

# Republic Tigers



## REPUBLIC SCHOOL DISTRICT #309 2018-2019 STUDENT HANDBOOK

### District Mission Statement

*The Republic School District will cultivate a safe, challenging environment for achieving maximum potential and student success.*

### Core Principles

- We will provide a safe, challenging, and positive learning environment.
- We are committed to providing students with opportunities to develop to their full potential.
  - We are dedicated to preparing students to be College and career ready.
  - We are dedicated to collaborative decision-making through open and honest communication.
- We are committed to providing standards based instruction to meet the individual needs of all learners to ensure student success.
  - We are committed to treating everyone equally with respect and dignity.

## WELCOME

Welcome to Republic School District! Although incorporating social skills and character development training into a school has significant long-term positive impacts, it is only one component of a comprehensive Positive Discipline system. Developing a discipline program that is consistent and leaves enough **flexibility** to allow for consideration of the **individual student** requires thought and commitment on the part of the school's staff and administration. It is the foundation of a culture of respect within the school.

A general consensus among the school staff that discipline is about *teaching and learning- -not punishment*. This does not mean eliminating consequences for serious or dangerous misbehavior. Such consequences are critical to civil society. Rather, it means rethinking everything that occurs up to the point. It also means rethinking how we implement consequences for serious or dangerous misbehavior and the downstream results of those consequences, so that students develop a stronger connection to their school community, rather than being pushed away.

## STAFF RIGHTS AND RESPONSIBILITIES

All staff and administrators shall, in accordance with due process rights of the students, have the authority and professional responsibility to discipline any student for disruptive or disorderly conduct, while that student is under his/her supervision and jurisdiction, and may exclude a student from participation in his/her class or school related functions in order to maintain an orderly environment.

## ATTENDANCE

Good attendance patterns play a vital role in a student's success in school as well as in the world of employment. If students develop good attendance patterns now, there will be many benefits from these habits in the future. All students are expected to be regular and punctual in attendance to derive the most benefit from their educational opportunities.

The following absences shall be excused:

- Personal illness- after five (5) cumulative days per quarter medical documentation may be required and/or meeting before the community truancy board.
- Family emergencies, i.e. funeral, death, hospitalization
- School sponsored activities
- Appearances in court when required by law- court document required
- *Absences pre-arranged by parents with notice to school two or more school days in advance; if approved by administration.*

Students returning to school following any absences (except school activity) must either present a written excuse to the attendance office or their parent/guardian may call the high school office with a verbal excuse. It must state the date(s) and reason for the absence. An excused admit slip will be issued if the requirements of Excused Absences are met. Absences must be excused within two (2) school days of return or they will automatically become unexcused.

It is the student's responsibility to complete all work missed due to an excused absence at the teacher's convenience, and turn it in at a reasonable time identified by the teacher in his/her classroom expectations.

## UNEXCUSED ABSENCES

Any absence from school for the majority of hours or periods in an average school day is unexcused unless it meets one of the criteria above for an excused absence. Below are steps and consequences to unexcused absences:

- **1<sup>st</sup> Unexcused Absence within any month-** Phone call and/or letter that will notify parents/guardian and will include information on the potential consequences of additional unexcused absences.
- **2<sup>nd</sup> Unexcused Absence within any month-** Phone call and/or letter that will establish a conference between parent or guardian and student. If parent does not attend the conference, the parent will be notified of the steps the district has decided to take to reduce the student's absences.
- **5<sup>th</sup> Unexcused Absence within a quarter-** The district will enter an agreement with the student and parent or guardian that establishes school attendance requirements and the student and parent or guardian will be referred to a community truancy board. **RCW 28A.225.010.**
  - **If such action is not successful, the district will file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010 by the parent, student, or parent and student no later than the seventh unexcused absence within any month during the current school year or upon the tenth unexcused absence during the current school year.**

## TARDINESS

Arriving to class **AFTER** the bell rings and/or being unprepared for class and needing to return to lockers for materials will be considered tardiness. Tardiness without valid permit slip from another teacher, counselor, or principal will be considered unexcused. Tardiness will be exclusive per teacher. Tardy violations will start over at the semester. The steps for **unexcused** tardiness are:

- 3<sup>rd</sup> tardy – Student conferences with mentor and the classroom teacher they are arriving late to. Develop plan to support student.
- 4<sup>th</sup> tardy – Parent or guardian and student conference is required along with mentor; if parent or guardian does not show up to conference they will be notified of the plan that supports their child.
- 5<sup>th</sup> tardy – Required 1 day of after school study hall.
- 6<sup>th</sup> tardy – Parent or guardian and student conference is required. Re-visit support plan and modify.
- Additional tardies may result in possibly being referred to Community Truancy Board.

## **ATTENDANCE AND PARTICIPATION IN ACTIVITIES**

Any participant that receives an unexcused tardy to first period beyond 10 minutes will be excluded from all participation, (practice and competition) scheduled for that day.

Students absent from class on the day of an activity are ineligible to participate in any extra-curricular activities that day, unless given approval two (2) or more days in advance from administration.

Students who are tardy for the beginning of the school day 10 minutes or are absent without prior administrative approval the day after an activity will not be eligible for the next competition

Students returning home after midnight will be given a one-hour late start with their school day beginning at 9:00AM. Students who are tardy after 9:00AM or are absent without prior administrative approval will not be eligible for the next competition.

## **DRESS APPEARANCE**

School is a professional setting where dress and appearance must be neat, clean and must not present health or safety problems or disrupt the educational process. Reasonable standards of dress and appearance may be established consistent with these rights and responsibilities. Students failing to meet these requirements will be asked to change or loaned clothing from the district for the remainder of the school day. Students will return the loaned items at the end of the school day and parents will be notified.

### **The following will not be allowed:**

- Sole-less shoes
- Sunglasses
- Shorts and skirts cannot be shorter than mid-thigh from the bottom of the knee.
- Attire less than 2 inches across the shoulders
- See-through clothing
- Shirts that expose the sides, stomach, abdomen, or breasts.
- Long trench style coats
- Slippers without tread

Any student wearing, carrying, or displaying gang-related apparel or tattoos or exhibiting behaviors or gestures which symbolize gang membership, causing and/or participating in activities which intimidate or affect the attendance of another student will be asked to make appropriate corrections to their attire or asked to leave campus. These will be determined at the discretion of administration.

Wearing of clothing, i.e. coats, hats, shirts, pins, etc., which “promote” alcoholic beverages, other drugs, or tobacco products, or that have profane or vulgar words, phrases, or pictures, or

that are degrading to another gender, race or culture, and disrupt the educational process will not be allowed. Students in violation of this section will be required to remove or change the clothing. **Insubordination, flagrant or repeated violation of this section will lead to progressive discipline. The school reserves the right to require a student to change or conceal their apparel.**

## **CELL PHONES AND OTHER ELECTRONIC DEVICES**

### **Board Policy No. 3245**

Students in possession of telecommunications devices while on school property or while attending school-sponsored or school-related activities will observe the following conditions:

- A. Telecommunication devices will be turned on and operated only before and after the regular school day and during the student's lunch break, unless an emergency situation exists that involves imminent physical danger or a school administrator authorizes the student to use the device;
- B. Students will not use telecommunication devices in a manner that poses a threat to academic integrity, disrupts the learning environment or violates the privacy rights of others;
- C. Students will not send, share, view or possess pictures, text messages, emails or other material depicting sexually explicit conduct, as defined in RCW 9.68A.011, in electronic or any other form on a cell phone or other electronic device, while the student is on school grounds, at school sponsored events or on school buses or vehicles provided by the district;
- D. When a school official has reasonable suspicion, based on objective and articulable facts, that a student is using a telecommunications device in a manner that violates the law or school rules, the official may confiscate the device, which will only be returned to the student's parent or legal guardian;
- E. By bringing a cell phone or other electronic devices to school or school-sponsored events, the student and their parent/guardian consent to the search of the device when school officials have a reasonable suspicion, based on objective and articulable facts, that such a search will reveal a violation of the law or school rules. The scope of the search will be limited to the violation of which the student is accused. Content or images that violate state or federal laws will be referred to law enforcement;
- F. Students are responsible for devices they bring to school. The district will not be responsible for loss, theft or destruction of devices brought onto school property or to school sponsored events;
- G. Students will comply with any additional rules developed by the school concerning the appropriate use of telecommunication or other electronic devices; and
- H. Students who violate this policy will be subject to disciplinary action, including suspension or expulsion.

Cell phones and other personal electronic devices will be allowed on campus up to the first bell, during lunch, and after last period ending bell. Students are not allowed to have cell phones or personal electronic devices in the classroom at any time, **no exceptions**. Students must follow the electronic acceptable use policy. If students are found not using the filter system, they are in

violation of the electronic acceptable use policy. There is **no use of electronic devices** during passing times between classes.

**No electronic devices are allowed to be used in school locker rooms at any time for any reason.**

## **BUS CONDUCT**

Following are the rules for behavior while riding the school bus either to or from school or to school related events and activities:

1. The driver is in full charge of the bus and students.
2. Observe the same conduct as in the classroom.
3. You will be required to help keep the bus clean.
4. You will be responsible for any destruction you cause while on the school bus.
5. You must stay in your seat – bus driver may assign seats.
6. You must face forward in your seat.
7. You must not open any windows without the driver’s permission.
8. You must keep your hands to yourself at all times and never extend hands, arms or feet outside the bus.
9. Musical instruments must be able to be held by students.
10. No playing music on a device using an external speaker.

Infraction of these rules is cause for disciplinary action and/or suspension of bus riding privileges. Violations of these rules will be followed by a Republic School District referral form being filed with the principal and sent to parent/guardian.

Due to the necessity to maintain a safe environment while transporting students during the school year, bus violations are viewed very seriously. RSD will not tolerate non-compliance to bus safety policies, which place student’s physical safety in jeopardy.

## **DISCIPLINARY ACTION AND DUE PROCESS**

Students are expected to use self-discipline and must assume responsibility for their behavior. The school disciplinary code operates under the guiding principle that all behavior is a matter of choice and that some choices have consequences. When student behavior is not acceptable, necessary action will be taken and appropriate consequences will result from that choice of behavior. Students have the right to a meeting with the principal and will be informed of their Due Process Rights.

All Republic School District (RSD) staff, teachers and administrators have full authority and professional responsibility to control, intervene or discipline a student during the time any registered student is in attendance, in transit to or from school, or attending any school sponsored function. Actions to be taken by the RSD staff member or administrator include, but are not limited to the following:

**Short-Term Suspension**  
**Emergency Expulsion**

**Long-Term Suspension**  
**Emergency Action**

## **SHORT-TERM SUSPENSION**

### **In-School Suspensions**

Students serving an In-School suspension will receive credit for assignments completed during the time of Suspension.

### **Out-of-School Suspensions**

Shall mean a denial of attendance, or suspension for any portion of a calendar day up to and not exceeding ten consecutive days. Students may only be short-term suspended for a total of 15 days per semester. Short Term Suspensions (up to 10 days) are not subject to petition for review.

## **LONG-TERM SUSPENSION**

Shall mean a suspension, which exceeds a short-term suspension up to the remainder of the semester. Long term Suspensions (11 days or more) are subject to petition and shall be reviewed by the Superintendent for final determination.

Any Student receiving a Short or Long Term (Out of School) Suspension will be allowed to make up assignments. Their grades may, however, be impacted by the lack of classroom participation.

Any student currently on Out of School Suspension (Short or Long Term) will not be allowed on school property or to participate in any school related functions at any time (weekends included) during the term of their Suspension.

## **EMERGENCY EXPULSION**

Shall mean denial of attendance at any single subject or class or at any full schedule or school related function for an indefinite period of time.

## **Long-Term Suspensions or Expulsions**

In the event a hearing is requested, the superintendent shall appoint the hearing officer, who may be any certificated staff member who is not involved in the incident giving rise to the hearing. The hearing officer shall:

- A. Schedule the hearing for a specified date, time, and place and may postpone the date and time and change the place for good cause or upon the mutual agreement of the parties;
- B. Give written notice of the date, time, and place of the hearing to the principal, and the parent and student;
- C. Answer any questions that the parent and student or counsel may have about the nature and conduct of the hearing;
- D. Conduct the hearing with full authority to control the conduct of all persons present, subject to the general directions of this procedural code, and to limit questioning that is unproductive or irrelevant. (The hearing officer may not provide testimony.);
- E. Write findings of fact and disposition of the case; and
- F. Transmit the written findings and disposition to the superintendent, the principal, and the parent and student within five (5) school days after the hearing.

The parent and student may request an open or closed hearing. A closed hearing may be attended only by the hearing officer, principal, student, parent, and counsel. Witnesses should be present only when they are giving information. At times when the student's psychological or emotional problems are being discussed, he/she may be excluded at the discretion of the hearing officer with the concurrence of the parent and/or counsel. In an open hearing only those persons designated as witnesses shall have the right to speak.

At least two (2) days before the hearing the principal shall make available in his/her office any exhibits, affidavits or the signed statements which are the basis for the alleged misconduct and the penalty suggested by the principal. These may be examined and copied by the parent and student or counsel. If the principal later receives any further information that shall be employed at the hearing, he/she shall notify the parties involved and make copies available before the hearing. The principal may request a similar opportunity to review exhibits or statements to be used by the parent and student or counsel.

Upon the request of the hearing officer, the parent and student or counsel, the principal shall submit to the hearing officer the student's cumulative record folder. If the principal or the hearing officer deems it necessary, the information contained in such records shall be explained and interpreted to the officer by a person trained in their use and interpretation. When the hearing officer determines that the alleged act of misconduct has been committed, the hearing officer shall reach a disposition of the case. The disposition need not be the action recommended by the principal but shall not exceed the penalty he/she recommends. The disposition should explain the reason for the particular decision. The decision shall be provided to the parent and student or counsel.



If the student is under an emergency expulsion, the hearing officer shall render his/her decision within one (1) school business day of the conclusion of the hearing.

When students are charged with violating the same rule and have acted in concert and the facts are essentially the same for all students, a single hearing may be conducted for them if the hearing officer believes that the following conditions exist:

- A. A single hearing shall not likely result in confusion, and
- B. No student shall have his/her interest substantially prejudiced by a group hearing.

If the hearing officer finds that during the hearing a student's interests shall be substantially prejudiced by the group hearing, he/she may order a separate hearing for that student. The parent and student have the right to petition for an individual hearing.

### **EMERGENCY ACTION**

A student will be removed immediately from a class, subject, or activity by a RSD staff member, teacher or administrator provided that the staff member, teacher, or administrator has good and sufficient reasons to believe that the student's presence poses an immediate and continuing danger to the student, or other students, or school personnel, or an immediate and continuing threat of substantial disruption of the class, subject, activity, or educational process of the student's school.

The school is legally responsible for students while in school, or in transit to or from school. All students shall comply with school rules and regulations and submit to reasonable directions of school authorities. Refusal (insubordination) shall constitute cause for discipline, suspension, or expulsion.

Such rules shall apply:

- A. On the school grounds during and immediately before or immediately after school hours.
- B. On the school grounds at any other time when school is being used by a school group, or off the school grounds at a school activity, function or event.
- C. Off the school grounds when prohibited behavior is a consequence of, or directly related to, causes or events, which occurred or originated on school grounds.
- D. Off school grounds when the student is enroute between home and school, including bus stops.

## **PROGRESSIVE DISCIPLINE MODEL**

Progressive discipline is defined as increasingly more severe corrective action for continuous similar infractions. Republic staff and administration care about each student and want to provide a safe, wholesome, and positive atmosphere for learning and activities. To accomplish this, we will not tolerate nor allow abusive or disruptive behavior. So that each student understands, the following are examples of the possible consequences, which will occur for the listed infractions. Depending on severity or frequency of other violations, the administration reserves the right to determine the level at which the violations will be handled.

### **CATEGORY I VIOLATIONS**

1. Classroom disruptions including violation of classroom rules as set by individual teachers.
2. Cell phone violation.
3. Having personal toys and or trading cards (ex: pokémon cards) at school.
4. Lunch and breakfast in the hallways or classrooms without permission.
3. Being in the parking lot without permission and parking violations. Students should not park in front of the elementary school.
5. Other Violations, such as, but not limited to, littering, hallway disturbances such as loud yelling or annoying noises, beverages in gym, inappropriate language, rude or disrespectful behavior, etc.

### **CORRECTIVE ACTION**

1. Conference with student, parent notification, and confiscation of cell phone, toys, or playing cards for parent pickup.
2. Referral assigned
3. Parent/Guardian Conference
4. Short-term suspension

### **CATEGORY II VIOLATIONS**

1. Vulgar, disrespectful, abusive language, profane drawings.  
Use of profanity, vulgarity, cursing, or disrespect, which may appear in electronic format, verbally, in writing, or as hand gestures, either in person, on electronic media, or in school photographs, or on clothing.
2. Reckless Driving – Including reckless driving on school grounds.
3. Cheating – The conscious effort to improve grades by using notes, text messages, IM, any computer technology, looking at another student's paper etc.
4. Misconduct at assemblies, athletic contests, any student extra curricular activity, etc. – Inappropriate behavior including disruptive behavior, use of profanity, throwing objects, inappropriate yells or any behavior deemed disrespectful by the RSD Administration or its' designees which may be considered potentially

- disparaging to the good name and positive reputation of RSD its staff and or students and the community of Republic at large.
5. Property damage, vandalism, malicious mischief – Destruction or defacing school or personal property of others. This infraction may be a higher category and potentially involve law enforcement if determined appropriate by administration.
  6. Lack of compliance, insubordination, defiance, interference with, or intimidation of staff – Failure to act as instructed by any staff member. Use of vulgar or abusive language toward staff. Not immediately turning over cell phone to staff when reasonably requested.
  7. Forgery or misrepresentation – Impersonating parent on computer, phone device, signing for a parent, teacher, etc.
  8. Classroom disruptions-major – An immediate and continuing threat of substantial disruption of the class, subject, activity, or educational process.
  9. Unsafe conduct (towards self or others) – Punching, kicking, chasing, horseplay, throwing objects.
  10. Public displays of affection – Physical displays of affection that involve physical contact between students beyond the holding of hands.
  11. Refusal to identify self – All persons must, upon request, identify themselves. The persons will also answer questions relating to their purpose for being on school grounds, and if requested, go with the staff member to the office.
  12. Senior Prank activities. This infraction may be a higher category and potentially involve law enforcement if determined appropriate by administration.

### **CORRECTIVE ACTION**

1. Referral assigned
2. Parent or Guardian conference with possible suspension
3. Short-term suspension
4. Long-term suspension

### **CATEGORY III VIOLATIONS**

1. Sexual harassment, indecent liberties, sexual assault – Sexual conduct not asked for, not welcomed, not returned and as defined by law.
2. Possession of any dangerous weapon or “look alike” – Possession (on person, clothing, or property of students) of weapons such as (but not limited to) knives, guns, or other martial arts weapons, or other illegal weapons, self defense spray, fireworks, ordinance or potentially explosive materials. (Any student having a firearm on school premises, transportation, or facilities shall be expelled from school for not less than one year under RCW 28A.600.420)
3. Criminal acts – Arson, assault, larceny, vandalism, robbery, trespass, unlawful intimidation of school authorities, etc.
4. Theft/possession of stolen property – Taking or in possession of school or other’s property without owner’s permission.

5. Any use/possession of any tobacco products – includes using or having tobacco or nicotine products in any form at any time on school property or at any school related events (ex. sporting events, dances, etc.)
6. Gang related activities – Activities that create an atmosphere in which a student, staff, or other person’s well-being is hindered by undue pressure, behavior, intimidation, overt gestures, or threat of violence; or implication of gang membership or affiliation by written communication marks, hand signs, drawing, painting design, emblem upon any school or personal property or one’s person.
7. Assault/fight/threats/intimidation/harassment/bullying – Threats or actual acting out of physical abuse, harassment as defined in previous HIB section, altercations between students.
8. Possession/inappropriate use of laser pointers.
9. Skipping class or portions of a class period; skipping school, leaving school without permission.
10. Misuse of the Internet – As outlined in the signed Internet user agreement.
11. Tampering with school records.

### **CORRECTIVE ACTION**

Depending on the circumstances, short or long-term suspension, or expulsion, parent and police notification.

1. Parent or guardian conference with possible suspension
2. Short term suspension
3. Long term suspension
4. Emergency Action/Expulsion

### **CATEGORY IV VIOLATIONS**

1. Use/possession/under the influence of drugs, alcohol, inhalants, illegally obtained prescription or over the counter medicine on school property or at any school related events (ex. sporting events, dances, etc.) – Includes showing evidence of being under the influence. Also includes the possession of drug paraphernalia or alcohol.
2. Sale or transfer of illegal drugs –Includes using school property as a base to conduct sales and transfers of controlled substances.
3. Firearms/weapons violation.

### **CORRECTIVE ACTION**

Parent or guardian and police will be notified immediately.

1. Possible Emergency Expulsion. Parents or guardians and local law enforcement will be notified immediately. Athletic director will be notified for possible co-curricular violation.
2. Student may be long-term suspended. This may be reduced to a short-term suspension if the student has a chemical dependency/mental health evaluation (expenses incurred are

the responsibility of the parent/guardian) and follows the recommended action and/or plan. If the student drops out of the health evaluation program, the long-term suspension will be enforced.

3. Long-term suspension (or expulsion)
4. Expulsion

Seniors violating the disciplinary code in the last quarter of their senior year may be excluded from participating in the graduation ceremony. Suspension may result in loss of academic credit necessary for classes required to graduate.

## **WEAPONS AND DANGEROUS INSTRUMENTS**

District Policy and Procedures 3240, 3241PR and 3241B outline that a student shall not possess or transmit any object that can reasonably be considered a firearm, air gun or a dangerous weapon. Violation of this rule with a firearm shall result in a minimum one-year expulsion, unless modified by the superintendent. Students over eighteen years of age and students between fourteen and eighteen years of age with written parental or guardian permission may possess personal protection spray devices. No one under eighteen years of age may transmit such devices, nor may they be used other than in self-defense as defined by state law. Possession, transmission or use of personal protection spray devices under any other circumstances is a violation of this rule.

The requirements for an expulsion for possession of a weapon stem from state and federal law. School personnel have some discretion when the offense involves a dangerous weapon other than a firearm. Districts must comply with restrictions on discipline for disabled students, and may provide alternative education services for expelled students, if that is part of district policy.

## **CUMULATIVE VIOLATIONS POLICY**

Attendance and discipline files will be kept for each student throughout his/her secondary career. These files may be used as a reference in determining which corrective action is necessary. A student who shall repeatedly fail to comply with various school policies, rules and regulations will be subject to suspension and/or expulsion. Repetitive minor violations can result in a rather stringent disciplinary action. The seriousness of the violation is not the only criteria for disciplinary action.

**The discipline guidelines were updated with parent, staff members, administrators, and are reviewed annually by staff. They represent the thinking of the community for fair and appropriate discipline. The guidelines are consistent with district and state guidelines for student responsibilities and rights in Washington.**

## HARASSMENT/INTIMIDATION/BULLYING POLICY

Republic District School is committed to a safe and civil educational environment free for all students from Harassment, Intimidation and/or Bullying (HIB). HIB means any intentionally written message or image, including those that are electronically transmitted, a verbal, or physical act, including but not limited to one shown to be motivated by characteristics in RCW 9A.36.080(3), (race, color, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability), or other distinguishing characteristics, when an act:

- Physically harms a student or damages the student's property; or
- Has the effect of substantially interfering with a student's education; or
- Is so severe, persistent or pervasive that it creates an intimidation or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats or other written, oral, physical or electronically submitted messages or images. **“Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s).**

Many behaviors that do not rise to the level of HIB may still be prohibited by other building or classroom policies. This policy is a component of the building's responsibility to create and maintain a safe, civil, respectful and inclusive learning community and is to be implemented in conjunction with comprehensive training of staff and volunteers, including the education of students in partnership with families and the community. Some HIB acts may fall under the category of criminal behavior and as such subject to possible prosecution to the full extent of the law.

Depending on the frequency and severity of the conduct, the student may need intervention, counseling, correction, discipline and/or referral to law enforcement to remediate the impact on the victim and the climate and change the behavior of the perpetrator. This includes appropriate intervention, restoration of a positive climate and support for victims and others impacted by the violation. False reports or retaliation for HIB also constitute violations of this policy. Students and parents will be notified when threats of harm or violence are made against them.

## REPORTING AN INCIDENT OF HIB

Parents and students can report HIB using our *Safe Schools Alert* online link from our district website. Though, if you are in immediate danger or your tip is in regards to a life threatening emergency, call 911!

If you would like to submit a tip via text, please follow these instructions:

Text your message to **ALERT1** or 253781. Begin your message with the phrase **#1045@tip**, followed by your tip.

For a tip or report by email send a message to [1045@alert1.us](mailto:1045@alert1.us).

To submit a tip or report via phone, please call **1.855.4ALERT1 (1.855.425.3781)**. Please have your district code ready: **1045**

## PROHIBITION OF HARASSMENT, INTIMIDATION, & BULLYING

Informal Complaint Process: Anyone may use informal procedures to report and resolve complaints of harassment, intimidation, or bullying. At the building level, programs may be established for receiving anonymous complaints. Such complaints must be appropriately investigated and handled consistent with due process requirements. Informal reports may be made to any staff member, although staff shall always inform complainants of their rights to, and the process for, filing a formal complaint. Staff shall also direct potential complainants to an appropriate staff member who can explain the informal and formal complaint processes and what complainant can expect. Staff shall also inform an appropriate supervisor or designated staff person when they receive complaints of harassment, intimidation, or bullying, especially when the complaint is beyond their training to resolve or alleges serious misconduct.

Formal Complaint Process: Anyone may initiate a formal complaint of harassment, intimidation, or bullying, even if the informal complaint process is being utilized. Complainants should not be promised confidentiality at the onset of an investigation. It cannot be predicted what will be discovered or what kind of hearings will result. Efforts should be made to increase the confidence and trust of the person making the complaint. The district will fully implement the anti-retaliation provisions of this policy to protect complainant(s) and witness(es). Student complainants and witnesses may have a parent or trusted adult with them, if requested, during any district-initiated investigatory activities. The superintendent or designated compliance officer (hereafter referred to as the compliance officer) may conclude that the district needs to conduct an investigation based on information in their possession regardless of the complainant's interest in filing a formal complaint. The following process shall be followed.:

- A. All formal complaints shall be in writing. Formal complaints shall set forth the specific acts, conditions, or circumstances alleged to have occurred that may constitute harassment, intimidation, or bullying. The compliance officer may draft the complaint based on the report of the complainant for the complainant to review and sign.

- B. Regardless of the complainant's interest in filing a formal complaint, the compliance officer may conclude that the district needs to draft a formal complaint based upon the information in the officer's possession.
- C. The compliance officer shall investigate all formal, written complaints of harassment, intimidation, or bullying, and other information in the compliance officer's possession that the officer believes requires further investigation.
- D. When the investigation is completed, the compliance officer shall compile a full written report of the complaint and the results of the investigation. If the matter has not been resolved to the complainant's satisfaction, the superintendent shall take further action on the report.
- E. The superintendent or designee, who is not the compliance officer, shall respond in writing to the complainant and the accused within thirty days, stating:
  - 1. That the district intends to take corrective action; or
  - 2. That the investigation is incomplete to date and will be continuing; or
  - 3. That the district does not have adequate evidence to conclude that bullying, harassment, or intimidation occurred.
- F. Corrective measures deemed necessary will be instituted as quickly as possible, but in no event more than thirty days after the superintendent's written response, unless the accused is appealing the imposition of discipline and the district is barred by due process considerations or a lawful order from imposing the discipline until the appeal process is concluded.
- G. If a student remains aggrieved by the superintendent's response, the student may pursue the complaint as one of discrimination pursuant to Policy 3210, Nondiscrimination or a compliant pursuant to Policy 4220, Complaints Concerning Staff or Programs.

A fixed component of all district orientation sessions for employees, students and regular volunteers, shall introduce the elements of this policy. Staff will be provided information on recognizing and preventing harassment, intimidation, and bullying. Staff shall be fully informed of the formal and informal complaint processes and their roles and responsibilities under the policy and procedure. Certified or professionally licensed staff shall be reminded of their legal responsibility to report suspected child abuse, and how that responsibility may be implicated by some allegations of harassment, intimidation, or bullying. Classified employees and regular volunteers shall get the portions of their component of orientation relevant to their rights and responsibilities.

Students will be provided with age-appropriate information on the recognition and prevention of harassment, intimidation, and bullying, and their rights and responsibilities under this and other district policies and rules at student orientation sessions and on other appropriate occasions, which may include parents. Parents shall be provided with copies of this policy and procedure along with appropriate materials on the recognition and prevention of harassment, intimidation, and bullying, including electronically transmitted messages or images.