Primary School Students Are Expected To:

1. Arrive on time and be prepared.
2. Respond appropriately to directions.
3. Show respect for self, others, and the school.

Attendance Policies and Procedures

Regular school attendance is necessary for academic growth. Daily punctual attendance is required in accordance with State law and school board policies. Students will attend regularly scheduled classes unless officially excused (RCW 28A-27).

Procedures:
When your child is absent, please call the school and inform us as to the reason for the absence. You may send a note with the student or you may call the school the morning of the absence. If no valid note or call is received, your child will be given an unexcused tardy or absence.

If your child needs to be excused from school early, please send a written request to the school office with your child before 9:00 a.m. the day he/she is to be excused. The student will use this note as a pass to come to the office at the approved time. Students missing class work because of early dismissals must make up all work missed.

Excused Absences / Tardies
Absences and tardies can only be counted as excused for illness, health conditions, family emergencies, medical/dental appointments, or disciplinary actions involving suspension. Sleeping late, transportation difficulties, or family child care obligations will NOT be considered as reasons to excuse an absence or tardy.

ALL VACATION ABSENCES OR EARLY TRIP RELEASES MUST BE APPROVED IN ADVANCE OR THEY CAN BE COUNTED AS UNEXCUSED.

Excessive Absences/Tardies
After five absences or tardies in a quarter, the administration may require a student and/or family conference, especially if a consistent attendance pattern develops. After ten days or more, a doctor’s note may be required to verify illness.

Unexcused Absences and Tardies:
1. All absences are considered unexcused until the reason for the absence or tardy is verified by parent phone call or note. If we have not been contacted by 9:00 a.m., our School Messenger will make a call. Response to the school needs to be made within 24 hours to excuse and absence.
2. An unexcused absence or tardy to school with no parent contact, leaving campus without permission and/or missing all or part of a class without proper authorization will be considered a truancy. Truancy will be considered for disciplinary action In-School Suspension or Out of School Suspension.
3. Unless we have a note from the parent or a physician requesting otherwise, every child in attendance will be expected to participate in all school activities.

State Legislation (BECCA) Requires Washington State Schools to do the following:
1. You will be informed by either phone or written correspondence after (1) unexcused absence for your child within any month during the current school year.
2. After (2) unexcused absences in any month, a parent conference will be required.
3. After a student has accumulated (5) unexcused absences in a month, or after (10) in a school year, the District is required to petition the courts to take jurisdiction of that student. Always contact the school if your child will be absent or tardy. If calling before or after school hours, please leave a message specifying the student's name, grade & reason for absence.

Primary School General Information

School Hours
The school office is open to students and parents from 7:45 AM to 2:25 PM, each school day. Students who are eating breakfast may arrive at 7:45 AM. Students should not arrive at school before 7:45 AM since there is no formal supervision prior to this time. The morning start/assembly begins at 8:00 AM. Students are welcome to participate in the assembly until they are dismissed to class. Class officially begins at 8:15 AM. Students are dismissed each day at 2:35 PM.

District Visitors Policy
We welcome parents, guardians, and community members who have business with the school during normal school hours. ALL visitors including UPSD District personnel are required to sign in and out in the school office. This is clearly posted on all school doors. All visitors to the school must have a visitor badge or an employee badge. Students may not bring visitors to school. Parents are welcome to visit classrooms when prior arrangements have been made with the classroom teacher. Classes cannot be interrupted for situations other than emergencies. This is to benefit the learning environment in the classroom. If your child forgets homework, lunch, musical instrument, etc., please bring the item(s) to the office and the office staff will deliver them to the classroom. Messages will be delivered to classrooms by the office staff at lunch and prior to dismissal at 2:35 PM.

Please note that flowers and balloons delivered to children at school will be held in the office until the end of the day in order to avoid classroom disruption. Balloons are prohibited on school buses. We discourage these deliveries at school.

Academic and Report Card Information

Report Cards and Parent Conferences
Primary students receive two report cards each year (January and June). Additionally, students receive two progress reports each year (November and March). Parents will be informed of student progress in reading and math on each report card.

Parent conferences will be held in early November. A Back to School Night will be held in September to give parents a chance to meet staff and learn classroom procedures. Please check your district calendar for the exact date, time, and place.

Food Items at School
Due to health concerns arising from food handling and allergies, all parents and students are asked to bring store purchased, packaged, and labeled items only as birthday and classroom celebration treats. We encourage parents to consider healthy options. Individual schools or teachers may provide a list of alternatives to sugary treats.

Communications

The administration and teachers value communication with students and their families. It is important to establish and maintain positive home and school communication; therefore, we have several ways to let you know what is
happening at school. Please contact the office if you are not receiving school information on a regular basis.

E-Mail: Each UPSD staff member can be reached via e-mail. E-mail addresses of each employee is the first letter of their first name, and their last name along with @upsd.wednet.edu. For example, jsmith@upsd.wednet.edu. Employee e-mail addresses can also be obtained through our district website at www.upsd.wednet.edu.

School Newsletters: School newsletters will be available on our school website (via the district link at www.upsd.wednet.edu) and updated throughout the school year. Please expect your first newsletter near the opening of school. It will contain updated calendars, event information, PTSA news, and articles of interest. If you would like the newsletter mailed to you, please notify the office.

Reader Board: The reader board highlights current important events at school. Be sure to check it out as you drive by.

Student Handouts: Student handouts come home in your student’s backpack. PLEASE remind students to get all such announcements home in a timely manner.

District Calendars: Each family will receive by mail a District calendar. Every effort will be made to insure that this calendar is accurate.

Please let us know if your address or telephone contacts change.

HEALTH & PHYSICAL NEEDS

Physical Exam & Immunizations
Students are required to have current immunizations. Up to date and current immunization records must be provided for students to be enrolled. University Place students must present evidence of immunity to Measles, Mumps, Rubella, and Tetanus. If you have questions about immunizations, please check with the school nurse at your primary school.

Students who do not have immunizations in compliance with State law WILL BE EXCLUDED FROM SCHOOL. STUDENTS WILL NOT BE PUT ON A CLASS LIST UNTIL UPDATED IMMUNIZATION RECORDS HAVE BEEN RECEIVED.

Illness
In the event your child is seriously injured or becomes ill at school, we will call the parent, guardian or the person listed on the student emergency card. If we are unable to reach someone, the students will be retained in the health room or, if the medical situation is serious, the student will be transported to the hospital by the 911 team. For your child’s protection as well as other children in school, please keep students home for 24 hours after a fever has returned to normal.

Health Room Procedures
A trained registered nurse, licensed practical nurse, or health paraprofessional is present every day in our health room. Upon request, an on-call district nurse is available. We request that students follow the following procedures if they wish to be seen in our Health Room.
- Students must report to class at the beginning of the school day. Students should not go directly to the health room unless there is a serious emergency.
- All students must have a pass to enter the Health Room.
- All students must log in at the Health Center.
- Minor first aid supplies are available in each classroom.
A district nurse or health para will gladly answer your questions. Our goal is to provide for the health and safety of all students!
Medication
If it becomes necessary for a student to take any form of medication at school, according to state law, the following must be on file in the health room:
- A written statement by the child’s physician identifying the medication, dosage, length of prescription, and written parent authorization for the school to administer this medication.
- All medication, with the dosage and the physician’s name, must be brought to school IN THE PRESCRIPTION BOTTLE BY AN ADULT. School staff may not administer any medications— Even pain relievers— unless provided by, and authorized by the parent and physician.
- IT IS AGAINST STATE LAW FOR STUDENTS TO HAVE ANY MEDICATION ON THEIR PERSON WHILE AT SCHOOL, INCLUDING PAIN RELIEVERS. Students may be suspended from school for this, especially for distribution to others.

Scheduling of Classes

Class Placements
All classroom placements are made by the building principal. Parents who wish to provide additional information about their child for consideration should talk to the building principal. This will be factored in with information from staff since factors such as achievement level, gender, and special services must be used to balance classes. The final decision for all placement decisions lies with the building principal.

Breakfast/Lunch Program
Students may purchase breakfast and/or lunch, milk, from school. A menu is sent home monthly with all items available on the SCAN-A-LUNCH system designed to speed up food service. This is a system that records lunch pre-payments and charges against the student’s account. Credit cannot be extended at any time and lunch charges. Please make checks payable to University Place Schools. Checks may be brought to the office each morning by the student or the parent or given to the classroom teacher. IMPORTANT: Please insure that the child’s name and grade level appears on the check.

Free and reduced lunches are available to families who qualify according to family size and income. Application forms are available in the school office. Students may not obtain free/reduced price lunches and give them to other students since this is illegal. Lunch price information will be provided to students each August by mail or can be obtained by calling the school office. Rev-Trak is available to make credit card payments to the school online: http://universityplacesd.revtrak.net/tek9.asp

Classroom & Office Telephones
Students may use the telephones in the classroom at the discretion of the classroom teacher. The use of the office phone by students will be for emergencies only. Calling a friend to go home with them is not an emergency. Arrangements such as this must be made before coming to school. The office is equipped with a messaging system that includes voice mail. Parents may call and leave messages before or after normal office hours.

Phone Calls to Classrooms
Phone calls to classrooms during the day can be very disruptive to the learning process. Therefore, the office staff will interrupt a classroom with a phone call for emergencies only. Otherwise, messages will be taken and delivered to the classroom at lunch and just before the end of his/her school day. We know your message is important; however the impact of that message must also be weighed against the disruption it may cause.
Money, Valuables, and Toys
Students are instructed not to bring money or valuables to school unless the money is for lunch or school activities. Sports equipment is not to be brought to school, unless the student has been granted permission from a staff member. Any electronic devices, including cell phones, must be kept off and put away while in the building and during the school day. Parents must pick up cell phones if confiscated. **PLEASE NOTE: The school will not be financially responsible for lost, stolen or damaged electronic devices or equipment brought to school by students.**

Lost and Found
Lost and found is located at each primary school. **Please put names in and on everything.** This is especially true of lunch cases, backpacks and coats. Once each month, unclaimed items are given to charitable donations. Watches, jewelry, keys and other small items will be kept in the office until the end of the school year.

Field Trips
Field trips are a continuation of classroom learning experiences. Permission slips must be signed and returned to school prior to the field trip or your child legally may not attend. **All students not attending trips MUST COME TO SCHOOL** - an educational experience will be provided in lieu of the trip. Students not attending school will be marked as unexcused if missing the trip is the reason given for non-attendance.

School Photos and Yearbook
Individual photos of all students will be taken soon after the start of the school year. These pictures are used in the school yearbook, for identification cards and other school activities. Parents are given the chance to purchase packets of pictures at this time.

School Supplies and Materials
Classroom supply lists will be provided and posted on the district website.

**Student Personal Safety, Privacy, and Transportation Policies and Procedures**

Walking Students
Students who walk to and from school should respect neighbors. Students must use sidewalks when available, stay off private property (including shortcuts), and use designated crosswalks.

Private Transportation
If you provide your children’s transportation, please keep in mind the intense traffic situation which develops each day both before and after school. Please do not pick up children in the bus zone.

Bus Riders
Riding a school bus in University Place is a privilege and not a right. Misconduct will mean suspension from the bus and the family will then be responsible for transportation to and from school. Unexcused absences and tardies will be assigned if students who have been removed from the bus are absent or tardy from school for transportation reasons. All students must:
- line up and wait patiently for their bus to arrive.
- not cut in line or push and shove from behind while buses are loading.
- remain seated at all times until the bus has arrived at the stop or at school. Please note that students must sit in assigned seats if asked to by the driver.
- not put or throw anything out the bus windows.
- follow all directions given by the bus driver immediately and without question.
- not eat on the bus for any reason.
- use a quiet voice. Screaming, sudden noises, and throwing things on the bus will mean immediate bus suspension.
If items are left on the bus, please call the bus garage at (253) 566-5724.

Student Safety
- Students must always be supervised while on campus. This means that students are not allowed in classrooms or parts of the school without staff supervision.
- Students must report any suspicious activity and/or any reports of planned violence or weapons on campus to school authorities immediately.
- Students must never arrive at school early or hang around late after school, especially if alone. Never get into a car with strangers for a ride home or rumored emergency.

No Contact Orders or Parenting Plans
It is important to provide current, relevant parenting plans and no contact orders as they pertain to your child and his or her schooling. It is the responsibility of the parent or guardian to provide such documents to the school principal.

Guidance and Counseling
University Place School District counselors subscribe to the American School Counselors Association (ASCA) Standards for Student Academic, Career and Personal/Social Development. The counseling program is proactive rather than remedial whenever possible. It complements core curricular offerings and the counselor maintains a collaborative relationship with other staff members. The counselor teaches guidance lessons in classrooms and consults with students, staff and families as needed under ASCA guidelines. Confidentiality is offered within guidelines recommended by ASCA.

Students, staff and families are welcome to consult with the counselor.

UPSD WEB SITE
www.upsd.wednet.edu

Lost/Damaged School Materials
Current school board policy 3520 specifically states, "Students shall be responsible for the cost of replacing materials or property that are lost or damaged due to negligence"... Fines or damage charges may be levied for lost textbooks, library books, or equipment.
These replacement costs shall include charging the actual replacement cost of the item PLUS a fee of 25% of that replacement cost. The additional 25% is to cover the cost of shipping, Washington State tax, plus the costs of adding a bar code, due date pocket slip, book jacket cover or laminate, security tag, and other incidental processing costs. Please note that report cards will not be issued to students at the end of the year unless all fines have been cleared by the family.

School Closures Due to Weather
When the weather is inclimate, listen to the local radio/television stations, or check our district website www.upsd.wednet.edu for school closure or emergency schedule announcements. If no announcement is made, school is on time. If school is closed, there will be no school for that day and all scheduled afternoon and evening activities will be canceled. If on a two hour delay, students must report to school by 10:15 a.m. See your District calendar for complete instructions. In case of school closures or late starts, our School Messenger system will place phone calls to all families. Please make sure your phone numbers are current and up-to-date with our office. Parents call the school phone number any time and press * for school closure updates and information.
Emergency Plans

The following three drills are rehearsed regularly at school.

Earthquake Drill
This drill, used in the event of an earthquake or pending explosion, is to keep the child at minimum risk from falling objects and flying glass. Students will remain in this protective mode until an evacuation is possible and/or the threat subsides.

Lockdown Drill
This drill will be used when the school administration feels it is necessary to close and secure the school to protect students and staff from intruders or other danger. Staff will gather students in classrooms, lock doors, and keep students silent and away from doors and windows. During a lock-down drill, no admittance to the school or access by telephone will be available.

Fire Drill
This drill is used as a means to escape the building in the case of fire or as an orderly evacuation from the building in the case of other emergencies. Students will exit the building along designed routes and gather on either the back or side play field. In a serious emergency, students may be moved from the field to another nearby location. The critical thing for parents to remember is that students must be released to parents in an organized fashion so we can maintain accountability. Teachers have been instructed not to release students to parents from the classroom unless authorized by the office. In an emergency, always work through the office if you need to collect your child.

Student dress must not present any health / safety concerns and may not detract from a positive educational environment. The following are not allowed:
- Clothing/accessories with unacceptable symbols, words or pictures, specifically anything that contains profanity, racist or inflammatory messages, or (items that promote) promotes drugs, alcohol, violence or gang activity.
- Hats, visors, hoods, bandannas, and sweatbands are not allowed to be worn in the building.
- Tops and shirts which display bare midriffs and plunging necklines.
- Sagging pants.
- Excessively short skirts, shorts, or dresses which are higher than "fingertip" length. In addition, undergarments must not be visible.

Please note: Closed-toed shoes must be worn on P.E. days.
Consequences may include, a phone call home and/or other disciplinary action.

Not Allowed on Campus
- Weapons (RCW:9.41.280)
- Mace, pepper spray, and any other chemical sprays.
- Alcohol, drugs, tobacco products, lighters & matches. (District Policy 3300)
- Any electronic devices, including cell phones, must be kept off and put away while in the building and during the school day.
- Gum
- Toys
- Heelies (wheels on the bottom of shoes)
- Skateboards, scooters, and roller blades, are not allowed to be ridden on school district property.

[Additional information can be found in UPSD Policy 3300 or Washington RCW 9.41.250.]

All rules listed here cover all school premises before and after school, during any sponsored activity, at school bus stops, and during any school field trip.
Student office referrals to the administration will be processed only for severe misbehavior or those offenses which are immediately suspendable. In such cases, the administrator involved will notify the parent/guardian regarding corrective actions to be taken. Please note that students often meet with administrators to discuss issues and to solve problems. These visits may not be reported to parents unless there is a need to do so.

Due Process Procedures
Due process procedures are specified in WAC180-40. They include:
- Disciplinary authority shall be administered with fairness.
- Problems to be resolved cooperatively with effective utilization of District resources.
- Short term suspensions will require student and parent notification. If desired, an informal conference may be requested with the building principal or designee. If further grievance action is desired, the parent/guardian may:
  • Contact the District hearing officer within two school business days.
  • Present a written/oral grievance to the Board of Directors during the Board’s next meeting.
  • Written notice will be given to the student & parent/guardian in cases where long-term suspension or expulsion is warranted. This notice shall specify the charges made, recommended sanctions to be imposed, and set forth the student’s right to a hearing.
  • The student and parent/guardian must request a formal hearing if desired within three school business days. The right to a hearing will be waived if there is no reply within the three day period.

If a hearing is requested, the following guidelines will govern the hearing:
- The parents/guardians will be present.
- Legal counsel may attend
- Any affidavits or exhibits submitted by school authorities may be examined in advance.
- The student shall have the opportunity to present issues, affidavits, exhibits, and question witnesses.
- A tape-recorded or verbatim record will be made of the hearing.
- The hearing officer will state in writing the findings and conclusions.
- All appeals must be made within 3 school business days to the school board.
- If there is an appeal of the school decision, it must be made within 30 days to the Superior Court.
- Any student who has been placed on long-term suspension or expulsion may make a written application to be re-admitted to the District superintendent or his/her designee.

Bullying/Intimidation
Harassment, intimidation, or bullying means any intentional written, verbal, or physical act, including but not limited to any characteristic in RCW 9A36.080(3):
- Physical harm to a student or 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 (RCW 28A.300.285).

Acts of bullying, harassment, or intimidation that are conducted by electronic means are grounds for disciplinary action, even when they do not occur during school hours, occur on the school property, or involve school computers as long as the incident has an impact on the student or educational environment as described in this act. (UPSD School Board Policy #5849)

Sexual Harassment Involving Students
- It is the policy of the UPSD to maintain a learning environment free from sexual harassment and intimidation.
- Sexual harassment is defined as any
unwelcome sexual behavior—verbal, visual, written or physical contact.
• Examples of harassing have included verbal comments; sexual or demeaning comments; unwelcome pressure for dates; suggesting or demanding sexual involvement; pictures or objects that are sexually suggestive; sexually oriented jokes, insinuations, stories, or obscenities.
• Consequences for any student found to have committed sexual harassment will be subject to appropriate disciplinary action up to and including suspension and expulsion.
• Anyone who has been subjected to sexual harassment by another student, staff member, agent of the District or volunteer may file a complaint with a teacher, counselor, administrator, or any other trusted school employee.
• Conduct will be considered from the viewpoint of an ordinary, reasonable person of the same sex if he/she would interpret the conduct in the same way.
• See UPSD Policies 3213 and 5245 for more specific information regarding harassment.

Harassing Slurs
The University Place School District recognizes that, regardless of intent, racial, ethnic, sexual and other harassing slurs have the capacity of substantially harming both individuals toward whom the slurs are addressed and the educational community as a whole. Slurs are defined as derogatory remarks, words, phrases, pictures, or gestures referencing or directed toward any individual or group(s). Students who make such slurs shall be subject to disciplinary action. Students should report all incidents of harassment to school officials.

The UPSD PROHIBITS retaliatory behavior of any kind against any complainant or any participant in the complaint process. Retaliation includes but is not limited to any form of intimidation reprisal or harassment.

Complaints or Concerns
The University Place School District is committed to providing strong customer service to our students, parents and community members. It is very important to us that all stakeholders are able share concerns or complaints about their experiences with University Place School District so that these concerns can be addressed immediately.

In most cases, the school principal is the first person to contact when a student or parent has a complaint or concern related to a particular school. Principal contact information is available on each school’s website.

Concerns, complaints or questions related to possible incidents of harassment, intimidation or bullying, should be made to the district HIB Compliance Officer, Jeff Chamberlin, (253) 566-5600, 3717 Grandview Drive West, University Place, WA 98466.

Concerns, complaints or questions involving potential disability discrimination, should be made to the district Section 504/FAPE/ADA Officer, Maria Hetland, (253) 566-5600, 3717 Grandview Drive West, University Place, WA 98466. (mhetland@upsd.wednet.edu)

Concerns, complaints or questions related to any other form of discrimination, should be made to the district Civil Rights Compliance Coordinator/Title IX/ Affirmative Action Officer, Jeff Chamberlin, (253) 566-5600, 3717 Grandview Drive West, University Place, WA 98466. (jchamberlin@upsd.wednet.edu)

Concerns, complaints or questions related to transportation or safety concerns should be made to the UPSD Director of Safety and Operations, Susie Whitlock, (253) 566-5700, 9311 Chambers Creek Rd., University Place, WA 98467. (swhitlock@upsd.wednet.edu)

See Discrimination Complaint Procedures
Suspensions & Disciplinary Consequences

Short-Term Suspension: Any suspension for up to ten school days.

Long-Term Suspension: A suspension of more than 10 school days.

Expulsion: Removed from attending school in UPSD.

Discipline: All forms of corrective action or punishment other than suspensions or expulsions.

The following activities are among those described as criminal:

The commission of or participation in these or other unlawful activities in school buildings, on school property, or at school-sponsored events is prohibited and are subject to disciplinary action by the school and prosecution under the law. The maximum penalty for these offenses is expulsion. The minimum consequences for the following will be Short-Term Suspension.

- Arson: Setting fires intentionally
- Assault: Physical threats or violence
- Burglary, Larceny or Robbery: Stealing of school/personal property and/or using force or threat of force.
- Explosives: Possessing or using
- Extortion, Blackmail or Coercion: [Forcing someone to do something he/she does not want to do for any reason.]
- Possessing and/or using weapons, weapon replicas or any device used to threaten or intimidate.
- Threatening or causing physical injury, verbal abuse or intimidation.
- Fighting: Students engaged in physical confrontation. Note, students encouraging, watching, and/or otherwise supporting a fight will be subject to the same disciplinary consequences as those engaged in the fight.
- Unauthorized access to keys, filing cabinets, computers or long distance access codes.
- Vandalism, Malicious Mischief and/or Damage of Property: Students responsible must pay restitution with charges based on the cost of replacement or repair. Reinstatement on an individual basis.
- Trespass: Being in and/or refusing to leave an unauthorized place.
- Unlawful Interference With and/or Intimidation of School Authorities: [By threat or actual use of force, violence, intimidation or harassment.
- Bomb Threat: Threat of destruction of school property.
- Hazing: Including initiations and acts of intimidation.
- Gang membership activities or claimed gang membership: [All incidents are reported to the appropriate law enforcement agency.]

The minimum consequences for the following will be Long-Term Suspension.

- Illegal possession, use or sale of alcohol, narcotics, stimulants, controlled substances, or substances purported to be a controlled substance and possession of related paraphernalia: [Long term suspension of 90 days or the rest of the semester; administrators may reduce to shorter duration if convinced a plan is in place to prevent further involvement with drugs and alcohol.]

The minimum consequences for the following will be Expulsion:

- Firearms of any kind

The following, while not criminal in nature, shall call for disciplinary action up to and including suspension and/or expulsion by school officials:

- Tobacco Products: May not use or have- (including lighters).
- Dress and Appearance: See earlier guidelines
- Disruptive Conduct: Behavior that interferes with the education process.
• **Cooperation With School Personnel:** (WAC180-40-010)
• **Refusal to Identify Self:** All students required to identify themselves to proper school authorities.
• **Vulgarit & Profanity:** [Prohibited]
• **Lewd Conduct:** [Any lewd, indecent, obscene act or expression.]
• **Forgery, Alteration of Records, and/or Cheating:** Violation of District Policy 3240

### Requirements as a Title I School (Targeted Assistance)

#### Parents Right to Know - Professional Qualifications

As a Title I school, we must meet federal rules related to teacher qualifications as defined in No Child Left Behind. These rules allow you to learn more about the professional qualifications of your student’s classroom teacher and/or paraeducators (if applicable). At any time you may ask:

- Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching,
- Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

If you have questions about the professional qualifications of your child’s teacher, please contact your child’s principal.

### Parents Right to Know - Citizen Complaint Procedures

As a Title I school we must meet federal rules related to Citizen Complaint Procedures as defined in No Child Left Behind. A citizen complaint is a written statement that alleges a violation of a federal rule, law or regulation or state regulation that applies to a federal program. If you are interested in learning more about this process, you can find information on the OSPI website at: [http://www.k12.wa.us/TitleI/CitizenComplaint.asp](http://www.k12.wa.us/TitleI/CitizenComplaint.asp). You can also request information about this process from the UPSD Educational Service Center.
**Discrimination Complaint Procedures**

Anyone may file a complaint against the district alleging that the district has violated anti-discrimination laws. This complaint procedure is designed to assure that the resolution of real or alleged violations are directed toward a just solution that is satisfactory to the complainant, the administration and the board of directors. This grievance procedure is detailed in Policy 3210.

A. **Grievance** means a complaint which has been filed by a complainant relating to alleged violations of any state or federal anti-discrimination laws. 
   
   **Complaint** means a written, signed charge alleging specific acts, conditions or circumstances, which are in violation of the anti-discrimination laws.

B. The time period for filing a complaint is one year from the date of the occurrence that is the subject matter of the complaint. However, a complaint filing deadline may not be imposed if the complainant was prevented from filing due to: 1) Specific misrepresentations by the district that it had resolved the problem forming the basis of the complaint; or 2) Withholding of information that the district was required to provide under WAC 392-190-065 or WAC 392-190-005. Complaints may be submitted by mail, fax, e-mail or hand-delivery to any district, school or to the district compliance officer responsible for investigating discrimination complaints. Any district employee who receives a complaint that meets these criteria will promptly notify the compliance officer.

C. **Respondent** means the person alleged to be responsible or who may be responsible for the violation alleged in the complaint.

The primary purpose of this procedure is to secure an equitable solution to a justifiable complaint. To this end, specific steps will be taken. The district is prohibited by law from intimidating, threatening, coercing or discriminating against any individual for the purpose of interfering with their right to file a grievance under this policy and procedure and from retaliating against an individual for filing such a grievance.

A. **Informal Process for Resolution**

   Anyone with an allegation of discrimination may request an informal meeting with the compliance officer or designated employee to resolve their concerns. Such a meeting will be at the option of the complainant. If unable to resolve the issue at this meeting, the complainant may submit a written complaint to the compliance officer. During the course of the informal process, the district must notify complainant of their right to file a formal complaint.

B. **Formal Process for Resolution**
Level One: Complaint to District

The complaint must set forth the specific acts, conditions or circumstances alleged to be in violation. Upon receipt of a complaint, the compliance officer will provide the complainant a copy of this procedure. The compliance officer will investigate the allegations within 30 calendar days. The school district and complainant may agree to resolve the complaint in lieu of an investigation. The officer shall provide the superintendent with a full written report of the complaint and the results of the investigation.

The superintendent or designee will respond to the complainant with a written decision as expeditiously as possible, but in no event later than 30 calendar days following receipt of the written complaint, unless otherwise agreed to by the complainant or if exceptional circumstances related to the complaint require an extension of the time limit. In the event an extension is needed, the district will notify the complainant in writing of the reason for the extension and the anticipated response date at the time the district responds to the complainant, the district must send a copy of the response to the office of the superintendent of public instruction.

Level Two – Appeal to the Board of Directors

If a complainant disagrees with the superintendent’s or designee’s written decision, the complainant may appeal the decision to the district board of directors by filing a written notice of appeal with the secretary of the board within ten (10) calendar days following the date upon which the complainant received the response. (Refer to Policy 3210)

Level Three - Complaint to the Superintendent of Public Instruction

If a complainant disagrees with the decision of the board of directors, or if the district fails to comply with this procedure, the complainant may file a complaint with the superintendent of public instruction. (Refer to Policy 3210)

Level Four - Administrative Hearing

A complainant or school district that desires to appeal the written decision of the Office of the Superintendent of Public Instruction may file a written notice of appeal with OSPI within thirty (30) calendar days following the date of receipt of that office’s written decision. OSPI will conduct a formal administrative hearing in conformance with the Administrative Procedures Act, Chapter 34.05, RCW. (Refer to Policy 3210)