are always welcome to come to school to administer the medication yourself.

### **Life Threatening Conditions**

Washington State Law (SHB 2834 6/2002) requires that children with life-threatening medical conditions have a medication treatment order, as well as nursing care plan on file at the school. Life-threatening means a condition that could put your child in danger of death during the school day. This can include severe food allergies, allergies to bee stings, diabetes, or other potentially life threatening conditions.

Students diagnosed with life-threatening conditions will not be allowed to attend school until completed forms and necessary supplies have been received and reviewed by the school nurse.

If your child has a health concern that the school needs to be aware of, please advise us so that we can take every step possible to insure your child's safety.

If your child has food sensitivities such as food allergies, it is your responsibility to communicate that with the school and teacher, and to provide alternative snacks and treats for your child. This may include food or treats for daily snacks, holiday celebrations, birthday celebrations, responsibility parties, etc.

### **Student & Health Insurance**

Student Accident Insurance can be purchased. The school office has application forms for free or low cost health insurance. Please check in the school office.

### **Media Opt Out**

If you do not want your child to be photographed, please let the Orchard office staff know in writing.

## **Behavior**

### **Caring School Community**

At Orchard Elementary our focus is creating a community and culture that is inclusive. We have implemented a program called Caring School Community (CSC). The Caring School Community program is a [nationally recognized, research-based](#) program for grades K–6 that builds classroom and school-wide community while developing students' social and emotional skills and competencies.

This school year, your student will focus on three major components of a caring community; Autonomy, Belonging, and Competence. Within the classroom, each teacher will facilitate class

meetings, which are the core of CSC. Class meetings provide teachers and students with a forum to get to know one another, discuss issues, identify and solve problems, and make decisions that affect classroom climate.

Each classroom at Orchard will have a buddies program, which pairs whole classes of older and younger students for academic and recreational activities to help build caring cross-age relationships.

Homeside Activities are another component of CSC, which involves the family. Students will bring home short activities that students do with a family member to foster communication at home, and link school learning with home experiences and perspectives.

To learn more about Caring School Community please visit their website at <https://www.collaborativeclassroom.org/caring-school-community>

### **“The Big 3”**

#### **Show Respect, Solve Problems, Make Good Decisions**

“The Big 3” are overarching expectations that we teach and address behaviors with. Reading them above, you will notice that they are general and apply to many different situations. This is developmentally appropriate for elementary students. Much time is spent in classrooms and in general areas defining how these three expectations apply to specific situations. Please take the time to review these with your child and talk about how they look like in your own lives.

### **No Weapons Policy**

The Richland School District has a no weapons policy. Bringing weapons or items that could be construed as weapons to the school will be dealt with per Richland School District Policy. Any unsafe items such as exact-o knives, pocket knives, matches, lighters, etc. are also prohibited at school.

### **Student Use of Tobacco – Drugs – Alcohol**

- 1 . Tobacco and its derivatives are not to be used on school premises.
- 2 . Use and possession of drugs not prescribed by a physician or that are not known by the parent are prohibited on school premises.
- 3 . Alcohol is prohibited on or about school premises at all times.

Any student possessing tobacco, drugs, and/or alcohol will be subject to suspension or legal action.

## **Harassment / Bullying (HB 1444)**

The Richland School District, in compliance with HB 1444, has adopted a new Bullying/Harassment Policy effective **September 1, 2003**. This policy clearly states that Bullying or Harassment of any kind will not be tolerated on any of our campuses.

“Harassment, intimidation, or bullying” means any intentional written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 9A.36.080 (3), or other distinguishing characteristics, when the intentional written, verbal, or physical 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.

The policy also:

- Encourages all staff and students to report any incident of bullying or harassment to an appropriate school official. • Establishes an informal and formal process for filing complaints.
- Protects the reporting person from reprisal, retaliation or false accusation against a victim or witness.

## **Richland School District Dress Code Guidelines**

It is the goal of the Richland School District to establish and maintain a quality learning environment for all students and staff.

To that end, we expect all students to dress in a manner that provides for adequate safety while on any school campus. Further, we hope to instill the understanding of, and adherence to, appropriate dress for a work environment as we prepare students for their future career. It is also the responsibility of the school administrators to take reasonable steps to ensure a learning environment free from sexual harassment.

Students wearing clothing that is disruptive to the learning environment or hampers the safety of themselves or others as determined by the school will be asked to change clothing and may be subject to school discipline should they refuse to do so. These guidelines are not intended to be all-inclusive. The principal has the authority to determine if clothing is disruptive to learning or impacts student safety.

In order to maintain adherence to this dress code policy, students may not wear the following:

- Clothing that disrupts the educational process.
- Shorts or skirts shorter than mid-thigh in length.
- Clothing that reveals/exposes the back or midriff, or through which an undergarment is visible, or when arms are raised becomes visible. These include but are not limited to:
  - Boxers
  - Sheer Tops
  - Mesh Tops
  - Overly large openings at the neck or arms
  - Off the shoulder tops
  - Spaghetti straps
  - Halter tops, tube tops, swim tops
- Heelys
- Clothing or accessories with offensive pictures, symbols, or sayings
- These include but are not limited to:
  - Demeaning statements
  - Violent statements
  - Sexual statements
  - Racial Statements
  - Clothing that advertises or promotes tobacco, alcohol or other drugs
  - Jewelry or accessories that could be used to cause harm or injury
  - Any gang affiliated clothing

At Orchard Elementary, students are permitted to wear hats only during recess. Additionally, students are to wear shoes safe for PE and playing on the playground. Flip-flops or high heels are unsafe for these activities and should not be worn at school.

A good general policy regarding the dress code is: If there is ANY QUESTIONS about an item being inappropriate, DO NOT WEAR IT.

## **Behavior Expectations for Activities, Clubs and Extracurricular Events**

We are privileged to have several opportunities to experience educational activities, clubs and events. Participation in these activities is voluntary with the expectation that students will behave appropriately and conduct themselves as model citizens on a day-to-day basis. All students that participate must have a signed participation form from the activity, club, event, field trip authorizing parent consent and acknowledgement of student expectations will be required to participate.

The advisor or supervisor of any activities, clubs or extracurricular event is responsible for communicating and reinforcing behavior expectations. The advisor may address poor behavior and if a pattern is observed (2 or more times) address the concern with parent/guardians and

administrator. In the event that a student receives a behavior referral to the office they may have their privileges suspended for the short-term, long-term or indefinitely.

To represent Orchard Elementary in these activities are a privilege and voluntary.

## **Discrimination**

### **NONDISCRIMINATION AND SEXUAL HARASSMENT**

#### **DISCRIMINATION**

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

Civil Rights Coordinator: Galt Pettett, Galt.Pettett@rsd.edu or 509-967-6009

Title IX Officer: Todd Baddley, Todd.Baddley@rsd.edu or 509-967-6002

Section 504 Coordinator: Brian Moore, Brian.Moore@rsd.edu or 509-967-6003

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://app.eduportal.com/documents/view/717196> and

<https://app.eduportal.com/documents/view/717203>.

#### **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://app.eduportal.com/documents/view/713236> and <https://app.eduportal.com/documents/view/713239>.

#### COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT

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

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

#### Complaint to the School District

##### *Step 1. Write Out Your Complaint*

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

##### *Step 2: School District Investigates Your Complaint*

Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place.

The superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the district will notify you in writing to explain why staff need a time extension and the new date for their written response.

### *Step 3: School District Responds to Your Complaint*

In its written response, the district will include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

### **Appeal to the School District**

If you disagree with the school district's decision, you may appeal to the school district's board of directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you received the school district's response to your complaint. The school board will schedule a hearing within 20 calendar days after they received your appeal, unless you agree on a different timeline. The school board will send you a written decision within 30 calendar days after the district received your notice of appeal. The school board's decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI).

### **Complaint to OSPI**

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

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

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

*Mail or hand deliver:* PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

For more information, visit our [website](#), or contact OSPI's Equity and Civil Rights Office at 360-725-6162/TTY: 360-664-3631 or by e-mail at [equity@k12.wa.us](mailto:equity@k12.wa.us).

## 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](mailto:OCR.Seattle@ed.gov) | [OCR Website](https://www.ed.gov/ocr)

*Washington State Human Rights Commission*

1-800-233-3247 | TTY: 1-800-300-7525 | [Human Rights Commission Website](https://www.humanrights.wa.gov/)

## Handbook Language | Arabic

### التمييز

Richland تقدم الإدارة التعليمية كل البرامج والنشاطات من دون التمييز على أساس الجنس، أو العرق، أو العقيدة، أو الدين، أو اللون، أو الوطن الأصلي، أو العمر، أو الرتبة العسكرية، أو الميول الجنسية، أو التعبير الجنساني، أو الهوية الجنسية، أو الإعاقة، أو استخدام الكلاب المدربة أو حيوانات الخدمة للاسترشاد. كما توفر الإدارة فرصاً عادلة للانضمام إلى فرق الكشف للفتيان أو أي مجموعات أو فرق أخرى محددة للشباب. لقد عُيِّن الموظف/الموظفون التالي ذكرهم للإجابة عن التساؤلات، وتلقي الشكاوى الخاصة بمزاعم التمييز:

Civil Rights Coordinator: Galt Pettett, [Galt.Pettett@rsd.edu](mailto:Galt.Pettett@rsd.edu) or 509-967-6009

Title IX Officer: Todd Baddley, [Todd.Baddley@rsd.edu](mailto:Todd.Baddley@rsd.edu) or 509-967-6002

Section 504 Coordinator: Brian Moore, [Brian.Moore@rsd.edu](mailto:Brian.Moore@rsd.edu) or 509-967-6003

يمكنك رفع البلاغ عن التمييز أو المضايقات التمييزية إلى أي موظف بالمدرسة أو منسق الحقوق المدنية بالإدارة الوارد أعلاه. كما أنه لك الحق في تقديم شكوى (انظر أدناه). للحصول على نسخة من سياسة الإدارة وإجراءاتها لعدم التمييز، اتصل بمدرستك أو بمكتب الإدارة، أو اطلع عليها عبر الإنترنت من هنا: <https://app.eduportal.com/documents/view/717196> and <https://app.eduportal.com/documents/view/717203>.

### التحرش الجنسي

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

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

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

وتشمل أمثلة التحرش الجنسي:

- ممارسة الضغط على شخص لأهداف جنسية
- الملامسة غير المرحب بها ذات الطابع الجنسي
- الكتابة ذات الطابع الجنسي على الجدران
- توزيع رسائل نصية أو رسائل بريد إلكتروني أو صور جنسية صريحة
- التفوه بفكاهات جنسية أو نشر إشاعات أو إبداء ملاحظات إيحاءية
- العنف الجسدي، بما فيه الاغتصاب أو الاعتداء الجسدي

يمكنك رفع البلاغ عن التحرش الجنسي إلى أي موظف بالمدرسة أو إلى موظف الإدارة المسئول عن الامتثال للباب التاسع (Title IX) المذكور أعلاه. كما أنه لك الحق في تقديم شكوى (انظر أدناه). للحصول على نسختك من سياسة الإدارة وإجراءاتها لعدم التمييز، اتصل بمدرستك أو بمكتب الإدارة، أو اطلع عليها عبر الإنترنت من هنا:

<https://app.eduportal.com/documents/view/713236> and

<https://app.eduportal.com/documents/view/713239>

#### خيارات الشكوى: التمييز والتحرش الجنسي

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

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

#### تقديم الشكوى للإدارة التعليمية

##### الخطوة 1: اكتب شكواك

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

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

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

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

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

رفع التظلم إلى الإدارة التعليمية  
إذا رفضت قرار الإدارة التعليمية، يجوز لك التظلم من القرار لمجلس المديرين بالإدارة التعليمية. ويتعين عليك تقديم التظلم كتابةً إلى أمين مجلس المدرسة في غضون 10 أيام تقويمية من تلقي قرار الإدارة التعليمية على شكواك. وسوف يحدد مجلس المدرسة موعدًا لعقد جلسة الاستماع للشكوى في خلال 20 يومًا تقويميًا من تاريخ تلقي التظلم الخاص بك، ما لم توافق على جدول زمني آخر. سوف يرسل إليك مجلس المدرسة قراره كتابةً في خلال 30 يومًا تقويميًا بعد استلام الإدارة لتظلمك. سيشتمل قرار مجلس المدرسة على معلومات حول كيفية تقديم الشكوى إلى the Office of Superintendent of Public Instruction, OSPI.

تقديم الشكوى إلى the Office of Superintendent of Public Instruction, OSPI  
إذا لم تقبل قرار الإدارة التعليمية بشأن تظلمك، يوفر لك قانون الولاية خيارًا لتقديم شكوى رسمية إلى the Office of Superintendent of Public Instruction, OSPI. وهذه عملية منفصلة لرفع الشكوى يمكن اللجوء إليها إذا توفر أحد هذان الشرطين: (1) أكملت إجراءات الشكوى إلى الإدارة وكذا التظلم، أو (2) لم تتبع الإدارة عملية الشكوى والتظلم بشكل صحيح.

أمامك 20 يومًا تقويميًا لتقديم شكواك إلى the Office of Superintendent of Public Instruction, OSPI  
من تاريخ استلامك لقرار التظلم. يمكنك إرسال شكواك مكتوبةً إلى مكتب الإنصاف والحقوق المدنية التابع لـ the Office of Superintendent of Public Instruction, OSPI):  
البريد الإلكتروني: Equity@k12.wa.us | الفاكس: 360-664-2967  
البريد أو التسليم باليد: PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

للمزيد من المعلومات، زر موقعنا، أو اتصل بمكتب الإنصاف والحقوق المدنية التابع لـ OSPI 360-725-6162 /  
الهاتف النصي ((TTY: 360-664-3631 أو عبر البريد الإلكتروني equity@k12.wa.us.

الخيارات الأخرى لشكاوى التمييز

مكتب الحقوق المدنية، وزارة التعليم الأمريكية

1600-607-206 | الهاتف النصي لضعاف السمع ((OCR.Seattle@ed.gov | TDD: 1-800-877-8339  
الموقع الإلكتروني لمكتب الحقوق المدنية

لجنة ولاية واشنطن لحقوق الإنسان

3247-233-800-1 | الهاتف النصي ((TTY: 7525-300-800-1 | الموقع الإلكتروني للجنة حقوق الإنسان

## Handbook Language | Chinese

### 歧視

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

Civil Rights Coordinator: Galt Pettett, Galt.Pettett@rsd.edu or 509-967-6009

Title IX Officer: Todd Baddley, Todd.Baddley@rsd.edu or 509-967-6002

Section 504 Coordinator: Brian Moore, Brian.Moore@rsd.edu or 509-967-6003

您可以向任何學校職員或上述學區的民權協調員舉報歧視和歧視性騷擾。您也有權提出投訴（見下文）。有關您所在學區的不歧視政策和程序的文件，請聯絡您的學校或學區辦公室，或者在這裡線上檢視：<https://app.eduportal.com/documents/view/717196> and <https://app.eduportal.com/documents/view/717203>.

### 性騷擾

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

性騷擾指在以下情況中，本質為性且不受歡迎的行為或溝通：

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

性騷擾示例：

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

您可以向任何學校職員或上述學區的第九條專員舉報性騷擾。您也有權提出投訴（見下文）。有關您所在學區性騷擾政策和程序的文件，請聯絡您的學校或學區辦公室，或者在這裡線上檢視：<https://app.eduportal.com/documents/view/713236> and <https://app.eduportal.com/documents/view/713239>.

#### 投訴選項： 歧視和性騷擾

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

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

#### 向學區投訴

##### *步驟 1： 書寫您的投訴*

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

##### *步驟 2： 學區調查您的投訴*

在學區收到您的書面投訴後，協調員將給您一份投訴程序副本，並確保進行迅速徹底的調查。總監或指定人員將在 30 個日曆日內以書面形式回覆（您也可以協定其他時段）。如果您的投訴涉及需要更長調查時間的特殊情況，學區將以書面形式通知您，以解釋為何工作人員需要延期和書面回覆的新日期。

##### *步驟 3： 學區回覆您的投訴*

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

#### 向學區上訴

如果您不同意學區的決定，您可以向學區的董事會提出上訴。您必須在收到學區對於您投訴內容的回覆後的 10 個日曆日內，以書面方式向學校董事會秘書提出上訴通知。學校董事會將在收到上訴後的 20 個日曆日內安排聽證會（您也可以協定其

他時間表）。學校董事會將在學區收到您的上訴通知後的 30 個日曆日內向您傳送書面決定。學校董事會的決定將包括如何向公共教育監督辦公室 (OSPI) 提出投訴的相關資訊。

#### 向 OSPI 投訴

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

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

電子郵件： [Equity@k12.wa.us](mailto:Equity@k12.wa.us) | 傳真： 360-664-2967

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

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

#### 其他歧視投訴選項

##### 美國教育部民權辦公室

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

##### 華盛頓州人權委員會

1-800-233-3247 | TTY : 1-800-300-7525 | [人權委員會網站](#)

#### Handbook Language | Korean

#### 차별

Richland 학군은 어떤 프로그램 또는 활동에서 성별, 인종, 신념, 종교, 피부색, 출신 국가, 나이, 재향군인 또는 군 신분, 성적 지향, 성 표현, 성 정체성, 장애 또는 훈련된

안내견 또는 서비스 동물 사용을 근거로 차별하지 않으며, 보이 스카우트 및 기타 지정 청소년 그룹에 동등하게 접근할 수 있도록 합니다. 다음 직원이 차별로 의심되는 사건에 대한 문의 사항과 민원 처리를 담당합니다:

Civil Rights Coordinator: Galt Pettett, Galt.Pettett@rsd.edu or 509-967-6009

Title IX Officer: Todd Baddley, Todd.Baddley@rsd.edu or 509-967-6002

Section 504 Coordinator: Brian Moore, Brian.Moore@rsd.edu or 509-967-6003

여러분은 차별 및 차별적 괴롭힘을 신고할 수 있습니다. 위에 기재된 모든 교직원 또는 학군 담당 시민권 코디네이터에게 말씀해주시기 바랍니다. 민원을 제기할 권리도 있습니다(아래 참조). 지역 내 학군의 차별 금지 정책 및 절차 사본은 해당 학교, 학군 사무소 또는 학군 직원에게 연락하시거나 여기에서 온라인으로 확인할 수 있습니다: <https://app.eduportal.com/documents/view/717196> and <https://app.eduportal.com/documents/view/717203>.

## 성희롱

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

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

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

성희롱의 예:

- 성적인 부락을 들어주도록 압력을 행사

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

여러분은 성희롱을 신고할 수 있습니다. 위에 기재된 모든 교직원 또는 학군 Title IX 직원에게 말씀해주시기 바랍니다. 민원을 제기할 권리도 있습니다(아래 참조). 지역 내 학군의 성희롱 정책 및 절차 사본은 해당 학교, 학군 사무소 또는 학군 직원에게 연락하시거나 여기에서 온라인으로 확인할 수 있습니다:

<https://app.eduportal.com/documents/view/713236> and  
<https://app.eduportal.com/documents/view/713239>.

민원 제기 방법: 차별 및 성희롱

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

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

학군에 민원 제기

*1단계: 민원서 작성*

대부분의 경우, 민원의 대상이 되는 사건 또는 행동이 발생한 날짜로부터 1년 이내에 민원을 제기해야 합니다. 민원은 서면으로 작성해야 합니다. 해당 행동이나 사건을 기술하십시오. 차별, 차별적 괴롭힘, 성희롱이 발생한 이유를 설명하고 본인이 판단하기에 학군이 문제 해결을 위해 어떤 조치를 취할 수 있는지도

기술하시기 바랍니다. 작성한 민원서를 우편, 팩스, 이메일 또는 직접 제출하는 방식으로 교육감 또는 민권 준수 코디네이터에게 제출해 주십시오.

### *2단계: 학군에서 민원 조사*

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

### *3단계: OSPI가 민원에 답변*

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

### *학군에 항소*

학군의 결정에 동의하지 않을 경우, 학군 이사회에 항소할 수 있습니다. 귀하의 민원에 대한 학군의 답변을 받은 날로부터 달력일 기준 10일 이내에 학교 이사회장에게 항소 통지를 서면으로 접수해야 합니다. 귀하가 다른 기간에 동의하지 않는 한, 학교 이사회는 귀하의 항소 접수일로부터 달력일 기준 20일 이내에 심리 일정을 정해야 합니다. 학교 이사회는 귀하의 항소 통지를 받은 날로부터 달력일 기준 30일 이내에 귀하에게 서면 결정문을 발송할 것입니다. 학교 이사회의 결정문에는 공교육 교육감 사무소(Office of Superintendent of Public Instruction, OSPI)에 대한 민원 제기 방법에 대한 정보를 포함합니다.

## OSPI에 민원 제기

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

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

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

*다음 주소로 우편 발송 또는 직접 제출:* PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

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

## 기타 차별 관련 민원 방법

*미국 교육부 산하 민권 사무소(Office for Civil Rights)*

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

*워싱턴 주 인권 위원회(Washington State Human Rights Commission)*

### ਪੱਖਪਾਤ

Richland ਸਕੂਲ ਡਿਸਟ੍ਰਿਕਟ ਲਿੰਗ, ਜਾਤੀ, ਨਸਲ, ਧਰਮ, ਰੰਗ, ਰਾਸ਼ਟਰੀ ਮੂਲ, ਉਮਰ, ਸਾਬਕਾ ਫੌਜੀ ਜਾਂ ਫੌਜੀ ਸਥਿਤੀ, ਜਿਨਸੀ ਝੁਕਾਅ, ਲਿੰਗ ਪ੍ਰਗਟਾਵੇ, ਲਿੰਗ ਪਛਾਣ, ਅਪਾਹਜਪੁਣੇ, ਜਾਂ ਸਿਖਲਾਈ ਪ੍ਰਾਪਤ ਕੁੱਤਾ ਗਾਈਡ ਜਾਂ ਸੇਵਾ ਜਾਨਵਰ ਦੀ ਵਰਤੋਂ ਦੇ ਆਧਾਰ ਤੇ ਕਿਸੇ ਵੀ ਪ੍ਰੋਗਰਾਮਾਂ ਜਾਂ ਗਤੀਵਿਧੀਆਂ ਵਿੱਚ ਪੱਖਪਾਤ ਨਹੀਂ ਕਰਦਾ ਅਤੇ ਮੁੰਡਿਆਂ ਦੇ ਸਕਾਉਟ (Boy Scouts) ਅਤੇ ਹੋਰਾਂ ਨਿਯਤ ਨੌਜਵਾਨ ਸਮੂਹਾਂ ਨੂੰ ਬਰਾਬਰ ਪਹੁੰਚ ਮੁਹੱਈਆ ਕਰਦਾ ਹੈ। ਇਸ ਕਰਮਚਾਰੀ(ਆਂ) ਨੂੰ ਕਥਿਤ ਪੱਖਪਾਤ ਸਬੰਧੀ ਸਵਾਲਾਂ ਅਤੇ ਸ਼ਿਕਾਇਤਾਂ ਨਾਲ ਨਿਪਟਣ ਲਈ ਨਿਯੁਕਤ ਕੀਤਾ ਗਿਆ ਹੈ:

Civil Rights Coordinator: Galt Pettett, Galt.Pettett@rsd.edu or 509-967-6009

Title IX Officer: Todd Baddley, Todd.Baddley@rsd.edu or 509-967-6002

Section 504 Coordinator: Brian Moore, Brian.Moore@rsd.edu or 509-967-6003

ਤੁਸੀਂ ਪੱਖਪਾਤ ਅਤੇ ਪੱਖਪਾਤੀ ਉਤਪੀੜਨ ਦੀ ਰਿਪੋਰਟ ਸਕੂਲ ਦੇ ਕਿਸੇ ਵੀ ਸਟਾਫ ਮੈਂਬਰ ਨੂੰ ਜਾਂ ਡਿਸਟ੍ਰਿਕਟ ਦੇ ਸਿਵਲ ਰਾਈਟਸ ਕੋਆਰਡੀਨੇਟਰ ਨੂੰ ਕਰ ਸਕਦੇ ਹੋ, ਜਿਸਦੀ ਸੂਚੀ ਉੱਪਰ ਦਿੱਤੀ ਗਈ ਹੈ। ਤੁਹਾਨੂੰ ਸ਼ਿਕਾਇਤ ਦਰਜ ਕਰਨ ਦਾ ਵੀ ਹੱਕ ਹੈ (ਹੇਠਾਂ ਦੇਖੋ)। ਆਪਣੇ ਡਿਸਟ੍ਰਿਕਟ ਦੀ ਗ਼ੈਰ ਪੱਖਪਾਤ ਨੀਤੀ ਅਤੇ ਪ੍ਰਕਿਰਿਆ ਦੀ ਇੱਕ ਕਾਪੀ ਲਈ, ਆਪਣੇ ਸਕੂਲ ਜਾਂ ਡਿਸਟ੍ਰਿਕਟ ਦੇ ਦਫ਼ਤਰ ਨੂੰ ਸੰਪਰਕ ਕਰੋ ਜਾਂ ਇਸਨੂੰ ਇੱਥੇ ਔਨਲਾਈਨ ਦੇਖੋ:

<https://app.eduportal.com/documents/view/717196> and

<https://app.eduportal.com/documents/view/717203>.

### ਜਿਨਸੀ ਉਤਪੀੜਨ

ਵਿਦਿਆਰਥੀਆਂ ਅਤੇ ਸਟਾਫ ਦੀ ਕਿਸੇ ਵੀ ਸਕੂਲ ਦੇ ਪ੍ਰੋਗਰਾਮ ਜਾਂ ਗਤੀਵਿਧੀ ਵਿੱਚ ਕਿਸੇ ਵੀ ਵਿਅਕਤੀ ਦੁਆਰਾ ਕੀਤੀ ਜਾ ਸਕਣ ਵਾਲੀ ਜਿਨਸੀ ਉਤਪੀੜਨ ਤੋਂ ਰੱਖਿਆ ਕੀਤੀ ਜਾਂਦੀ ਹੈ, ਇਹਨਾਂ ਵਿੱਚ ਸਕੂਲ ਕੈਂਪਸ ਵਿੱਚ, ਸਕੂਲ ਬੱਸ ਵਿੱਚ ਜਾਂ ਕੈਂਪਸ ਤੋਂ ਬਾਹਰ ਸਕੂਲ ਵੱਲੋਂ ਸਪਾਂਸਰ ਕੀਤੀ ਗਤੀਵਿਧੀ ਸ਼ਾਮਲ ਹੈ।

ਜਿਨਸੀ ਉਤਪੀੜਨ ਅਜਿਹਾ ਨਾਪਸੰਦ ਵਿਵਹਾਰ ਜਾਂ ਗੱਲਬਾਤ, ਜੋ ਜਿਨਸੀ ਪ੍ਰਕਾਰ ਦਾ ਹੋਵੇ, ਜਦੋਂ:

- ਕੋਈ ਵਿਦਿਆਰਥੀ ਜਾਂ ਕਰਮਚਾਰੀ ਇਹ ਮੰਨਦਾ ਹੋਵੇ ਕਿ ਉਸਨੂੰ ਬਦਲੇ ਵਿੱਚ ਕੁਝ, ਜਿਵੇਂ ਕਿ ਗ੍ਰੇਡ, ਤਰੱਕੀ, ਸਪੋਰਟਸ ਟੀਮ ਵਿੱਚ ਜਗ੍ਹਾ ਪ੍ਰਾਪਤ ਕਰਨ ਜਾਂ ਕੋਈ ਵੀ ਸਿੱਖਿਆ ਸਬੰਧੀ ਜਾਂ ਰੋਜ਼ਗਾਰ ਸਬੰਧੀ ਫ਼ੈਸਲੇ ਲਈ ਨਾਪਸੰਦ ਜਿਨਸੀ ਆਚਰਨ ਜਾਂ ਗੱਲਬਾਤ ਕਰਨੀ ਪਵੇਗੀ, ਜਾਂ
- ਆਚਰਨ ਕਾਫ਼ੀ ਹੱਦ ਤੱਕ ਵਿਦਿਆਰਥੀ ਦੇ ਸਿੱਖਿਆ ਸਬੰਧੀ ਪ੍ਰਦਰਸ਼ਨ ਵਿੱਚ ਦਖ਼ਲ ਦਿੰਦਾ ਹੈ, ਜਾਂ ਧਮਕੀ ਵਾਲਾ ਜਾਂ ਸਿੱਖਿਆ ਜਾਂ ਰੋਜ਼ਗਾਰ ਵਿਰੋਧੀ ਵਾਤਾਵਰਨ ਪੈਦਾ ਕਰਦਾ ਹੈ।

ਜਿਨਸੀ ਉਤਪੀੜਨ ਦੇ ਉਦਾਹਰਨ:

- ਕਿਸੇ ਵਿਅਕਤੀ ਤੇ ਜਿਨਸੀ ਮਿਹਰਬਾਨੀ ਦਾ ਦਬਾਅ ਪਾਉਣਾ
- ਜਿਨਸੀ ਤੌਰ ਤੇ ਗਲਤ ਢੰਗ ਨਾਲ ਛੂਹਣਾ
- ਜਿਨਸੀ ਕਿਸਮ ਦੇ ਸੰਕੇਤ ਲਿਖਣਾ
- ਜਿਨਸੀ ਪ੍ਰਗਟਾਵੇ ਵਾਲੇ ਟੈਕਸਟ, ਈਮੇਲਾਂ, ਜਾਂ ਤਸਵੀਰਾਂ ਵੰਡਣਾ

- ਜਿਨਸੀ ਮਖੌਲ ਕਰਨੇ, ਅਫ਼ਵਾਹ ਉਡਾਉਣੀ, ਜਾਂ ਸੰਕੇਤਕ ਟਿੱਪਣੀਆਂ ਕਰਨਾ
- ਸਰੀਰਕ ਹਿੰਸਾ, ਜਿਸ ਵਿੱਚ ਬਲਾਤਕਾਰ ਅਤੇ ਜਿਨਸੀ ਹਮਲਾ ਸ਼ਾਮਲ ਹਨ

ਤੁਸੀਂ ਜਿਨਸੀ ਉਤਪੀੜਨ ਦੀ ਰਿਪੋਰਟ ਸਕੂਲ ਸਟਾਫ਼ ਦੇ ਕਿਸੇ ਵੀ ਮੈਂਬਰ ਜਾਂ ਡਿਸਟ੍ਰਿਕਟ ਦੇ ਟਾਈਟਲ IX ਅਫ਼ਸਰ ਨੂੰ ਕਰ ਸਕਦੇ ਹੋ, ਜਿਹਨਾਂ ਦੀ ਸੂਚੀ ਉੱਪਰ ਦਿੱਤੀ ਗਈ ਹੈ। ਤੁਹਾਨੂੰ ਸ਼ਿਕਾਇਤ ਦਰਜ ਕਰਨ ਦਾ ਵੀ ਹੱਕ ਹੈ (ਹੇਠਾਂ ਦੇਖੋ)। ਆਪਣੇ ਡਿਸਟ੍ਰਿਕਟ ਦੀ ਜਿਨਸੀ ਉਤਪੀੜਨ ਨੀਤੀ ਅਤੇ ਪ੍ਰਕਿਰਿਆ ਦੀ ਇੱਕ ਕਾਪੀ ਲਈ, ਆਪਣੇ ਸਕੂਲ ਜਾਂ ਡਿਸਟ੍ਰਿਕਟ ਦੇ ਦਫ਼ਤਰ ਨੂੰ ਸੰਪਰਕ ਕਰੋ ਜਾਂ ਇਸਨੂੰ ਇੱਥੇ ਔਨਲਾਈਨ ਦੇਖੋ:

<https://app.eduportal.com/documents/view/713236> and

<https://app.eduportal.com/documents/view/713239>.

ਸ਼ਿਕਾਇਤ ਦੇ ਵਿਕਲਪ: ਪੱਖਪਾਤ ਅਤੇ ਜਿਨਸੀ ਉਤਪੀੜਨ (ਸੈਕਸੁਅਲ ਹੈਰੇਸਮੈਂਟ)

ਜੇਕਰ ਤੁਹਾਨੂੰ ਲੱਗਦਾ ਹੈ ਕਿ ਤੁਸੀਂ ਜਾਂ ਤੁਹਾਡੇ ਬੱਚੇ ਨੇ ਗ਼ੈਰ ਕਨੂੰਨੀ ਪੱਖਪਾਤ, ਪੱਖਪਾਤੀ ਉਤਪੀੜਨ ਜਾਂ ਸਕੂਲ ਵਿੱਚ ਜਿਨਸੀ ਉਤਪੀੜਨ ਦਾ ਸਾਹਮਣਾ ਕੀਤਾ ਹੈ, ਤੁਹਾਨੂੰ ਸ਼ਿਕਾਇਤ ਦਰਜ ਕਰਨ ਦਾ ਹੱਕ ਹੈ।

ਸ਼ਿਕਾਇਤ ਦਰਜ ਕਰਨ ਤੋਂ ਪਹਿਲਾਂ, ਤੁਸੀਂ ਆਪਣੀਆਂ ਚਿੰਤਾਵਾਂ ਬਾਰੇ ਆਪਣੇ ਬੱਚੇ ਦੇ ਪ੍ਰਿੰਸੀਪਲ ਦੇ ਨਾਲ ਜਾਂ ਸਕੂਲ ਡਿਸਟ੍ਰਿਕਟ ਦੇ ਸੈਕਸ਼ਨ 504 ਕੋਆਰਡੀਨੇਟਰ, ਟਾਈਟਲ IX ਅਫ਼ਸਰ, ਜਾਂ ਸਿਵਲ ਰਾਈਟਸ ਕੋਆਰਡੀਨੇਟਰ ਦੇ ਨਾਲ ਵਿਚਾਰ-ਵਟਾਂਦਰਾ ਕਰੋ, ਜਿਹਨਾਂ ਦੀ ਸੂਚੀ ਉੱਪਰ ਦਿੱਤੀ ਗਈ ਹੈ। ਇਹ ਅਕਸਰ ਤੁਹਾਡੀਆਂ ਚਿੰਤਾਵਾਂ ਨੂੰ ਹੱਲ ਕਰਨ ਦਾ ਸਭ ਤੋਂ ਤੇਜ਼ ਤਰੀਕਾ ਹੁੰਦਾ ਹੈ।

ਸਕੂਲ ਡਿਸਟ੍ਰਿਕਟ ਨੂੰ ਸ਼ਿਕਾਇਤ

*ਪੜਾਅ 1. ਆਪਣੀ ਸ਼ਿਕਾਇਤ ਲਿਖੋ*

ਜ਼ਿਆਦਾਤਰ ਮਾਮਲਿਆਂ ਵਿੱਚ, ਸ਼ਿਕਾਇਤਾਂ ਉਸ ਘਟਨਾ ਜਾਂ ਆਚਰਨ ਜੋ ਸ਼ਿਕਾਇਤ ਦੇ ਅਧੀਨ ਹਨ, ਦੀ ਤਾਰੀਖ ਤੋਂ ਇੱਕ ਸਾਲ ਦੇ ਅੰਦਰ ਦਰਜ ਕੀਤੀਆਂ ਜਾਣੀਆਂ ਲਾਜ਼ਮੀ ਹੁੰਦੀਆਂ ਹਨ। ਸ਼ਿਕਾਇਤ ਲਿਖਤ ਵਿੱਚ ਹੋਣੀ ਲਾਜ਼ਮੀ ਹੈ। ਆਚਰਨ ਜਾਂ ਘਟਨਾ ਦਾ ਵਰਣਨ ਦੇਣਾ ਯਕੀਨੀ ਬਣਾਓ, ਸਪਸ਼ਟ ਕਰੋ ਕਿ ਤੁਹਾਨੂੰ ਕਿਉਂ ਲੱਗਦਾ ਹੈ ਕਿ ਪੱਖਪਾਤ, ਪੱਖਪਾਤੀ ਉਤਪੀੜਨ, ਜਾਂ ਜਿਨਸੀ ਉਤਪੀੜਨ ਹੋਇਆ ਹੈ ਅਤੇ ਵਰਣਨ ਕਰੋ ਕਿ ਤੁਹਾਡੇ ਵਿਚਾਰ ਵਿੱਚ ਡਿਸਟ੍ਰਿਕਟ ਨੂੰ ਸਮੱਸਿਆ ਹੱਲ ਕਰਨ ਲਈ ਕਿਹੜੀਆਂ ਕਾਰਵਾਈਆਂ ਕਰਨੀਆਂ ਚਾਹੀਦੀਆਂ ਹਨ। ਆਪਣੀ ਲਿਖਤ ਸ਼ਿਕਾਇਤ ਭੇਜੋ—ਪੱਤਰ, ਫੈਕਸ, ਈਮੇਲ ਰਾਹੀਂ, ਜਾਂ ਖੁਦ ਪਹੁੰਚਾ ਕੇ—ਡਿਸਟ੍ਰਿਕਟ ਸੁਪਰਡੈਂਟ ਨੂੰ ਜਾਂ ਸਿਵਲ ਰਾਈਟਸ ਅਨੁਪਾਲਣ ਕੋਆਰਡੀਨੇਟਰ ਨੂੰ।

*ਪੜਾਅ 2: ਸਕੂਲ ਡਿਸਟ੍ਰਿਕਟ ਤੁਹਾਡੀ ਸ਼ਿਕਾਇਤ ਦੀ ਜਾਂਚ ਕਰਦਾ ਹੈ*

ਜਦੋਂ ਡਿਸਟ੍ਰਿਕਟ ਨੂੰ ਤੁਹਾਡੀ ਲਿਖਤ ਸ਼ਿਕਾਇਤ ਪ੍ਰਾਪਤ ਹੁੰਦੀ ਹੈ, ਤਾਂ ਕੋਆਰਡੀਨੇਟਰ ਤੁਹਾਨੂੰ ਸ਼ਿਕਾਇਤ ਪ੍ਰਕਿਰਿਆ ਦੀ ਇੱਕ ਕਾਪੀ ਦਿੰਦਾ ਹੈ ਅਤੇ ਯਕੀਨੀ ਬਣਾਉਂਦਾ ਹੈ ਕਿ ਤੁਰੰਤ ਅਤੇ ਸੰਪੂਰਨ ਜਾਂਚ ਕੀਤੀ ਜਾਵੇ। ਸੁਪਰਡੈਂਟ ਜਾਂ ਨਿਯੁਕਤ ਵਿਅਕਤੀ 30 ਕੈਲੰਡਰ ਦਿਨਾਂ ਦੇ ਅੰਦਰ ਲਿਖਤ ਵਿੱਚ ਤੁਹਾਨੂੰ ਜਵਾਬ ਦੇਵੇਗਾ—ਉਸ ਹਾਲਤ ਨੂੰ ਛੱਡ ਕੇ ਜਦੋਂ ਤੱਕ ਤੁਸੀਂ ਕਿਸੇ ਵੱਖਰੀ ਸਮਾਂ ਮਿਆਦ ਲਈ ਸਹਿਮਤੀ ਨਾ ਦੇਵੋ। ਜੇਕਰ ਤੁਹਾਡੀ ਸ਼ਿਕਾਇਤ ਵਿੱਚ ਖ਼ਾਸ ਸਥਿਤੀਆਂ ਸ਼ਾਮਲ ਹਨ, ਜਿਹਨਾਂ ਲਈ ਲੰਮੀ ਜਾਂਚ ਦੀ ਲੋੜ ਹੈ, ਤਾਂ ਡਿਸਟ੍ਰਿਕਟ ਇਹ

ਸਪਸ਼ਟ ਕਰਨ ਲਈ ਲਿਖਤ ਵਿੱਚ ਤੁਹਾਨੂੰ ਸੂਚਿਤ ਕਰੇਗਾ ਕਿ ਸਟਾਫ ਨੂੰ ਸਮਾਂ ਸੀਮਾ ਵਿੱਚ ਵਿਸਤਾਰ ਦੀ ਅਤੇ ਉਹਨਾਂ ਦੇ ਲਿਖਤ ਜਵਾਬ ਲਈ ਨਵੀਂ ਤਾਰੀਖ ਦੀ ਕਿਉਂ ਲੋੜ ਹੈ।

### *ਪੜਾਅ 3: ਸਕੂਲ ਡਿਸਟ੍ਰਿਕਟ ਤੁਹਾਡੀ ਸ਼ਿਕਾਇਤ ਦਾ ਜਵਾਬ ਦਿੰਦਾ ਹੈ*

ਆਪਣੇ ਲਿਖਤ ਜਵਾਬ ਵਿੱਚ, ਡਿਸਟ੍ਰਿਕਟ ਜਾਂਚ ਦੇ ਨਤੀਜਿਆਂ ਦਾ ਸਾਰ, ਇਸ ਬਾਰੇ ਫ਼ੈਸਲਾ ਕਿ ਡਿਸਟ੍ਰਿਕਟ ਨਾਗਰਿਕ ਹੱਕਾਂ (ਸਿਵਲ ਰਾਈਟਸ) ਦੇ ਕਨੂੰਨਾਂ ਦੀ ਪਾਲਣਾ ਕਰਨ ਵਿੱਚ ਅਸਫਲ ਹੋਇਆ ਹੈ ਜਾਂ ਨਹੀਂ, ਇਹ ਸੂਚਨਾ ਕਿ ਤੁਸੀਂ ਇਸ ਫ਼ੈਸਲੇ ਲਈ ਅਪੀਲ ਕਰ ਸਕਦੇ ਹੋ ਅਤੇ ਡਿਸਟ੍ਰਿਕਟ ਤੋਂ ਨਾਗਰਿਕ ਹੱਕਾਂ ਦੇ ਕਨੂੰਨਾਂ ਦੀ ਪਾਲਣਾ ਕਰਵਾਉਣ ਲਈ ਜ਼ਰੂਰੀ ਕੋਈ ਵੀ ਉਪਾਅ ਸ਼ਾਮਲ ਕਰੇਗਾ। ਸੋਧ ਉਪਾਅ ਇਸ ਲਿਖਤ ਜਵਾਬ ਦੇ 30 ਕੈਲੰਡਰ ਦਿਨਾਂ ਦੇ ਅੰਦਰ ਪ੍ਰਭਾਵੀ ਹੋਣਗੇ—ਉਸ ਹਾਲਤ ਨੂੰ ਛੱਡ ਕੇ ਜਦੋਂ ਤੱਕ ਤੁਸੀਂ ਕਿਸੇ ਵੱਖਰੀ ਸਮਾਂ ਮਿਆਦ ਲਈ ਸਹਿਮਤੀ ਨਾ ਦੇਵੋ।

### *ਸਕੂਲ ਡਿਸਟ੍ਰਿਕਟ ਨੂੰ ਅਪੀਲ*

ਜੇਕਰ ਤੁਸੀਂ ਸਕੂਲ ਡਿਸਟ੍ਰਿਕਟ ਦੇ ਫ਼ੈਸਲੇ ਤੋਂ ਅਸਹਿਮਤ ਹੋ, ਤਾਂ ਤੁਸੀਂ ਸਕੂਲ ਡਿਸਟ੍ਰਿਕਟ ਦੇ ਬੋਰਡ ਆਫ ਡਾਇਰੈਕਟਰਸ ਨੂੰ ਅਪੀਲ ਕਰ ਸਕਦੇ ਹੋ। ਤੁਹਾਡੇ ਦੁਆਰਾ ਸਕੂਲ ਡਿਸਟ੍ਰਿਕਟ ਤੋਂ ਆਪਣੀ ਸ਼ਿਕਾਇਤ ਦਾ ਜਵਾਬ ਪ੍ਰਾਪਤ ਹੋਣ ਦੇ ਬਾਅਦ 10 ਕੈਲੰਡਰ ਦਿਨਾਂ ਦੇ ਅੰਦਰ ਸਕੂਲ ਬੋਰਡ ਦੇ ਸਕੱਤਰ ਨੂੰ ਲਿਖਤ ਵਿੱਚ ਅਪੀਲ ਦਾ ਨੋਟਿਸ ਦਰਜ ਕਰਨਾ ਲਾਜ਼ਮੀ ਹੈ। ਸਕੂਲ ਬੋਰਡ ਤੁਹਾਡੀ ਅਪੀਲ ਪ੍ਰਾਪਤ ਹੋਣ ਦੇ ਬਾਅਦ 20 ਕੈਲੰਡਰ ਦਿਨਾਂ ਦੇ ਅੰਦਰ ਇੱਕ ਸੁਣਵਾਈ ਨਿਯਤ ਕਰੇਗਾ, ਉਸ ਹਾਲਤ ਨੂੰ ਛੱਡ ਕੇ ਜਦੋਂ ਤੁਸੀਂ ਕਿਸੇ ਵੱਖਰੀ ਸਮਾਂ ਮਿਆਦ ਲਈ ਸਹਿਮਤੀ ਨਾ ਦੇਵੋ। ਸਕੂਲ ਬੋਰਡ, ਡਿਸਟ੍ਰਿਕਟ ਦੁਆਰਾ ਤੁਹਾਡਾ ਅਪੀਲ ਦਾ ਨੋਟਿਸ ਪ੍ਰਾਪਤ ਕਰਨ ਦੇ ਬਾਅਦ 30 ਕੈਲੰਡਰ ਦਿਨਾਂ ਦੇ ਅੰਦਰ ਤੁਹਾਨੂੰ ਇੱਕ ਲਿਖਤ ਫ਼ੈਸਲਾ ਭੇਜੇਗਾ। ਸਕੂਲ ਬੋਰਡ ਦੇ ਫ਼ੈਸਲੇ ਵਿੱਚ ਇਸ ਬਾਰੇ ਜਾਣਕਾਰੀ ਸ਼ਾਮਲ ਹੋਵੇਗੀ ਕਿ ਆਫ਼ਿਸ ਆਫ਼ ਸੁਪਰਿਨਟੈਂਡੈਂਟ ਆਫ਼ ਪਬਲਿਕ ਇੰਸਟ੍ਰਕਸ਼ਨ (ਓ ਐਸ ਪੀ ਆਈ) (Office of Superintendent of Public Instruction) (OSPI) ਨੂੰ ਸ਼ਿਕਾਇਤ ਕਿਵੇਂ ਦਰਜ ਕੀਤੀ ਜਾਵੇ।

### *OSPI ਨੂੰ ਸ਼ਿਕਾਇਤ*

ਜੇਕਰ ਤੁਸੀਂ ਸਕੂਲ ਡਿਸਟ੍ਰਿਕਟ ਦੇ ਅਪੀਲ ਫ਼ੈਸਲੇ ਤੋਂ ਸਹਿਮਤ ਨਹੀਂ ਹੋ, ਤਾਂ ਰਾਜ ਦਾ ਕਨੂੰਨ ਆਫ਼ਿਸ ਆਫ਼ ਸੁਪਰਿਨਟੈਂਡੈਂਟ ਆਫ਼ ਪਬਲਿਕ ਇੰਸਟ੍ਰਕਸ਼ਨ (ਓ ਐਸ ਪੀ ਆਈ) (Office of Superintendent of Public Instruction) (OSPI) ਨੂੰ ਰਸਮੀ ਸ਼ਿਕਾਇਤ ਦਰਜ ਕਰਨ ਦਾ ਵਿਕਲਪ ਮੁਹੱਈਆ ਕਰਦਾ ਹੈ। ਇਹ ਇੱਕ ਵੱਖਰੀ ਸ਼ਿਕਾਇਤ ਵਿਧੀ ਹੁੰਦੀ ਹੈ ਜੋ ਤਦੋਂ ਹੁੰਦੀ ਹੈ ਜਦੋਂ ਇਨ੍ਹਾਂ ਦੇ ਹਾਲਾਤਾਂ ਵਿੱਚੋਂ ਇੱਕ ਪੈਦਾ ਹੁੰਦੀ ਹੈ: (1) ਤੁਸੀਂ ਡਿਸਟ੍ਰਿਕਟ ਦੀ ਸ਼ਿਕਾਇਤ ਅਤੇ ਅਪੀਲ ਪ੍ਰਕਿਰਿਆ ਪੂਰੀ ਕੀਤੀ ਹੈ, ਜਾਂ (2) ਡਿਸਟ੍ਰਿਕਟ ਨੇ ਸ਼ਿਕਾਇਤ ਅਤੇ ਅਪੀਲ ਪ੍ਰਕਿਰਿਆ ਦੀ ਸਹੀ ਰੂਪ ਨਾਲ ਪਾਲਣਾ ਨਹੀਂ ਕੀਤੀ ਹੈ।

ਤੁਹਾਡੇ ਕੋਲ OSPI ਨੂੰ ਸ਼ਿਕਾਇਤ ਦਰਜ ਕਰਨ ਲਈ ਆਪਣੀ ਅਪੀਲ ਤੇ ਫ਼ੈਸਲਾ ਪ੍ਰਾਪਤ ਕਰਨ ਦੇ ਦਿਨ ਤੋਂ ਬਾਅਦ 20 ਕੈਲੰਡਰ ਦਿਨਾਂ ਦਾ ਸਮਾਂ ਹੁੰਦਾ ਹੈ। ਤੁਸੀਂ ਆਪਣੀ ਲਿਖਤ ਸ਼ਿਕਾਇਤ OSPI ਨੂੰ Equity and Civil Rights Office (ਇਕਵਿਟੀ ਅਤੇ ਸਿਵਲ ਰਾਈਟਸ ਆਫ਼ਿਸ) ਨੂੰ ਭੇਜ ਸਕਦੇ ਹੋ:

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

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

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

ਪੱਖਪਾਤ ਸਿਕਾਇਤ ਦੇ ਹੋਰ ਵਿਕਲਪ

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

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

*ਵਾਸ਼ਿੰਗਟਨ ਸਟੇਟ ਹਿਊਮੈਨ ਰਾਈਟਸ ਕਮਿਸ਼ਨ*

1-800-233-3247 | TTY: 1-800-300-7525 | ਹਿਊਮੈਨ ਰਾਈਟਸ ਕਮਿਸ਼ਨ ਦੀ ਵੈਬਸਾਈਟ

Handbook Language | Russian

## ДИСКРИМИНАЦИЯ

Школьный округ Richland не допускает в рамках любых программ или мероприятий дискриминации на основе пола, расы, вероисповедания, религии, цвета кожи, национального происхождения, возраста, статуса ветерана или военнослужащего, сексуальной ориентации, гендерного самовыражения, гендерной идентичности, инвалидности или использования обученной собаки-поводыря или служебного животного и предоставляет равный доступ в бойскауты и другие специализированные молодежные группы. Для ответов на вопросы и урегулирования жалоб на предполагаемую дискриминацию назначен(ы) следующий(е) сотрудник(и):  
Civil Rights Coordinator: Galt Pettett, [Galt.Pettett@rsd.edu](mailto:Galt.Pettett@rsd.edu) or 509-967-6009  
Title IX Officer: Todd Baddley, [Todd.Baddley@rsd.edu](mailto:Todd.Baddley@rsd.edu) or 509-967-6002  
Section 504 Coordinator: Brian Moore, [Brian.Moore@rsd.edu](mailto:Brian.Moore@rsd.edu) or 509-967-6003

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

Интернете по адресу: <https://app.eduportal.com/documents/view/717196> and <https://app.eduportal.com/documents/view/717203>.

## СЕКСУАЛЬНЫЕ ПРЕСЛЕДОВАНИЯ

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

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

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

Примеры сексуальных преследований:

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

Вы можете сообщить о сексуальных преследованиях любому сотруднику школы или инспектору округа по вопросам Раздела IX, указанному выше. Кроме того, вы имеет право подать жалобу (см. ниже). Копию политики и процедуры вашего округа в отношении сексуальных преследований можно получить в канцелярии своей школы или округа или просмотреть их в Интернете по адресу:

<https://app.eduportal.com/documents/view/713236> and <https://app.eduportal.com/documents/view/713239>.

## ВАРИАНТЫ ПОДАЧИ ЖАЛОБЫ: ДИСКРИМИНАЦИЯ И СЕКСУАЛЬНЫЕ ПРЕСЛЕДОВАНИЯ

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

Прежде чем подать жалобу, вы можете обсудить вызывающие ваше беспокойство вопросы с директором школы своего ребёнка или координатором округа по вопросам Раздела 504, инспектором по вопросам Раздела IX или координатором по вопросам гражданских прав, указанными выше. Зачастую это самый быстрый способ уладить вопросы, вызывающие ваше беспокойство.

#### Подача жалобы в школьный округ

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

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

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

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

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

В письменном ответе округа будут содержаться краткое изложение результатов расследования, решение о том, нарушил ли округ законы о гражданских правах, уведомление о том, что вы можете опротестовать это решение, а также описание действий, необходимых для обеспечения выполнения округом законов о гражданских правах. Исправительные меры будут приняты в течение 30

календарных дней после даты этого письменного ответа, если вы не договорились об ином периоде времени.

#### Подача апелляции в школьный округ

Если вы не согласны с решением школьного округа, то вы можете подать апелляцию совету директоров данного школьного округа. Вы обязаны направить письменное заявление об апелляции секретарю совета по вопросам школьного образования в течение 10 календарных дней после получения ответа школьного округа на вашу жалобу. Совет по вопросам школьного образования назначит слушание дела в течение 20 календарных дней после получения вашей апелляции, если вы не договорились об иных сроках. Совет по вопросам школьного образования направит вам письменное решение в течение 30 календарных дней после получения округом вашего заявления об апелляции. В решении совета по вопросам школьного образования будет содержаться информация о том, как подать жалобу в Управление инспектора народного образования (OSPI).

#### Подача жалобы в OSPI

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

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

*Адрес электронной почты:* [Equity@k12.wa.us](mailto:Equity@k12.wa.us) | *Факс:* 360-664-2967

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

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

Другие варианты подачи жалоб на дискриминацию

*Отдел гражданских прав (OCR) Министерства образования США*

206-607-1600 | TDD: 1-800-877-8339 | OCR.Seattle@ed.gov | Веб-сайт OCR

*Комиссия штата Вашингтон по правам человека*

1-800-233-3247 | TTY: 1-800-300-7525 | Веб-сайт Комиссии по правам человека

Handbook Language | Somali

## TAKOORKA

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

Civil Rights Coordinator: Galt Pettett, Galt.Pettett@rsd.edu or 509-967-6009

Title IX Officer: Todd Baddley, Todd.Baddley@rsd.edu or 509-967-6002

Section 504 Coordinator: Brian Moore, Brian.Moore@rsd.edu or 509-967-6003

Waxaad u sheegi kartaa takoorta iyo dhibaateynta takoorka xubinta shaqaalaha dugsiga ama Xiriiriyaha Xaquuqaha Madaniga ee degmada, ee kor ku qoran. Sidoo kale waxaad xaq u leedahay inaad gudbisoo cabasho (fiiri hoos). Si aad u hesho nuqul ah siyaasadda iyo nidaamka takoor la'aanta degmada, la xiriir xafiiska dugsigaaga ama degmada ama ka eeg onleenka halkaan: <https://app.eduportal.com/documents/view/717196> and <https://app.eduportal.com/documents/view/717203>.

## DHIBAATEYNTA GALMADA

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

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

- Ardayga ama shaqaalaha waxaa loogu hogaamiyay inuu rumeysto in isaga ama iyada ay gudbiyaan habdhaqanka galmada aan la soo dhaweyn ama xiriirka si markaas wax looga helo

badelkeeda, sida darajada, dallacsiinta, meel kooxda ciyaaraha, ama go'aanka waxbarasho ama shaqaaleyn walba, ama

· Habdhaqanku uu aad u arbushayo waxqabadka waxbarashada ardayga, ama abuurayo jawiga cabsigelinta ama cadaawada waxbarashada ama shaqada.

Tusaalooyinka Dhibaateynta Galmada:

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

Waxaad ku wargelinta kartaa dhibaateynta galmada xubin kasta ee shaqaalaha dugsiga ama Sarkaalka degmada Title IX, kaas oo kor ku qoran. Sidoo kale waxaad xaq u leedahay inaad gudbiso cabasho (fiiri hoos). Koobiga xeerka iyo nidaamka dhibaateynta galmada ee degmadaada, la xiriir xafiiska dugsigaaga ama degmada, ama ka eeg onleenka halkaan:

<https://app.eduportal.com/documents/view/713236> and

<https://app.eduportal.com/documents/view/713239>.

#### IKHTIYAARRADA CABASHADA: DHIBAATEYNTA TAKOORKA IYO GALMADA

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

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

Cabashada ku socoda Dugsiga Degmada

*Talaabada 1aad. Ku qor Banaanka Cabashadaada*

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

*Tallaabada 2: Dugsiga Degmo ayaa Baaro Cabashadaada*

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

*Tallaabada 3: Dugsiga Degmada way ka Jawaabaan Cabashadaada*

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

*Racfaanka ku socda Dugsiga Degmada*

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

*Cabashada ku socota OSPI*

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

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

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

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

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

Ikhtiyaarrada Kale ee Cabashada Takoorka

*Xafiiska Xuquuqda Madaniga, Waaxda Waxbarashada Maraykanka*

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

*Guddida Xuquuqda Aadanaha Gobolka Washington*

1-800-233-3247 | TTY: 1-800-300-7525 | [Websaytka Guddida Xuquuqda Aadanaha](#)

Handbook Language | Spanish

## DISCRIMINACIÓN

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

Civil Rights Coordinator: Galt Pettett, [Galt.Pettett@rsd.edu](mailto:Galt.Pettett@rsd.edu) or 509-967-6009

Title IX Officer: Todd Baddley, [Todd.Baddley@rsd.edu](mailto:Todd.Baddley@rsd.edu) or 509-967-6002

Section 504 Coordinator: Brian Moore, [Brian.Moore@rsd.edu](mailto:Brian.Moore@rsd.edu) or 509-967-6003

Puede denunciar una situación de discriminación y acoso discriminatorio ante cualquier miembro del personal de la escuela o al Coordinador de Derechos Civiles del distrito,

anteriormente mencionados. También tiene el derecho de presentar una denuncia (consulte la información a continuación). Para obtener una copia de la política y el procedimiento sobre la no discriminación de su distrito, comuníquese con la oficina de su escuela o distrito o consulte en línea en la siguiente dirección:

<https://app.eduportal.com/documents/view/717196> and  
<https://app.eduportal.com/documents/view/717203>.

## ACOSO SEXUAL

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

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

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

Ejemplos de acoso sexual:

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

Puede informar sobre una situación de acoso sexual a cualquier miembro del personal de la escuela o al Oficial del Título IX del distrito, quien fue mencionado con anterioridad.

También tiene el derecho de presentar una denuncia (consulte la información a continuación). Para obtener una copia de la política y el procedimiento sobre el acoso sexual de su distrito, comuníquese con la oficina de su escuela o distrito o consulte en línea aquí:

<https://app.eduportal.com/documents/view/713236> and  
<https://app.eduportal.com/documents/view/713239>.

## OPCIONES DE DENUNCIA: DISCRIMINACIÓN Y ACOSO SEXUAL

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

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

### Denuncia ante el Distrito Escolar

#### *Paso 1: redacte su denuncia*

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

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

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

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

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

### Apelación ante el Distrito Escolar

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

su denuncia. La junta escolar programará una audiencia dentro de los 20 días calendario después de recibir su apelación, a menos que usted acuerde un cronograma diferente. La junta escolar le enviará una decisión por escrito dentro de los 30 días calendario después de que el distrito recibió su notificación de apelación. La decisión de la junta escolar incluirá información sobre cómo presentar una denuncia ante la Oficina del Superintendente de Instrucción Pública (OSPI).

#### Denuncia ante la OSPI

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

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

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

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

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

#### Otras opciones de denuncia por discriminación

*Departamento de Educación de Estados Unidos, Oficina de Derechos Civiles (Office for Civil Rights, OCR)*

al 206-607-1600 | TDD: 1-800-877-8339 | [OCR.Seattle@ed.gov](mailto:OCR.Seattle@ed.gov) | [Sitio web de la OCR](#)

*Comisión de Derechos Humanos del Estado de Washington*

1-800-233-3247 | TTY: 1-800-300-7525 | [Sitio web de la Comisión de Derechos Humanos](#)

## DISKRIMASYON

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

Civil Rights Coordinator: Galt Pettett, Galt.Pettett@rsd.edu or 509-967-6009

Title IX Officer: Todd Baddley, Todd.Baddley@rsd.edu or 509-967-6002

Section 504 Coordinator: Brian Moore, Brian.Moore@rsd.edu or 509-967-6003

Makakapag-ulat ka ng diskriminasyon at discriminatory harassment sa sinumang miyembro ng tauhan ng paaralan o sa Civil Rights Coordinator ng distrito, na nakalista sa itaas. May karapatan ka ring maghain ng reklamo (tingnan sa ibaba). Para sa kopya ng patakaran at pamamaraan laban sa diskriminasyon ng iyong distrito, makipag-ugnayan sa paaralan o opisina ng distrito o tingnan ito online dito:

<https://app.eduportal.com/documents/view/717196> and

<https://app.eduportal.com/documents/view/717203>.

## SEKSWAL NA PANLILIGALIG

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

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

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

Mga Halimbawa ng Sekswal na Panliligalig:

- Pagpipilit sa isang tao ng sekswal na pabor
- Hindi gustong paghihipo na sekswal
- Paggawa ng graffiti na sekswal

- Pamamahagi ng mga text, e-mail, o larawan na maliwanag na sekswal
- Mga pagbibiro o panunuksong sekswal, mga pagtsitsismis, o may bastos na kahulugan na mga mungkahi
- Pisikal na karahasan, kasama na ang panggagahasa at pang-aatakeng sekswal

Makakapag-ulat ka ng sekswal na panliligalig sa sinumang miyembro ng tauhan ng paaralan o sa Title IX Officer ng distrito, na nakalista sa itaas. May karapatan ka ring maghain ng reklamo (tingnan sa ibaba). Para sa kopya ng patakaran at pamamaraan sa sekswal na panliligalig ng iyong distrito, makipag-ugnayan sa paaralan o opisina ng distrito, o tingnan ito online dito: <https://app.eduportal.com/documents/view/713236> and <https://app.eduportal.com/documents/view/713239>.

## MGA OPSYON SA PAGREREKLAMO: DISKRIMINASYON AT SEKSWAL NA PANLILIGALIG

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

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

### Reklamo sa Distrito ng Paaralan

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

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

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

Kapag natanggap na ng distrito ang iyong reklamo, bibigyan ka ng coordinator ng kopya ng pamamaraan ng pagrereklamo at titiyaking magsasagawa ng agaran at masisininang pagsisiyasat. Tutugon ang superintendent o naitalaga sa iyo sa pamamagitan ng kasulatan sa loob ng 30 araw sa kalendaryo—maliban kung sasang-ayon ka sa ibang panahon. Kung

kinasasangkutan ng iyong reklamo ang bukod-tanging mga pangyayari na kailangan ang mas matagal na pagsisiyasat, aabisuhan ka ng distrito sa pamamagitan ng kasulatan at ipapaliwanag kung bakit kailangan ng tauhan ng dagdag na panahon at isang bagong petsa sa kanilang kasagutan sa pamamagitan ng kasulatan.

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

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

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

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

#### **Reklamo sa OSPI**

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

Mayroon kang 20 araw sa kalendaryo upang maghain ng reklamo sa OSPI mula sa araw na natanggap mo ang pasya sa iyong apela. Maaari mong ipadala ang iyong reklamo sa pamamagitan ng kasulatan sa Equity and Civil Rights Office sa OSPI:

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

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

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

Iba Pang Opsyon sa Pagrereklamo ng Diskriminasyon

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

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

*Washington State Human Rights Commission*

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

Handbook Language | Ukrainian

## ДИСКРИМІНАЦІЯ

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

Civil Rights Coordinator: Galt Pettett, [Galt.Pettett@rsd.edu](mailto:Galt.Pettett@rsd.edu) or 509-967-6009

Title IX Officer: Todd Baddley, [Todd.Baddley@rsd.edu](mailto:Todd.Baddley@rsd.edu) or 509-967-6002

Section 504 Coordinator: Brian Moore, [Brian.Moore@rsd.edu](mailto:Brian.Moore@rsd.edu) or 509-967-6003

Ви можете повідомити про дискримінацію та дискримінаційне домагання будь-якому співробітнику школи або Координатору нагляду за дотриманням цивільних прав, вказаному вище. Також ви маєте право подати скаргу (див. нижче) Щоб отримати екземпляр політики і процедури недопущення дискримінації для вашого округу, зверніться у свою школу або окружне управління або ж перегляньте їх онлайн ось тут:

<https://app.eduportal.com/documents/view/717196> and  
<https://app.eduportal.com/documents/view/717203>.

## СТАТЕВІ ДОМАГАННЯ

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

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

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

Приклади статевого домагання:

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

Ви можете повідомити про статеві домагання будь-якому співробітнику школи або представнику округу за розділом IX, згаданому вище. Також ви маєте право подати скаргу (див. нижче) Щоб отримати екземпляр політики і процедури щодо статевого домагання для вашого округу, зверніться у свою школу або окружне управління, або ж перегляньте їх онлайн ось тут: <https://app.eduportal.com/documents/view/713236> and <https://app.eduportal.com/documents/view/713239>.

## ВАРІАНТИ ПОДАННЯ СКАРГИ: НЕДОПУЩЕННЯ ДИСКРИМІНАЦІЇ І СТАТЕВЕ ДОМАГАННЯ

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

Перед поданням скарги ви можете обговорити питання, які викликають тривогу, з директором школи вашої дитини або з Координатором секції 504, Представником

округу за розділом IX чи Координатором нагляду за дотриманням цивільних прав шкільного округу, згаданими вище. Часто це найшвидший спосіб вирішення ваших питань.

Подання скарги в шкільний округ

*Крок 1. Напишіть скаргу*

Здебільшого скарги слід подавати протягом одного року з дня інциденту або вияву поведінки, що є предметом скарги. Скарга має бути в письмовому вигляді.

Обов'язково опишіть поведінку або інцидент, поясніть, чому, на вашу думку, виявилася дискримінація, дискримінаційне домагання або статеве домагання, та опишіть, яких заходів, на вашу думку, має вжити округ для вирішення проблеми.

Надішліть свою письмову скаргу поштою, факсом, електронною поштою або доставкою на руки окружному інспектору чи координатору нагляду за дотриманням цивільних прав.

*Крок 2. Шкільний округ розглядає вашу скаргу*

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

*Крок 3. Шкільний округ відповідає на вашу скаргу*

У свою письмову відповідь округ включить короткий опис результатів розслідування, рішення щодо того, дотримувався округ законів стосовно цивільних прав чи ні, повідомлення про те, що ви можете оскаржити це рішення та опис будь-яких заходів для того, щоб округ дотримувався законів стосовно цивільних прав.

Коректувальні заходи вступають в дію протягом 30 днів з моменту надання письмової відповіді, якщо ви не погоджуєтесь на інший період часу.

Подання апеляції в шкільний округ

Якщо ви не згодні з рішенням шкільного округу, то можете подати апеляцію раді директорів шкільного округу. Вам слід подати апеляційну заяву в письмовій формі секретарю шкільної ради протягом 10 календарних днів після отримання відповіді шкільного округу на вашу скаргу. Шкільна рада призначить слухання протягом 20 календарних днів після отримання вашої апеляції, якщо ви не погоджуєтесь на інший термін. Шкільна рада надішле вам письмове рішення протягом 30 календарних днів

після того, як округ отримає вашу апеляційну заяву. Рішення шкільного округу включатиме інформацію про те, як подати скаргу в Управління інспектора навчальних закладів (OSPI).

#### Подання скарги в OSPI

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

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

*Електронна пошта:* [Equity@k12.wa.us](mailto:Equity@k12.wa.us) | *Факс:* 360-664-2967

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

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

Інші варіанти подання скарги стосовно дискримінації

*Управління з цивільних прав, Міністерство освіти США*

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

*Комісія з прав людини штату Вашингтон*

1-800-233-3247 | телетайп: 1-800-300-7525 | Веб-сайт комісії з прав людини

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

Civil Rights Coordinator: Galt Pettett, Galt.Pettett@rsd.edu or 509-967-6009

Title IX Officer: Todd Baddley, Todd.Baddley@rsd.edu or 509-967-6002

Section 504 Coordinator: Brian Moore, Brian.Moore@rsd.edu or 509-967-6003

Quý vị có thể báo cáo trường hợp phân biệt đối xử và quấy rối do kỳ thị với bất kỳ nhân viên nhà trường nào hoặc với Điều Phối Viên Dân Quyền của học khu nói trên. Quý vị cũng có quyền nộp đơn khiếu nại (xem dưới đây). Để có một bản chính sách và thủ tục không phân biệt đối xử của học khu, xin hãy liên hệ trường học hoặc văn phòng học khu của quý vị hoặc xem trực tuyến ở đây: <https://app.eduportal.com/documents/view/717196> and <https://app.eduportal.com/documents/view/717203>.

### QUÁY RỐI TÌNH DỤC

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

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

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

Thí dụ của sự quấy rối tình dục:

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

Quý vị có thể báo cáo tình trạng quấy rối tình dục cho bất kỳ nhân viên trường học nào hoặc cho Viên chức phụ trách Tiêu đề IX của học khu, được liệt kê ở trên. Quý vị cũng có quyền nộp đơn khiếu nại (xem dưới đây). Để có một bản chính sách và thủ tục về quấy rối tình dục của học khu, xin hãy liên hệ trường học hoặc văn phòng học khu của quý vị hoặc xem trực tuyến ở đây: <https://app.eduportal.com/documents/view/713236> and <https://app.eduportal.com/documents/view/713239>.

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

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

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

#### **Khiếu nại lên Học khu**

##### *Bước 1: Viết Đơn Khiếu Nại*

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

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

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

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

Trong văn bản hồi âm, học khu sẽ bao gồm tóm tắt kết quả điều tra, quyết định xem học khu có không tuân theo luật về dân quyền không, thông báo rằng quý vị có thể kháng cáo quyết định này, và bất kỳ biện pháp nào cần thiết để học khu tuân theo luật pháp về dân

quyền. Những biện pháp chấn chỉnh sẽ được thực hiện trong vòng 30 ngày sau khi gửi thư trả lời—trừ khi quý vị đồng ý với một thời hạn khác.

#### Kháng cáo lên Học khu

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

#### Khiếu nại lên OSPI

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

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

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

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

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

Những lựa chọn khác về khiếu nại phân biệt đối xử

*Văn Phòng về Dân Quyền, Bộ Giáo Dục Hoa Kỳ*

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

*Ủy Ban Nhân Quyền Tiểu Bang Washington*

## **Emergency Evacuations**

In the unlikely event that an emergency situation causes evacuation from the Orchard Elementary campus, the receiving school will be Enterprise Middle School. All students will be transported to Enterprise on Richland School District buses.

For safety reasons, we cannot have parents trying to pick up their children at Orchard Elementary. We must keep all streets around Orchard Elementary clear so buses can quickly load students and depart for Enterprise.

Parents/guardians will go to Enterprise to pick up their children.

Children will be released only to a parent, guardian or someone listed as an emergency contact on the student information record.

Student safety is our top priority. Thank you for helping us.

Please feel free to call the office if you have questions about these procedures.

## **Emergency School Closures**

In case of severe weather or other emergencies, a “no school” or a “2 hour delay” announcement will be made over local radio stations between 5:30 AM and 7:00 AM.

**We urge you to download the new, free app for iOS and Android called FlashAlert Messenger. It uses push notification to send messages directly to your phone, bypassing the cell companies' text message channel. Search for FlashAlert Messenger at the iTunes App Store (iOS) or at Google Play (Android).**

Radio/TV Stations	Frequency No./Station
KORD	102.7
KOLW	97.9
KXRX	97.1
KFLD	870 AM
KEYW	98.3
KONA	610 AM 105.3 FM
KIOK	94.9
KALE	960
KEGX	106.5
KNLT	95.7
KTCR	1340 AM
KUJ	99.1
KZHR (Spanish)	92.5
KTWY	93.3
KGTS	91.3
KFAE	89.1
KOLU	90.1
KEPR TV	Channel 19 (2)
KNDU TV	Channel 25 (6)
KVEW TV	Channel 42

Please do not call the radio station or the school. You may also visit the school district web-site for delay or closure information at [rsd.edu](http://rsd.edu). Many of the local television stations also broadcast related weather information. A school day lost because of closure will be made up at a later date.

## **Family Educational Rights and Privacy Act (FERPA)**

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

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

Under FERPA, the following information is considered public or "directory" information and may be released to anyone, including the media, colleges and universities, the military, youth groups, and scholarship grantors, unless you tell the District that you do not want the information released: name, address, telephone number, photograph, dates of enrollment, grade level, enrollment status, degree or award received, participation in officially recognized activities and sports teams, height and weight of athletes, most recent school attended, and other information that would not generally be considered harmful or an invasion of privacy if disclosed.

You have the right to choose whether your student's information is released or not. Please provide written notice to the building principal stating that you do not want their directory information released. If you elect not to have this directory information disclosed, this prohibition will be in place for all directory information including play bills, year books, sports announcements, etc.

Pursuant to RCW 28A.320.170, school districts are required to notify parents and guardians that they have the right, under the Washington Public Disclosure Act (RCW 42.17) to request the public records regarding school employee discipline. To file a public records request with Richland School District, please send your request, in writing to: Office of the General

Counsel, Attn: Public Records Request, Richland School District, 615 Snow Avenue, Richland, WA 99352.

## **Supporting Your Child's Studies**

Reading with and to your child is the single best way parents can contribute to their child's education.

The purpose of homework is to reinforce and increase student learning. Homework assignments are another approach to help prepare our students to meet the state adopted Common Core State Standards.

At home, you can help your child with homework in the following ways:

- Provide a study area
- Make sure your child has enough time, understands directions, and works carefully
- Look at the assignments
- Examine completed work brought home
- Encourage your child's efforts
- Offer help with troublesome skills or concepts

Orchard Elementary staff believes that all students need to read or be read to every day. Students that read daily increase language development, build vocabulary, comprehension, concentration, memory and curiosity. Students that read each day also increase academic performance and build strong literacy skills. Visit [www.readingfoundation.org](http://www.readingfoundation.org) for more information on literacy and reading 20 minutes a day!

## **Student Teacher Assistance Team**

We closely monitor the wellbeing of each of our students. As student concerns arise, the Student Teacher Assistance Team (STAT) is assembled to discuss ways to assist the child and the teacher.

Generally, we have several STAT meetings weekly throughout the school year. Please contact our school counselor if you wish to meet with the STAT team regarding your child's needs.

## **Parent-Teacher Problem Solving**

**Goal:** To provide a process by which parents may address academic or student/teacher concerns openly and directly with teachers.

In order to benefit the education of children, the staff and administration of Orchard Elementary School believe that it is essential to maintain an open dialog and cooperative working environment between parents and staff. Our overriding concern is to provide the type of educational experience that is best for our children.

Procedures:

- 1 . If you have concerns about your child's experiences in the classroom, contact your child's teacher (via email, note, or phone call) and ask to schedule an appointment to speak privately with the teacher. Indicate the reasons for your request, in order that the teacher is aware of your concerns.
- 2 . Your child's teacher will contact you and agree upon an appointment time. The teacher may request the presence of other staff members such as the school counselor or administration at this meeting.
- 3 . When you come to the school for the appointment, Please See Visitor Policy that follows.
- 4 . At the time of the meeting with your child's teacher, clearly state your concerns so that you and the teacher can explore ways in which they can be addressed. It may help clarify your concerns if you put them in writing.
- 5 . During this meeting, an action plan will be agreed upon by you and your child's teacher that clearly state the responsibilities of all parties (teacher, parents and student) to re-address the concerns. This action plan will include timelines for review and should be in writing.

- 6 . If either the parent or the teacher is dissatisfied with the results of the action plan, review steps #4 and #5 or schedule a joint meeting with the principal.

#### Helpful Hints:

- Addressing the concern is best done in a parent and teacher interaction. It may be appropriate to involve the child in the development of the action plan.
- Deal with the concern as soon as possible.
- Focus on behaviors not personalities.



## Library Policy

### **OES Library Mission and Vision:**

**The mission of the Orchard Library Media program is to ensure students and staff have a place to learn independently, grow collaboratively, search effectively, and read purposefully.**

### **Book Checkout:**

Suggested book check out grade guidelines:

- o Kindergarten and 1<sup>st</sup> Grades--1 book (1st to go up to two books after winter break)
  - o 2nd and 3<sup>rd</sup> Grade—2 books
  - o 4<sup>th</sup> and 5<sup>th</sup> Grade –3 Books
- If a student has a particular need for additional books (project, going on a trip, etc.), they may check out more upon approval from the librarian.
  - Book selection is up to the student, unless specific instruction has been given to the library from a teacher or a parent.
  - Books can be renewed for an additional two weeks.

**Book Return:**

- Books are checked out for two weeks, but can be returned at any time via the book drop.

**Book Problems:**

- If a student has an overdue book he/she will not be able to checkout additional books until the overdue book is **returned or renewed**. Overdue notices will be sent out prior to each Parent-Teacher Conference. If student needs books for class projects or assignments they may check out books and leave them in their classroom.
- Please feel free to email the librarian or library para if you feel a book was returned, or if your student has not been checking out for a long period of time. We want your child to have total access to the library during the entire school year.
- If a book is damaged while checked out to a student, he/she is responsible to notify the librarian of the damage, and will receive a notice to take home regarding payment for the damaged book. Examples of damage include: chewed corners, water damage, and markings inside the book. A student will not be able to check out any books until the damaged book is paid for. If a page is torn it should be brought to the attention of the librarian or library para, and an assessment will be made as to whether the book needs to be replaced. If the tears are repairable, the library will use a special tape.

**Library Instruction/Checkout:**

In general, library time will consist of 30 minutes of instruction or activity, then 20 minutes of checkout time. During checkout time, students are to checkout first, then can read the books they have checked out, read any material in the library, or do some other activity.

Students may also come to the library during during Open Library, which is Monday - Wednesday from 2:30 – 3:00 p.m. Students must be mindful of classes and activities going on in the library while they are visiting.

## **Lost and Found**

Please put your child's name in his/her clothing. We will make every effort to return marked items to children. Items found with no identification are taken to the Lost & Found Box located in the commons. Please encourage your student to check the Lost and Found

Box when they have misplaced something. During Conference time, items are placed on long tables near the main office. Items not claimed are sent to the Goodwill or another charitable organization on a monthly basis. We encourage you to have your children check the lost and found regularly if they have misplaced an item.

## **Maximizing Teaching and Learning Time**

Your help with the following will be appreciated:

Please leave messages, lunches or other important items for your child with the secretary **by 2:00 PM** and she will see that it is received by your child.

Please make every attempt to schedule after school plans with your child before she/he leaves for school. This will keep classroom interruptions and student use of the school telephone to a minimum.

If your student is absent and you want to pick up homework assignments, please notify the secretary when you call in the absence. She will leave a note for the teacher. Homework may be picked up at the office after school.

Should you desire a conference with your child's teacher, please leave a message with the office and the teacher will contact you.

We ask that student use of the school telephone be limited to emergencies only.

## **Parent/School Communications**

### **Visitations**

It is well known that parental involvement improves student achievement. A visit to your child's classroom is a good way to learn firsthand about your child's educational program. As a parent you will also have the opportunity to see how your child is adjusting to his or her school setting.

In order to maintain a safe school environment, all visitors are required to check in at the office. All visitors and volunteers will be issued a badge to wear while they are in our building.

Here are a few guidelines to assure your visitation is a success:

Please contact your child's teacher or the office to arrange a visit prior to the visitation.

When you visit the classroom please keep in mind that the teacher is busy teaching the students and will not be available to conference with you about your child. You may schedule a conference for another time if you wish.

If you would like to eat hot lunch with your child you are welcome to do so. Please call the office by 9:00 A.M. so we can notify the kitchen to order a hot lunch. You are welcome to bring your own lunch if you would like to. Please check in at the office as a visitor.

The Richland School District has a policy concerning school visitations and volunteers. This policy is available upon request.

### **Student Progress Reports**

Written progress reports will be sent home three times a year. These reports will give you information regarding your child's progress in the various academic and social areas. We encourage informal conferences and regular communication with your child's teacher between report periods.

At the end of the first and second grading periods, parent-teacher conferences will be scheduled to discuss your child's progress.

### **Parental Custody**

In the case that a custody issue restricts parental rights to a child, the office must have a copy of the legal documents stating the restrictions. In order to protect children from unauthorized adults taking a child from school, we must have on file a copy of a restraining order issued in the State of Washington. Please contact your lawyer for assistance. OES, however, is not a referee for the courts and only works to uphold legal directives from the courts not personal requests from either legal parent/guardian.

## **Parties and Birthdays**



Throughout the year classes may celebrate special occasions by having a classroom party. If you would be willing to assist the teacher with parties, please let your child's teacher know.

If your child's birthday falls during the school year and you would like to recognize the occasion with treats at school, **the treat must be store bought packaged items with the nutritional and ingredients listed on the packaging.** If your child has food sensitivities, it is your responsibility to provide alternative snacks and/or treats.

Please contact the teacher to arrange a day and time.

To avoid disrupting the school day, we request that you do not send balloons or special items to be delivered at school. We ask that birthday invitations be distributed outside of the school day. Names & addresses cannot be given out by the school.

## Personal Property

Because of problems associated with children bringing personal play items to school, i.e. playing with them in class, distracting other students, losing items, conflicts that arise with sharing personal items etc., Orchard Elementary has established the following policy:



1. School is not the place for the following items, including but not limited to: personal electronics (iPods, personal music players), weapons, Heelys, hardballs, squirt guns, squirt bottles, radios and electronic games. No toys or electronics from home are allowed during the school day. An exception will be made for devices approved for curricular purposes.
2. Personal toys or toy-like items (collector cards, CD players, or electronic devices) are to remain at home. If a student's teacher gives a student permission to bring an item for a specific purpose, the items must remain in backpacks until the discussed time for use. The item(s) should not be removed from the backpack except for the agreed upon time.
3. The school will not take responsibility for damage to or loss of any items brought from home. Items of high value should not be brought to school by students. Money should be paid by check and delivered directly to appropriate people (food service, PTO, office). No money is to be exchanged for property, promises or services on the playground for any reason. Please label all student equipment/clothing.

4. Students MAY NOT bring their own balls or other sporting equipment for use during recess. We are trying to create a culture of sharing and inclusiveness during recess. We have found that, when students bring their own equipment, they are less likely to be totally inclusive in their play groups.

Ample playground equipment will be provided by the school for all to use.



### Mobile Phones

**No mobile phones shall be in use during instructional time.** While we understand that mobile phones can be important for communication and safety, they can also be a major distraction to learning. Therefore, mobile phones shall not be displayed or observed in classrooms or testing areas (areas where testing materials are located). Students may use mobile phones and other electronic devices before and after school. During school hours these devices must be turned off and kept out of sight. Exceptions will be made on a case-by-case basis when an emergency situation exists that involves imminent physical danger, or a school administrator authorizes the student to do otherwise.

Students shall comply with any additional rules developed by their school concerning the appropriate use of telecommunication and other electronic devices.

The school will not take responsibility for damage to or loss of mobile phones.

### Telephone Use

Due to the large number of students and staff, it is necessary to limit student use of the phone. Please remember to complete plans with your children before they come to school each day. Students are discouraged from bringing phones to school. The RSD policy prohibits cell phones at the elementary level. Parents may call and leave messages with the office. The messages are then passed on to the classroom. To insure that messages are received by your child, please call the school office prior to 2:00 PM. Again, due to the large number of students and busy nature of the office, please limit these messages to the occasional time of unexpected circumstances.



## **Playground Guidelines and Responsibilities**

We will be creating an inclusive, supportive atmosphere during recess. Orchard will be using a program called Playworks. Playworks believes in the power of play to bring out the best in every kid. Playworks creates a place for every kid on the playground. It doesn't matter if children have never learned or played games before. We ensure they have a place that is safe and welcoming – where they can play, thrive and contribute. Our goal is that every child takes this positive experience back to the classroom and back to their communities. - See more at: <http://www.playworks.org/>

## **Registration and Withdrawal**

Registration: Parents with students new to Orchard Elementary can come into the school office to register providing immunization record and proof of residency (utility bill). A birth certificate (or other legal verification of age), immunization record and proof of residency will be required for all Kindergarten students. Immunizations must be current before students can be placed.

Students without updated & completed immunizations by law, cannot attend school.

Withdrawal during school day: If you need to remove your child from school during regular class hours, please come to the office. All students leaving school grounds during the school day must check out through the office. Please be sure to sign your child out at the office on the Student Release Log. Office personnel will call the classroom or playground to have your child come to the office.

Withdrawal from Orchard Elementary: If you are transferring from Orchard Elementary, and need to withdraw your child from our enrollment, please come to the office and inform us of your move.

## **Richland School District Policy RR8123**

Students shall obey the driver and any aide assigned to the bus by the district. The driver is in full charge of the bus and passengers and shall be obeyed. If an aide is assigned to the bus by the district, he/she shall share responsibility for the safe operation of the bus.

When a student's conduct constitutes an infraction of the rules, the driver or bus supervisor shall complete a report on the student describing the incident or damage that occurred. The driver or bus supervisor shall provide the student with a copy of the report to the transportation director and submit a copy to the principal. The copy of the report concerning special education students shall be given to the principal for disposition.

The transportation director or principal upon receiving the report shall investigate the circumstances surrounding the incident and take action according to the procedures set forth in the district's policies pertaining to corrective action and punishment. When investigating the incident, the primary concern must be with respect to the safe transport of students. Corrective action, if necessary, should be consistent throughout the district as follows:

The warning phase may include a behavior modification plan for minor infractions. This action may include assigned seating, cleaning the bus, and other corrective action deemed appropriate by the principal and/or Director of Transportation. Repeated offenses of a minor nature may result in further discipline.

**Suspension:** When a student's misconduct is deemed to jeopardize the safety of bus passengers and operation, or when repeated warning notices fail to correct abusive behavior, or when a student incurs damage to the bus.

**Expulsion:** when a student's misconduct is of such nature that the safety of the bus operation and/or of the occupants was willfully and seriously threatened (i.e., student assaulting the driver).

The action taken by the transportation director or principal shall be annotated on the report and forwarded to the student's parent for signature. The transportation department shall be notified.

## Severe Weather Procedures



Children are encouraged to wear clothing that will keep them warm and dry.

Because we are concerned for the wellbeing and health of our students, especially during the cold weather season, a Cold Weather Policy is in order.

Students will be allowed into the buildings before the start of the school day and kept in from recess whenever the temperature is 20 degrees or colder (including wind chill factor). Also, in

instances of inclement weather (as determined by the administrator at the individual school site) such as extraordinary rainfall or wind, heavy snowfall or freezing rain, students will be allowed into buildings early or kept inside during recess.

Any student with a health concern that requires them to stay indoors will be allowed to stay in a supervised area such as the library or health room. In these instances, a doctor's note will be required.

**We urge you to download the new, free app for iOS and Android called FlashAlert Messenger. It uses push notification to send messages directly to your phone, bypassing the cell companies' text message channel. Search for FlashAlert Messenger at the iTunes App Store (iOS) or at Google Play (Android).**



With safety being a high priority, it is important that children arrive at the scheduled bus stop no more than ten (10) minutes before bus arrival. If a child misses the bus, parents are responsible for getting the child to school. If you have any questions regarding bus stops, bus schedules and other related problems, please call the bus transportation supervisor at 967-6151.

If your child is riding home on the bus with a friend, they must have a signed and dated note from the parent giving permission for the child to ride the bus. This note must be given to the bus driver.

## School Meals

The Richland School District has adopted a “no charge” policy.

Richland School District and Sodexo support student engagement and achievement by providing expert solutions that improve quality of life for the students, staff and communities we serve. We do this by designing, managing and delivering programs and services that keep people healthy, safe and productive while also enriching the learning environment. By focusing on Quality of Life services, we reinforce the overall experience of a student's educational journey.

The following link will direct you to all the resources you need, such as menus, pricing, free/reduced application information, contact information, and more.

<https://richlandsd.sodexomyway.com/>

The Richland School District has chosen MealTime Online to provide the opportunity for you to make credit card deposits into your student's meal account--conveniently, safely and securely. You can also view your student's account activity, including onsite payments, online payments, current balance and a detailed history of account purchases. You can also set up an email reminder to warn you when the account balance reaches a predetermined low point.

Go to [www.mymealtime.com](http://www.mymealtime.com) and follow the instructions to create a new account, add your student, and make a deposit. Online deposits are processed daily at 3:00 a.m. and will be reflected in your student's account as soon as possible after start of service the next morning. Deposits made after 3:00 a.m. will be processed the following night.

MealTime Online charges a nominal fee for the convenience of the online deposit. There is no fee for setting up an account and monitoring your student's activity or account balance. **For more information contact the Nutrition Services Office at 967-6114.**

## School Supplies

Richland School District supplies all the necessary school supplies for each child in the district.

### **Calendar & Dates**

At the beginning of your school year, a Richland School District Calendar will be sent home that contains the important dates for the school district. Recognized holidays, conferences and early releases are examples of important dates. You can also find an updated calendar at [www.rsd.edu](http://www.rsd.edu) (<https://www.rsd.edu/calendar>).

Orchard maintains its own calendar at [orchard.rsd.edu](http://orchard.rsd.edu).

## Volunteering

In accordance with RCW 43.43.830 (Regulatory Code of Washington), Richland School District is required to register all volunteers and perform a background check through the Washington State Patrol. The volunteer application is now online at [richlandvolunteers.hrmpplus.net](http://richlandvolunteers.hrmpplus.net)

Please be assured all information supplied will be kept confidential. The Volunteer Application including all requirements to complete the application and Washington State Patrol Background check must be completed for all volunteers.

Please note that the processing of your volunteer application may take up to ten days to complete. We appreciate your cooperation with the above procedures which will assist us to

ensure children in Richland schools are always safe. We also thank you for your time and efforts as a volunteer in the Richland School District. Your contribution is truly appreciated!

### Bibliography

Weiss, J. (n.d.). How Playworks. *Playworks*. Retrieved August 21, 2015, from <http://www.playworks.org/about/how-playworks>

Schaps, E. (March/April 2009). Creating caring school communities. *Caring School Communities*. Retrieved August 21, 2015, from <https://www.collaborativeclassroom.org/caring-school-community>