

MAS Student Handbook



2021-2022

Mill A School
1142 Jessup Road
Cook, WA 98605
www.milla.k12.wa.us

Board of Directors

Erik Lundby, Board Chair
Lisa Allen
Elizabeth Brooks
Pat Cushman
Gary Green

Superintendent/Principal

Bob Rogers

Dean of Students

Kaylene Herman

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Business Manager

Mill A School Staff

Ms. Erika Almskaar
Mrs. Crystle Durham
Mrs. Jennifer Talbott
Mrs. Greta Lundby
Mrs. Naomi Posini
Mr. Tim Boucher
Mrs. Barbara Zerkel
Mr. Doug Dyer

K-2 Grade Classroom Teacher
3-5 Grade Classroom Teacher
6-8 Grade Classroom Teacher
Paraeducator
Food Services
Custodian and Maintenance
Transportation Manager/Bus Driver
Network Administrator

Educational Service District #112 Support Staff

Mr. Ian Hampton; Jill Neth

Special Education Assistant Director
Special Education Para-educator
Speech Therapist
School Nurse
School Psychologist

Ms. Ashleigh McKenzie
Mr. Chris Wilson

Contact Us:

Main Phone:
Fax:
Email:

509-538-2522
509-538-2181
firstinitiallastname@millaschool.org
(Example: jsmith@millaschool.org)

STUDENT & PARENT GUIDE

Welcome to Mill A School! We are pleased you have joined our team. At Mill A School we are committed to making these elementary and adolescent years the best they can be for our students. Our priority is to invite parents, students and staff to share in the educational process, thereby working toward our common mission:

To empower all students to succeed in a changing world.

BOBCAT PRIDE

Bobcats are our mascot. At all times we expect and practice BOBCAT behaviors:

-  **BE RESPECTFUL**
-  **OFFER YOUR BEST WORK**
-  **BE RESPONSIBLE**
-  **COMMUNICATE**
-  **ALWAYS BE SAFE**
-  **THINK OF OTHERS**
-  **SMILE**

- Students are expected to walk quietly and safely through the hallways on the right-hand side, keeping their hands and feet to themselves.
- Our lunch line and lunch area will be safe, clean, and have a pleasant environment where we practice interacting with courtesy and respect so everyone may enjoy their meal.
- The restrooms will be used in a safe, clean, and courteous manner.
- Students are required to play in a safe, respectful, and fair manner during recess on all equipment. This also includes during PE games and activities.
- Students will use polite behavior during assemblies so that all may enjoy the presentation.

SCHOOL CLIMATE

Mill A School is known for its positive and student-focused school climate. This will be demonstrated daily by:

- Creative and challenging “best-practice” instructional programs for students.
- Daily challenging ourselves and each other to do our best in all that we do.
- A clean, safe, and well-managed facility.
- Positive and encouraging attitudes and communications.
- Clear, frequent communications with parents and community (MAS bulletin, staff email and MAS Facebook). Stay tuned for a new MASD app launching in fall 2021!

MAS DAILY SCHEDULE:

MONDAYS, TUESDAYS, THURSDAYS, FRIDAYS	EARLY RELEASE WEDNESDAYS
7:30-7:50 AM: Breakfast	7:30-7:50 AM: Breakfast
7:50-8:00 AM: Morning Meeting	7:50-8:00 AM: Morning Meeting
8:00 AM: Classes start	8:00 AM: Classes start
2:30 PM: Classes dismissed	12:30 PM: Classes dismissed
2:35 PM: Bus departs from Mill A School	12:35 PM: Bus departs from Mill A School

We want your child to be safe and supervised at all times. Therefore, if you arrive at the school before 7:25 AM please remain with your child until office staff is on site. The school closes at 4:00 PM; please pick up your child promptly.

If you arrive at 8:00 AM or later, please escort your child to the office to excuse the tardy and to sign your child in. *Your child's tardy must be recorded as unexcused without a parent escort.*

Dismissal

2:35 PM (Monday, Tuesdays, Thursdays, & Fridays)

12:30 PM (Early-Release Wednesdays)

Breakfast & Lunch Schedule

Breakfast will be served 7:30-7:50 AM every morning.

Lunch will be served 11:30-12:10 PM every afternoon.

****Under the Community Eligibility Provision agreement with OSPI Child Nutrition Services, all Mill A School District students will be provided meals free of charge.*

Recess Schedule

Students will have at least one recess every day. The purpose of recess is to allow students an opportunity to use the restroom without missing class time and encourage physical activity. On any given day, a teacher may choose to provide for these purposes in another manner rather than sending students to recess.

BUILDING SECURITY

The main entrance will be open from 7:25 AM until 4:00 PM each day. For the safety of the children, all other doors will be locked. All visitors need to come through the main entrance and report directly to the office for a visitor pass, show their Covid-19 vaccination card (or approved exemption), and to sign in. Parents transporting students to and from school will use the main entrance.

PARENT/TEACHER CONFERENCES

Although there will be ongoing communication with parents/guardians, formal conferences will be held during the fall at the end of the first quarter and again in the spring at the end of the third quarter. See school calendar for conference dates. Specific times and dates will be sent home during the school year.

HOMEWORK GUIDELINES

Research has shown that homework activities build skills and reinforce learning. Homework can also teach students responsibility and serve as a vehicle to bring parents into the learning process. Students attending Mill A School may be given homework assignments. The nature of the assignments will depend upon the individual teacher, grade level, and curriculum.

ATTENDANCE AND ABSENCES

School Matters!: Please limit unnecessary absences by scheduling appointments and activities after school, on the weekends and on early release afternoons.

Safe Arrival/Attendance Phone: If your child is going to be absent from school or late arriving, it is required that you notify the school of the absence or delay by calling the school office (509-538-2522). You must call or send a note explaining the absence for each day that your child is gone unless your child is on a preplanned absence. Each morning attendance is taken and then checked against any recorded calls to make sure every student is accounted for.

The state of Washington passed a law (RCW 28A.225) that took effect June 2, 1992, restricting absences. The law states that parents must excuse absences and explain the reason for the absence.

Excused absences are those due to illness or a health condition; a religious observance, when requested by a student's parent(s); school approved activities; family emergencies; and, as required by law, disciplinary actions or short-term suspensions.

Action taken with excused absences:

After 5 excused absences within any month (30- day period) or 10 excused cumulative absences in a school year	Schedule conference with the parent of student and the child for the purpose of identifying barriers to attendance and supports/resources available to assist the family. If the student has an IEP or 504 Plan, the IEP or 504 team must convene. A conference or IEP/504 team meeting is not required if prior notice has been given or a doctor's note has been provided and an academic plan has been put in place.
After 5 excused absences within any month (30- day period) or 10 excused cumulative absences in a school year	Schedule conference with the parent of student and the child for the purpose of identifying barriers to attendance and supports/resources available to assist the family. If the student has an IEP or 504 Plan, the IEP or 504 team must convene. A conference or IEP/504 team meeting is not required if prior notice has been given or a doctor's note has been provided and an academic plan has been put in place.

Actions taken with unexcused absences:

After 1 unexcused absence within any month (30-day period)	Inform the student's parent/guardian by a notice in writing or by telephone, in the language the parent is fluent in, whenever the student has failed to attend school after one unexcused absence within any month.
After 3 unexcused absences within any month (30-day period)	Schedule conference with parent/guardian and student for the purpose of identifying barriers to the student's regular attendance, and the supports and resources that may be made available to the family, and the steps to be taken so that the student is able to eliminate or reduce his/her absenteeism
Between 2 and 5 unexcused cumulative absences in a school year	Take data-informed steps to eliminate or reduce student's absences. Convene the IEP or 504 team, if the student has an IEP or a 504 Plan to consider the reasons for the absences and adjust the IEP or 504 plan as necessary. This is required and is in addition to the requirement to have a parent conference after 3 unexcused absences.

Not later than 5 unexcused absences in a month (30-day period)	District shall: <ul style="list-style-type: none"> • Enter into an agreement w/student and parent establishing attendance requirements, OR • Refer student to CTB (Community Truancy Board), OR • File and stay petition under subsection (1) of RCW 28A.225.030
Not later than seven (7) unexcused absences in a month (30-day period), or ten (10) unexcused cumulative absences in a school year	File truancy petition with Office of Juvenile Court. Court must stay the petition. Refer parent and child to a community truancy board (CTB) or other coordinated means of intervention. CTB must take place within twenty days of the referral. The community truancy board must meet with the child, a parent and school district representative and enter into an agreement.

KINDERGARTEN AND FIRST GRADE ENTRANCE REQUIREMENTS

To be admitted to a kindergarten program that commences in the fall of the year, a child must be five years of age prior to September 1st of that school year. To be admitted to a first grade program that commences in the fall of the year, a child must be six (6) years of age prior to September 1st of that school year (School Board Policy 3111).

CUSTODY DOCUMENTATION

In cases involving court-ordered custody of children, schools must have a copy of legal documentation of restrictions to ensure compliance with court orders.

ENROLLMENT AND EMERGENCY CARD

Enrollment and emergency information will be sent home on the first day of school. It is of vital importance that this be completed and returned as soon as possible. Please state your complete mailing address, physical location of house – number / street / road location for emergency and bus transportation purposes. In case of illness/emergency and a parent/guardian cannot be reached, please list at least two local individuals that the school can contact during school hours. If there are any changes during the school year, please contact the school office. If you have concerns about your child’s plans in the event of an unplanned early release, please talk with your child’s teacher.

TARDIES

Being tardy is defined as arriving at school after 7:58 AM. We believe that it is the parents’ responsibility that students of this age group be punctual. If the student arrives late he/she needs to be checked in at the office (by a parent). If you know your child will arrive after 7:58 AM, please call the school to excuse the tardy.

CHILDREN CHECKING OUT PRIOR TO DISMISSAL

Parents will be asked to check students out through the office. The custodial parent/guardian MUST notify the office if he/she is giving another person permission to pick up their child on a particular day.

MESSAGES

It is very assuring to students when parents plan ahead and can communicate clearly with their children the plans for “after school”. Plans sometimes change – and we understand that. When it is necessary to leave a message at the school, please call before 1:30 PM to allow us time to write a note and notify your child.

SCHOOL CLOSURE OR LATE START INFORMATION

School closure information is listed at Flash Alert: flashalert.net. You may also reach the Flash Alert site through our school website. The following stations have agreed to provide bulletins on school closure: KATU 2; KOIN 6; CABLE 7; KGW 8. During inclement weather the answering machine will also have info on cancellation, late start, and high school transportation. On the morning school opens late, there will be **NO** breakfast served.

WEATHER (COLD AND WET)

As long as weather permits, children will go outside during their recess break. As temperatures drop and rain becomes common, please make sure that your child's clothing is appropriate for the possibility of outside recess. When inclement weather comes, recess and PE may be held in the gym. All students will need an extra pair of gym shoes that will stay at school and be used only in the gym.

CLOTHING

Students are to dress in a manner that is comfortable and appropriate for the learning process, therefore the following dress code will be enforced:

- Shirts and pants, shorts or skirts must overlap enough to provide complete coverage of the midriff and back when arms are raised above the head.
- Halter tops, tube tops, one shoulder tops, and off the shoulder tops are not acceptable. Sheer blouses are acceptable if worn over an opaque layer.
- The straps of tank tops may be no less than three inches wide. Necklines must be no lower than two inches from the top of the collarbone (two inches is approximately three fingers).
- Shorts must be within 6 inches of the top of the knee; skirts must be within 2 inches of the top of the knee. Slits in skirts may not extend more than 2 inches from the top of the knee. Opaque tights or leggings must be worn with any skirt that might appear shorter than the dress code allows.
- Writing on clothing must be school appropriate and not offensive.
- Shoes must be worn at all times.
- Extra-large clothing may be worn, but "sagging" at the buttocks will not be allowed.
- Hooded sweatshirts may also be worn, but the expectation is that students will keep their head and faces uncovered.

Students are responsible to wear or bring athletic shoes on their PE days to allow full participation. For the 2021-22 school year, PE will be on Fridays.

BUS PASSES

If your child has a change in bus transportation plans for the day, it is *required* that we receive a note or a call from the parent/guardian. The earlier you inform our office of a change in plans, the easier it is for us to make sure that all staff members are aware of the change; therefore, we request you call our office by 1:30 PM on the day a change is occurring to your student's transportation plans. Your child's safety is of utmost concern to us.

BUS SAFETY

Heavy, sharp, bulky, glass and/or other articles, which may be hazardous in the event of an accident or an emergency stop, shall not be transported in the passenger area of any school bus. Skateboards or scooters may not be transported on the bus. Any type of inflated balloons, air or helium, or pets are not allowed on the bus, please plan accordingly. Please contact the school office if you have any questions.

DROPPING OFF AND PICKING UP STUDENTS

Parents are asked to pick up or drop off students at the front of the school. *If you come into the building, please park in the parking lot area, the area along the sidewalk is reserved for buses and dropping off and picking up students only.* Students not riding a bus should arrive no earlier than 7:30 AM and need to be picked up promptly at 2:35 PM.

Students who walk home need to promptly leave the school grounds at the end of the school day. If you need to talk to your child's teacher at the end of the day, please plan on waiting until after the students are dismissed.

BICYCLES AND SKATEBOARDS

Bicycles and skateboards are not to be ridden in the parking lot or on the school's sidewalks during the school day. Mill A School does not take responsibility for lost, stolen, or damaged personal items. Skateboards, roller-skates or roller blades may not be transported on the school bus nor can they be used at school or on school property during the school day.

LUNCH AND BREAKFAST PROGRAMS: BREAKFAST AND LUNCH

Breakfasts and hot lunches are served daily (see Daily Schedule on page 4). Students in grades 6 - 12 will have limited access to a microwave to heat food for their lunch. If your child is in grades K - 5, please do not send food to school that needs to be heated. Under the Community Eligibility Provision agreement with OSPI Child Nutrition Services, all Mill A School District students will be provided meals free of charge.

IMMUNIZATION

Immunizations are required by Washington State Law. If you have any questions, please call Southwest Washington Health District at 427-3881.

ILLNESSES

The health and safety of our students and staff is important to us. For the protection of all children, the following guidelines should be followed:

- Never send an obviously sick child to school.
- A child with a sore throat, body aches, nausea, diarrhea, nasal congestion or runny nose (not caused by another condition) severe cough, earache, and/or vomiting, and/or had a fever (100.0 and higher) within the past 24 hours should not be sent to school.
- A child with a known communicable disease (chicken pox, impetigo, strep, scabies, ringworm, etc.) should not be sent to school without the specific approval of your doctor.

If your child becomes sick at school such as having a fever or vomiting, symptoms are noted but are not treated. The parent is notified to pick up the child. In the event of a serious injury, parents are contacted for direction; if it is impossible to contact the parents, medical assistance will be obtained. The school office should be made aware of children with known medical or health problems.

MEDICATION

If a student must receive any prescribed or non-prescribed medication (cough drops, calamine lotion, cortisone cream, aspirin, etc.) the parent or guardian **must submit** a completed written authorization form and written instructions from a licensed physician or dentist (School Board Policy 3416). Please contact our school office for a copy of the medication authorization form.

CHILD ABUSE

Any suspected child abuse should be reported to the principal immediately. It is state law that school staff must report **suspected** child abuse to Child Protection Services or law enforcement for investigation.

HEAD LICE

Mill A School Elementary has a lice policy consistent with the American Academy of Pediatrics (AAP). Students with live lice or nits will be sent home at the end of the day to be treated by a parent/guardian.

PESTICIDE NOTIFICATION

The District complies with all legal requirements for record keeping regarding the application of pesticides to school property. Prior to application of a pesticide to school facilities or grounds, the District shall notify parents and staff of the planned application by posting a notice in the building's main office. Appropriate signs will also be placed in the location of the application. Pre-notification is not required if the school grounds will not be occupied by students for two days following application of the pesticide. (Board Policy 6895)

PERSONAL BELONGINGS

It is recommended that all personal items be labeled with the student's name. Students are responsible for the security of their belongings, and it is encouraged that personal items be kept in a student backpack during school hours.

LOST AND FOUND

Lost personal items are kept in the office. Lost clothing will be kept on the lost and found rack in the hallway.

Electronics and Toys:

Personal electronic games and devices, cell phones, iPads/tablets devices may not be used during school hours. **Personal electronic devices must be turned off and stored in a backpack during school hours.** The school is not responsible for lost articles or damage occurring to items at school. Students may not trade or sell toys or other items at school. Students will have "school toys" to use during recess and are not allowed to bring their own toys to the playground. For the safety of all students, laser pens are not allowed.

SNACKS and CELEBRATIONS

Mill A School staff support our district's nutritional policy and will encourage children to make healthy choices. Research indicates that a meal that is high in protein gives the brain an extra boost, while a meal high in sugar will be followed by lethargy and sometimes even irritability. We have BIG learning goals for your child, and your child needs an engaged brain!

Children are asked to eat only from their own lunch. The only time students will be allowed to share their food will be when the food is a special treat (i.e., birthday cupcakes). ***We request that special treats be pre-arranged with the student's teacher and that the special treat be prepackaged when it arrives at school. Also, please avoid food items with nuts. We also do not permit students, grades K-8, to drink soda and energy drinks at school.***

FIRE DRILLS and OTHERS

Fire, shelter in place, and lock down drills will be held throughout the year. At the signal of the drill, everyone is expected to follow protocol quickly, safely and quietly. Routes will be posted in each classroom and teachers will periodically review fire drill procedures with their students.

PICTURE OF STUDENTS

There are many occasions that your student's picture may be taken during classroom or other school activities. These pictures may be displayed in the school bulletin or on our district/school Facebook page and/or website if parent/guardian permission is preapproved.

PARENT TEACHER ORGANIZATION (PTO)

Mill A's PTO is an active organization for the students of our school. Many activities are available for our children because of our PTO. They also keep parents informed with newsletters and programs. Parents are encouraged to become involved with their child's education through the PTO. Check out the Mill A PTO Facebook page for more information at facebook.com/MillAPTO.

PARENT VOLUNTEER PROGRAM (Please call the school to find out if MAS is accepting volunteers for 2021-2022.)

If you would like to volunteer in any area - library, playground, reading and math, mentoring, helping in the classrooms, etc. please contact the school office. We value the partnership with parents and family members, and our students greatly benefit from this assistance. Per state law and district policy, all volunteers and chaperones are subject to a WSP background check, as well provide a copy of their Covid-19 vaccination card or exemption, and agree to wear an approved mask covering while in the school building.

TEXTBOOKS and WORKBOOKS

Mill A provides textbooks and workbooks at no charge to students. Students are expected to keep these materials clean and in good condition. Should a textbook or workbook become damaged or lost, the student will be expected to pay the replacement cost of the item. Any unpaid fines that result from damaged textbooks may result in student assessment reports being withheld from being sent home until the fine is paid or books are returned.

HARASSMENT, INTIMIDATION, AND BULLYING

We do not tolerate harassment, intimidation or bullying at Mill A School! This district is committed to a safe environment for all. Verbal messages, written messages or physical acts that harm a student or property, or interfere with the student’s education will not be tolerated at Mill A School. The district has a policy and procedure 3207 in place to protect our students from bullying. The district has implemented an incident reporting app and website. Both of these are available in our school office, on the school district’s website, or can be sent via e-mail. Superintendent Bob Rogers and Dean of Student Kaylene Herman welcome parents and/or students to make an appointment to discuss student behavior concerns and/or issues.

DEFINITION OF HARASSMENT, INTIMIDATION and BULLYING (HIB): Harassment, intimidation or bullying is unwanted behavior of a nonverbal, verbal, written, graphic, sexual, or physical nature that is directed at an individual or group on the basis of race, color, religion, ancestry, national origin, gender, sexual orientation, mental or physical disability or other distinguishing characteristics. It is about control, misuse of power, and the attempt to deny the victim equality. It is persistent or pervasive enough that it creates an intimidating or threatening educational environment. It has the effect of substantially disrupting the orderly operation of the school. A student who violates the terms of the school district’s HIB (Harassment, Intimidation, and Bullying) policy will be disciplined in accordance with the provisions of local, state and federal law and board policy.

DANGEROUS/ILLEGAL MISBEHAVIORS

While Mill A School does not anticipate having to deal with the following types of misbehaviors, the following information is required by district policy and state law in the student handbook.

I. Firearms

Bringing, possessing and/or using firearms (air or gun powder, with or without ammunition) during a regular school day, on school grounds, or at a school-sponsored event will result in expulsion for one calendar year. (PL 103.2270, RCW 9.41.280, RCW 28A.600.420) (Board Policy 3241P)

II. Other Weapons/Explosives

Bringing, possessing and/or using any weapons or explosive devices during a regular school day, on school grounds, or at a school-sponsored event is not allowed, and will result in disciplinary action, including, but not limited to in-school suspension. Items includes, but is not limited to, sling shots, metal knuckles, knife, non-chu-ka sticks, air guns designed to propel BB, pellets, or other projectiles, fireworks of any kind, stink bombs, etc. This also includes toy “look alike” weapons used to simulate actual weapons. (RCW 9.41.280, RCW 9.41.250) (Board Policy 3241P)

III. Drugs and Alcohol

The use or possession of alcohol or illegal drugs is **strictly prohibited**. A student shall not knowingly possess, be under the influence of (however slight), nor sell, distribute, trade or transfer alcoholic beverages, illegal chemical substance or opiate, tobacco product and or other mind altering drugs or substances during the school day, on or near school grounds, or at a school-sponsored event. This also includes the possession, use, sales and/or dispersion of drug paraphernalia, counterfeit or "look-alike" drugs. (Board Policy 3241P)

IV. Tobacco

Possession, use, sales and/or dispersion of a tobacco or "vape" product at any time while under the jurisdiction of the school, on school grounds, during or while traveling to, or at a school sponsored event. (Board Policy 3241P)

V. Fighting

A student shall not intentionally cause or attempt to cause physical injury or intentionally behave in such a way as could reasonably cause physical injury to any person. (Board Policy 3241P)

VI. Assault

Physically attacking in order to or in attempt to cause bodily harm, but is not mutual combat. An aggressor/victim relationship is clearly evident, and may be of a sexual nature.

VII. Other Criminal Acts

- a. **Arson:** Fire setting, use of a lighter or matches, or any attempt to set a fire and/or fire damaging of school property or another's property on school grounds.
- b. **Bomb Threat:** Involvement in any confirmed threat to detonate an explosive device on school grounds, or at a school-sponsored event. This also includes falsely reporting the presence of a bomb or explosive device.
- c. **Disrupting the Educational Process:** Instances of "open" defiance (oral or obvious physical refusal to comply) or "willful" disobedience (repeated refusals to comply). Behaving in a manner which disrupts or interferes with the educational climate or process, or prevents, or attempts to prevent, school personnel from engaging in their professional responsibilities. (RCW 28A.635.020)
- d. **False Fire/Emergency Alarm:** Involvement in any confirmed false fire alarm at school or a school-sponsored event, including false calls to 911.
- e. **Indecent Exposure:** Intentional exposure of one's private body parts to others. (RCW 9A.88010)
- f. **Malicious Mischief:** Willful, wanton, or reckless actions done to cause the distress or harm of others.
- g. **Theft:** The taking of school or another's property without permission. Also included are "burglary" (unauthorized entry for the purpose of theft), "robbery" (taking property by threat or force), or "possession of stolen property" (having in possession property without the permission of the owner).
- h. **Trespassing:** Breaking and/or entering onto any school property or into any school facility without proper authority, including periods of suspension or expulsion or refusing to leave when ordered to do so.
- i. **Abusing or Insulting School Authorities:** Insulting or abusing a school authority anywhere on the school premises while carrying out his/her duties. (RCW 28A.635.020)
- j. **Vandalism:** Willful or malicious destruction or defacement of school, school district or private property on school grounds.
- k. **Insubordination:** Students will comply with the rules and regulations of the school and submit to the authority of school personnel. (RCW 28A.600.040)

DISCRIMINATION

Mill A 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 superintendent and dean of students have been designated to handle questions and complaints of alleged discrimination:

Bob Rogers, Superintendent: brogers@millaschool.org, or 509-538-2700

Kaylene Herman, Dean of Students: kherman@millaschool.org, or 509-538-2522

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, Bob Rogers. You also have the right to file a complaint (see below). For a copy of the district's nondiscrimination policy and procedure, refer to the district website (www.milla.k12.wa.us) or contact the school office.

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, Bob Rogers. 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.

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, Bob Rogers.

1. 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.

2. 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).

3. Complaint to OSPI

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

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

Email: Equity@k12.wa.us | *Fax:* 360-664-2967

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

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

Other Discrimination Complaint Options

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

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

Washington State Human Rights Commission

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

DISCIPLINARY ACTION:

The above misconduct is subject to the following consequences in accordance with district policy:

- Referral to principal and parent contact
- In-School suspension
- Short-term suspension
- Long-term suspension (90 days)
 - Drug or Alcohol related suspension - Alternative corrective action: Students who have been excluded by a suspension and who wish to re-enter school prior to completion of a suspension, may choose to be evaluated by a state-accredited substance abuse treatment agency (pursuant to WAC 275-19). If the parent and student choose the evaluation option, and agree they will follow the health care recommendations of that agency, a portion (all but 5 days) of the suspension may be suspended. The student will be reinstated when a recovery plan, which is acceptable to school officials, is in place and will continue when the student provides verification of compliance at least on a weekly basis.
- Restorative justice
- Possible contact with law enforcement
- Expulsion

NON-DISCRIMINATION AND EQUAL OPPORTUNITIES:

Mill A School District, including Mill A School and Pacific Crest Innovation Academy (“MASD”), provides Equal Educational Opportunities and Equal Employment Opportunities. MASD does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, honorably discharged veteran or military status, sexual orientation, gender expression, gender identity, the presence of any sensory, mental, or physical 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 district Dean of Students and Superintendent have been designated program coordinators for Civil Rights, Title IX, and Section 504. All MASD job offers are contingent on the satisfactory completion of a criminal background check.

Please direct all questions or complaints of alleged discrimination, and any inquiries regarding the application of state and federal laws and regulations, including but not limited to Title IX of the Education Amendments of 1972; Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act (ADA) of 1990 and the ADA Amendments Act of 2008; and the Washington Law Against discrimination RCW 49.60, to: Bob Rogers, Superintendent, 1142 Jessup Road, Cook, WA 98605, 509-538-2700.

