

2017-2018



PULLMAN SCHOOL DISTRICT

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*Ensuring Learning While Challenging and Supporting Each Student to Achieve Full Potential*

# Elementary Family Handbook

PULLMAN SCHOOL DISTRICT #267

# Elementary Family Handbook

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Pullman Schools District Office  
240 SE Dexter St  
Pullman, WA 99163  
Phone 509.332.3581 • Fax 509.336.7202

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August 2017

Dear Parents and Guardians:

Welcome to the Pullman School District! Letter.....

Best,

*Bob Maxwell*

Dr. Bob Maxwell  
Superintendent

*Roberta Kramer*

Dr. Roberta Kramer  
Assistant Superintendent

## **Insert page**

### **Adopt a School**

Jefferson Elementary  
Kamiak Elementary  
Franklin Elementary  
Sunnyside Elementary  
Lincoln Middle School  
Pullman High School

### **School Board Director**

Karl Johanson  
Karl Johanson  
Jim Evermann  
Allison Munch-Rotolo  
Dean Kinzer  
Susan Weed



## MISSION STATEMENT

*Ensuring learning while challenging and supporting each student to achieve full potential*

## VISION STATEMENT

*The Pullman School District mission provides a clear and shared focus among all stakeholders.*

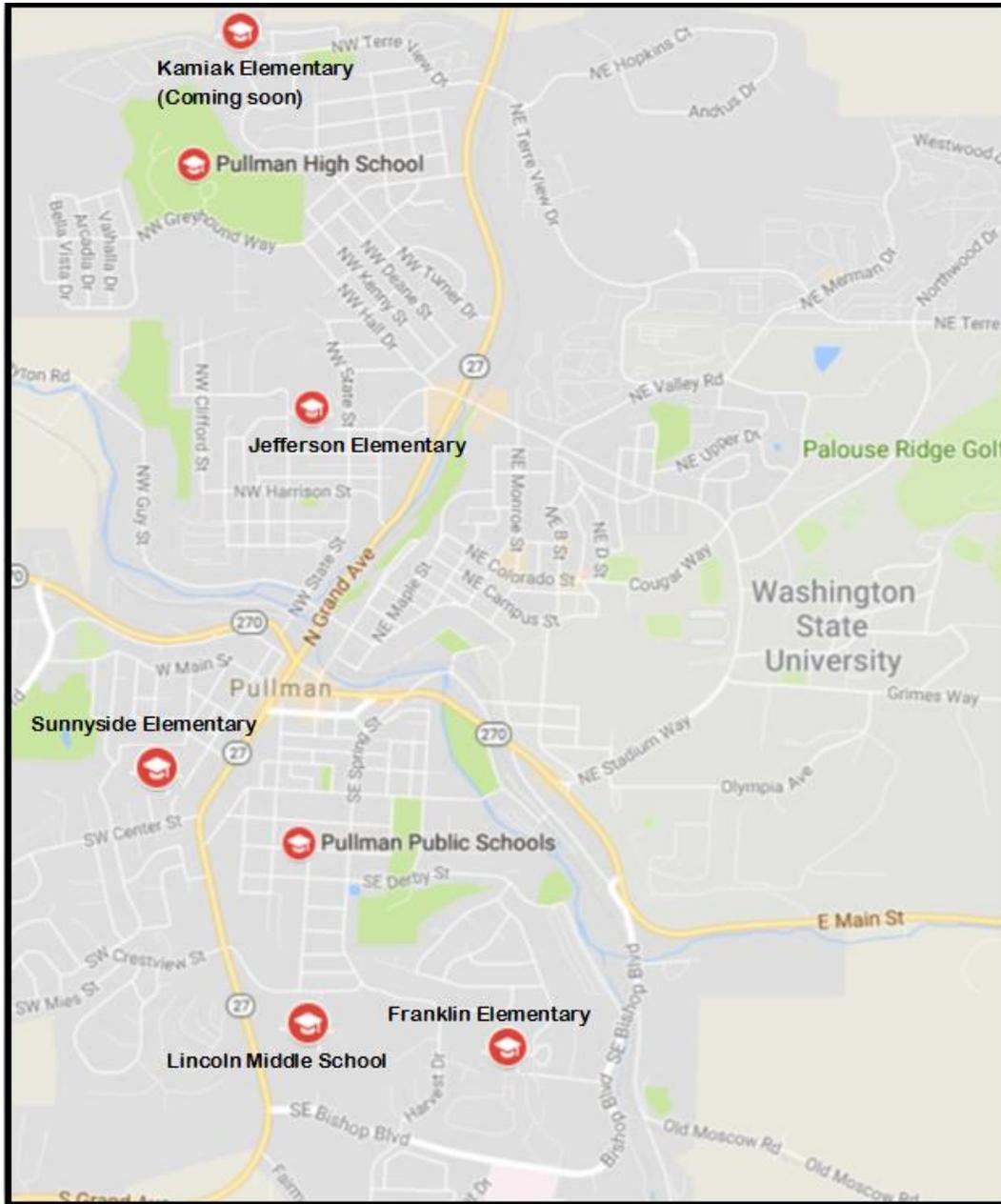
- *This common understanding underscores our vision that we each have a stake in student learning and achievement.*
- *To fulfill this vision, the District targets its human and fiscal resources toward continuous improvement. Excellence, measured by results, is evident in all we do and is inclusive of work, programs, and facilities.*

## COMMITMENTS

- *We communicate our vision and mission statements actively to all stakeholders to develop common beliefs and values.*
- *We expect and help everyone to achieve by fostering learning that is challenging and that develops a lifelong passion for learning.*
- *We support a well-coordinated instructional program with effective instruction and administrative leadership.*
- *We share the responsibility for effective collaboration, communication, and teamwork among students, staff, parents, and community.*
- *We coordinate curriculum, instruction, and assessment to create instructional programs which will meet or exceed state standards.*
- *We review data continually to adjust and implement appropriate instruction for individuals.*
- *We engage in professional development based on data and focused on improving each student's achievement.*
- *We maintain a safe, clean, healthy, and inviting environment that respects individual differences, builds confidence, and fosters success.*
- ***We promote, provide for, and expect family and community involvement.***

# **GENERAL INFORMATION**

**DISTRICT SCHOOL MAP**



School	Address	Phone Number	Fax Number
Franklin Elementary	850 SE Klemgard	509.334.5641	509.332.0864
Jefferson Elementary	1150 NW Bryant	509.332.2617	509.332.0680
Sunnyside Elementary	425 SW Shirley	509.334.1800	509.332.0329
Kamiak Elementary	1400 NW Terre View Dr.	TBD	TBD
Lincoln Middle School	315 SE Crestview	509.334.3411	509.336.7203
Pullman High School	510 NW Greyhound Way	509.332.1551	509.332.6868

**DISTRICT CALENDAR**

**PULLMAN SCHOOL DISTRICT CALENDAR FOR THE 2017-2018 SCHOOL YEAR**

(Board Approved: November 9, 2016)

The calendar will be updated as additional dates are finalized.

Month	Mon	Tues	Wed	Thurs	Fri	NOTES
August 2017	14 21 28	15 22 29	16 23 30	17 24 31	18 25	August 29: Professional Development Day (Teachers Only) August 30: First Day of School
September 2017	4 11 18 25	5 12 19 26	6 13 20 27	7 14 21 28	8 15 22 29	September 4: No School – Labor Day To be determined: First Day of PSD Preschool – Head Start Site To be determined: First Day of SES Developmental Preschool September 20: District / Teacher – Principal Collaboration Day (Noon Dismissal, K-12)
October 2017	2 9 16 23 30	3 10 17 24 31	4 11 18 25	5 12 19 26 27	6 13 20	October 13: Professional Development Day (Teachers Only) October 18: Building / Teacher – Principal Collaboration Day (Noon Dismissal, K-12) October 23 – October 27: Conference Days: Grades – Preschool & K-8 (No School – Developmental Preschool / Noon Dismissal – Grades K-8)
November 2017	6 13 20 27	7 14 21 28	8 15 22 29	9 16 23 30	10 17 24	November 10: No School - Veteran's Day November 20 – November 24: No School – Thanksgiving Break
December 2017	4 11 18 25	5 12 19 26	6 13 20 27	7 14 21 28	8 15 22 29	December 6: District / Teacher – Principal Collaboration Day (Noon Dismissal, K-12) December 20 – January 2: No School – Winter Break
January 2018	1 8 15 22 29	2 9 16 23 30	3 10 17 24 31	4 11 18 25	5 12 19 26	January 15: No School – Martin Luther King, Jr. Day January 17: Building / Teacher – Principal Collaboration Day (Noon Dismissal, K-12) January 26: Professional Development Day (Teachers Only) To be determined: PHS 2 <sup>nd</sup> Semester Starts
February 2018	5 12 19 26	6 13 20 27	7 14 21 28	8 15 22	9 16 23	February 19: No School – President's Day February 28: Building / Teacher – Principal Collaboration Day (Noon Dismissal, K-12)
March 2018	5 12 19 26	6 13 20 27	7 14 21 28	8 15 22 29	9 16 23 30	March 5 – March 9: Conference Days: Grades – Preschool & K-5 (No School – Developmental Preschool / Noon Dismissal – Grades K-5) March 16: Professional Development Day (Teachers Only)
April 2018	2 9 16 23 30	3 10 17 24	4 11 18 25	5 12 19 26	6 13 20 27	April 2 – April 6: No School – Spring Break April 18: Building / Teacher – Principal Collaboration Day (Noon Dismissal, K-12)
May 2018	7 14 21 28	8 15 22 29	9 16 23 30	10 17 24 31	11 18 25	May 16: District / Teacher – Principal Collaboration Day (Noon Dismissal, K-12) To be determined: Last Day of PSD Preschool – Head Start Site May 28: No School – Memorial Day
June 2018	4 11	5 12	6 13	7 14	8 15	To be determined: Pullman High School Graduation To be determined: Last Day of SES Development Preschool June 15: Last Day of School: Grades K-12 – 11:00 AM Dismissal

First and Last Day of School
Professional Development Days (Teachers Only)
Conference Weeks
Holidays: No School



# **SCHOOL DISTRICT POLICIES**

## School District Policies

All Pullman School District Policies can be found on the [www.pullmanschools.org](http://www.pullmanschools.org) website at <https://app.eduportal.com/publicfolders/1114848/list/55979>.

**Attendance Policy (From Pullman School District Board Policy #3122) Perhaps we include the entire policy here...**

School attendance is critical for increasing student performance and success. Every student absence jeopardizes the ability of students to succeed at school and schools to achieve their mission. Parents are responsible to ensure that any child eight years of age and less than eighteen years of age shall attend the public school of the district in which the child resides and such child shall have the responsibility to and therefore shall attend for the full time when such school may be in session.

### **Absences and Tardiness**

#### **Excused and Unexcused Absence from School**

The school and parents must work cooperatively by making regular and punctual attendance a top priority. The responsibility for school attendance belongs with parents and guardians. The following shall govern the development and administration of attendance procedures within the district:

#### **Excused Absence**

Absences due to illness of a health condition; a religious observance, when requested by a student's parents; school - approved activities; family emergencies; and as required by law, disciplinary actions or short-term suspensions shall be excused. A student, upon the request of a parent, may be excused for a portion of a school day to participate in religious instruction provided such is not conducted on school property. An excused absence shall be verified by the parent or school authority responsible for the absence.

#### **Unexcused Absence**

Unexcused absences are a violation of State Law; therefore, a student who has unexcused absences is subject to disciplinary procedures. Five or more days of truancy will result in a truancy petition being filed with the Superior Court of Washington for Whitman County Juvenile Department in compliance with RCW 28A.225.

#### **Tardy**

Students are expected to be in their classrooms ready to begin work when the final bell rings at 8:30 a.m. Students who arrive to school after 8:30 will be marked tardy and must check in with the office. Chronic tardiness will result in a parent meeting to discuss the issue and to work toward a solution.

## Arrival and Departure

Students should not arrive on school grounds before 8:15. Students may arrive by 8:05 if they are coming to eat breakfast. Our playground does not open to students until 8:15.

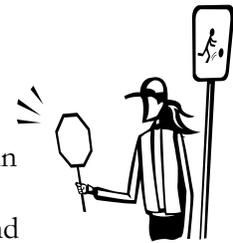
After school, students need to leave school grounds. Supervision ends at 3:10. In accordance with state law, students who wish to use the playground after school for free play need to report home before returning to the school grounds, no sooner than 3:30 p.m.

## Walking and Biking

Pullman Public Schools, in collaboration with the City of Pullman, aims to support walking and biking to school by developing safe routes and path networks. Walking or biking to and from school are great strategies for kids and adults to incorporate physical activity into their lives. The benefits of walking or biking to and from school extend beyond health. Research shows that there is a connection between physical activity and academic achievement.

### Walkers

Many of our students walk to and from school. All students must abide by general safety rules when walking to and from school. Crossing guards are provided on busy corners around all of our elementary schools (contact your main school office for specific corner information). We ask all students and parents to respect our safety patrol members and follow their directions when walking to and from school.



### Bicycle Riders

All of our elementary schools have bike racks. We recommend a bike lock for securing your bicycle. We have several safety policies for bike riders.

- Bike riders must always wear a helmet.
- Always obey general traffic and safety rules.
- Listen to staff and safety patrol members and follow their directions.
- Walk your bike on school grounds and sidewalks.



## Riding the Bus to and from School

The following rules were prepared by the State Superintendent of Public Instruction with the advice of the Chief of the Washington State Patrol and Director of Highways for the State of Washington.



- Students need to follow instructions and directions of the driver. They are in charge of the bus and the student riders.
- General classroom conduct and behavior must be observed.
- Students need to assist the driver in keeping the bus clean by not littering.
- No student shall at any time throw anything out of the bus windows or extend their head, hands, or arms out of the windows (regardless if the bus is traveling or standing still).
- Students need to remain seated while the bus is in motion. They are not to get up for a stop before the bus has securely reached a full stop.
- Students need to exit the bus in an orderly manner.
- Students must ONLY cross the street/ highway in the front of the school bus.
- No horseplay at the stop or in the roadway while waiting for a bus.
- Students that walk an extended distance on a highway must walk on the left hand side facing on-coming traffic.
- Students must see that they have nothing in their possession that may cause injury to another (such as sticks, any type of firearms, straps, pins extending from their clothes, etc...).
- Each student must see that their books and personal belongings are kept out of the aisles.

If you have any questions about school bus transportation, please contact the Pullman School District transportation department at 334-3911.

## Field Trips

- Any time students leave school grounds to attend a field trip, a signed permission slip is required.
- This includes walking field trips to any location off site.
- This includes taking a bus to another school in our district for any event.

## Emergency School Operating Procedures During Bad Weather

During adverse weather conditions it may become necessary to exercise one or a combination of the following emergency operating procedures.

All announcements of alternate operating schedules and/or school closures will be communicated via the following radio stations. These announcements will start by 6:00 a.m. and/or as required in an early closure situation.

KQQQ (1150)	KHTR (104.3 FM)	KRPL (1400AM)	ZFUN (106.1 FM)
KWSU (1250 AM)	KRFA (91.7 FM)	KZZL (99.5 FM)	

You may also watch local school information regarding delays and closures on the following television channels:

Channels 2, 4 and 6 in Spokane and Channel 3 in Lewiston

Information will be made available to the radio stations and television stations by approximately 6:00 a.m. and by automated phone calls to all guardians by approximately 6:30 a.m.

### **Emergency Rural Bus Routes**

These schedules will be distributed to all rural bus riders by their bus drivers.

### **Late School Starting Time**

It may be necessary to delay school starting times by one to two hours in order to take advantage of daylight hours and/or improving weather and/or road conditions. This will also allow in-town students more time to get to school and avoid heavy traffic periods. The delay will be announced via the above radio and television stations as well as by the automated phone call system. Schools will be open and students may come earlier, if necessary. Schools will normally be dismissed at the regular time.

### **School Delays**

**One Hour:** Preschool students will not attend class and Zero period classes will be cancelled.

**Two Hours:** Preschool students will NOT attend class and Zero period classes will be cancelled.

### **No School Buses**

Under extreme or prolonged days of bad weather it may be necessary to operate without any school buses. Under these conditions it will be necessary for parents/guardians and students to provide their own transportation to school. Normally, we will operate both morning and afternoon kindergarten under these circumstances.

### **Early School Dismissal**

On some occasions weather conditions may deteriorate during the school day and necessitate early dismissal of schools. Rural students will be returned to their homes only if there is adult supervision and/or a vehicle to receive them at the point they leave the bus.

Rural students who cannot be transported to their home will be returned to their applicable school where arrangements will be made for staying at their emergency in-town address.

In-town elementary students without parents/guardians at home will not be released until arrangements have been made for a baby-sitter and/or alternate supervision.

### **City Transit System Not Operating**

If the in-town system is not operating and school buses are operating, those middle and high school students who are normally transported to school via the city transit system, should walk to the school nearest their home where they will be picked up by a Pullman school bus.

### **School Closure**

Closure will be announced via the mentioned radio and television stations. When school is closed *all activities and athletic events will be cancelled at home or away*. This decision will be made by district administrative personnel. But, at the discretion of the high school principal, high school varsity sports or other major activities may hold non-required practices

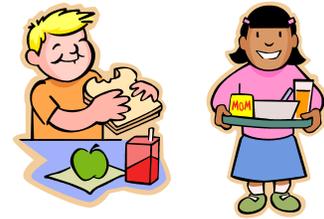
## Breakfast and Lunch Programs

Breakfast and hot lunches are served each day. Milk is available for students carrying cold lunches. Reduced price and free lunches are available to those whose income qualifies. That information is available in the office.

### The breakfast and lunch prices are as follows:

Breakfast is \$1.75

Lunch is \$2.65



### Student Dress

The student and parent/guardian(s) may determine the student's personal dress and grooming standards, provided that the student's dress and grooming does not:

- A. Lead school officials to reasonably believe that such dress or grooming will disrupt, interfere with, disturb, or detract from the school environment or activity and/or educational objectives;
- B. Create a health or other hazard to the student's safety or to the safety of others;

Examples of student dress that are prohibited include, but are not limited to clothing that:

- A. States or implies intimidation, discrimination, or ridicule based on a legally protected status such as race or gender;
- B. Displays words, pictures, or references to profanity, alcohol or marijuana, tobacco, illegal drugs, weapons, or sexual innuendo;
- C. Display words, pictures, or references that create an atmosphere in which a student, staff, or other person's well-being is affected by undue pressure, behavior, intimidation, overt gesture, threat of violence, gang membership or affiliation.
- D. Exposes torso, midriff, or backside, and clothing without sleeves or straps.

The principal, as well as the teacher, advisor, coach, or other person(s) in charge of a curricular, co-curricular, or extracurricular activity, may regulate the dress and grooming of students who participate in the curricular, co-curricular, or extracurricular activity if the principal, teacher, advisor, coach, or other person(s) reasonably believes that the student's dress or grooming:

- A. Creates a hazard to the student's safety or to the safety of others; or
- B. Will prevent, interfere with, disrupt, or adversely affect the purpose, direction, or effort required for the activity to achieve its goals.

If the student's dress or grooming is objectionable under these provisions, the principal will request that the student make appropriate corrections. If the student refuses, the principal will notify the parent, if reasonably possible, and request that the parent make the necessary correction. If both the student and parent refuse, the principal will take appropriate disciplinary action. Students may be suspended, if circumstances so warrant. Students who violate provisions of the dress code relating to extracurricular activities may be removed or excluded from the extracurricular activity for such period as the principal may determine. All students will be accorded due process safeguards before any corrective action may be taken.

Students identified as being gang involved, influenced or affiliated will be provided assistance and/or programs which discourage gang involvement or affiliation, enhance self-esteem, encourage interest and participation in school or other positive activities and promote membership in authorized school organizations.

### **Parent Volunteers**

We pride ourselves on building strong parent relationships and we encourage parent involvement. Each classroom has a parent communication plan and options for parent volunteers. **Volunteers must complete and submit as school volunteer application packet. The packet can be found on the school district website or at:**

[http://www.pullmanschools.org/apps/pages/index.jsp?uREC\\_ID=458057&type=d&pREC\\_ID=997724](http://www.pullmanschools.org/apps/pages/index.jsp?uREC_ID=458057&type=d&pREC_ID=997724)

**The packet can also be found at any of the elementary school offices.**

### **Lunchroom Visitation**

Our lunchroom is open for parents to visit and eat with their children. This can be a special treat for children and parents on occasion, but we do not encourage parents to regularly come to our lunch room to visit their child (*more than once per week*). Our goal for every child is to develop independence. Lunch is one of the only times during the day where students can informally visit with their friends and work on peer-to-peer social skills. This is a very important time for students to interact independently and learn daily lessons on how to interact and problem solve with their peers. If parents are visiting the lunchroom too often, children can miss out on an important learning opportunity. If parents intend to buy a hot lunch from the cafeteria, we do request a phone call in the morning before 8:45, so we can prepare enough food for the day.

### **Classroom Visits**

Along with classroom volunteering, we encourage parents to visit our school for special events (assemblies, unique class activities, student presentations, etc...) and for special occasions (holiday parties, class parties, birthdays, etc...). We view ourselves as a community school and are always looking to increase our parent partnerships. Our school would not be the amazing place it is without our incredible PTA and supportive parents/community.

Outside of volunteering and special events, parents that would like to meet with a teacher, visit their child, or observe a classroom during school hours (8:30-3:00) need to be pre-approved by the office or classroom teacher (per district policy and procedures #4311). Instructional time is very

important, so parent visits that are unplanned can take away from planned instructional activities and can cause distractions to the learning environment.

Teachers are available and willing to schedule parent meetings during non-student times (8:00-8:30 or 3:00-3:30). You can schedule a teacher meeting by either calling the main office or emailing your child's teacher directly.

## **Playground**

Recess is an extension of the classroom and school day. As such, all playground visits need to be pre-approved by the building principal. Students need informal social time with their peers to develop social skills and develop a sense of being independent.

Safety is our top priority. We must ensure that all adults that are visiting our school are safe to be around other children and we are unable to do that if visits are not pre-arranged.

## **Commonly Asked Questions**

### **Contacting the School**

#### *What do I do if I need to contact the school?*

- Please contact the school by calling the main office. The main phone number to each school in the district is listed on page 4 of this handbook. If you call either before or after school hours, you may leave a message on the answering machine.

#### *What do I do if I need to speak with my child's teacher?*

- The best way to communicate with your student's teacher is through e-mail. If you have an emergency, please call the office and talk to the Office Manager.

### **Drop Off and Pick Up**

#### *May someone else pick up my child?*

- Students may be released to persons other than parents or legal guardians **only** if:
  1. The school has been notified in advance by the parents or guardian that the pupil is to be released to a specific person or persons (identity to be verified by the school).
  2. The student can correctly identify the designated guardian.

\* Students are not allowed to leave school for any reason without permission of the parent or guardian.

### **Missing School**

#### *What do I do if my child is going to miss school for the day?*

- If you know of the absence in advance, please send a note to the school.
- If the absence is unexpected, please call the main office by 8:30 AM. Messages before or after school hours will be recorded on the answering machine. Send a return note to school when your child returns excusing the absence.

*What do I do if my child needs to miss just part of the day?*

- If you know of the absence in advance, please send a note to the school.
- If the absence is unexpected, please either call the office or stop by and speak with the Office Manager.

*What do I do if our family is going to leave for a vacation?*

- Excused absences due to family trips/vacations need approval through the main office.

*How do I get work my child may have missed while absent?*

- Please call the main office and our Office Manager will make the request of the teacher.

**Visitation**

*May my child bring a friend to school with him/her?*

- Visits are discouraged because the children tend to focus on the visitor and valuable instructional time is lost. Lunch time visits can be arranged through the main office. **Please call the office by 8:45 am if you would like to order a lunch.**

**Medication**

*What do I do if my child needs to take medication during school hours?*

- Please fill out the “Administration of Oral Medications” form, as required by the state of Washington. Please note that by law the child’s physician must sign this form. Turn in this form and the medication in its original container to the school office. The form can be found in the school office or on the Pullman Public School website at: <https://app.eduportal.com/documents/view/496467>

**Progress Reports**

*When will I receive a report on my child’s progress?*

- The year is separated into three reporting periods:  
1st trimester: Parent-teacher conferences for all students in October

2nd trimester: Parent-teacher conferences for all students and a report card in February/March.

3rd trimester: A final report card for all students in June.

•**Informal reports** are part of checking your child's daily work or by placing a call or sending an email to your child's teacher if you have any questions. **Please avoid asking for a report on your child in a public setting.**

## Required Annual Notifications

### Notification of Rights Under The Family Educational Rights and Privacy Act (FERPA)

#### For Elementary and Secondary Institutions

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

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask school to amend a record that they believe is inaccurate or misleading. They should write the school principal (or appropriate official), clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (**Note:** FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.)
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office

## Directory Notification

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that school districts, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, school districts may disclose appropriately designated "directory information" without written consent, unless the parent advised the school district to the contrary. The primary purpose of directory information is to allow the school district to include this type of information from your child's education records in certain school publications. Examples include: a playbill, showing your student's role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories—names, address and telephone listings—unless parents have advised the school district that they do not want their student's information disclosed without their prior written consent.

If you do not want the school district to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing.

## Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

**\*Consent** before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)—

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

**\*Receive notice and an opportunity to opt a student out of—**

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

**\*Inspect**, upon request and before administration or use—

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and

3. Instructional material used as part of the educational curriculum. Parents/eligible students who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202

## **Nondiscrimination**

The **Pullman 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 or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee has been designated to handle questions and complaints of alleged discrimination: Assistant Superintendent, Pullman School District Administrative Offices, 240 SE Dexter Street, Pullman, WA 99163, (509) 332-3144, [rkramer@psd267.org](mailto:rkramer@psd267.org).

The superintendent will provide for the annual evaluation, periodic surveys, annual notice and complaint procedures as required by law to ensure that equal opportunity exist for all students in the district. For a copy of the district's nondiscrimination grievance procedure, contact your school principal.

## **Section 504, The Rehabilitation Act of 1973**

The Rehabilitation Act of 1973, commonly referred to as "Section 504", is a nondiscrimination statute enacted by the United States Congress. The purpose of the Act is to prohibit discrimination and to ensure that students who are disabled have educational opportunities and benefits equal to those provided to students who are non-disabled.

It is the intent of the Pullman School District to ensure that students who are disabled within the definition of section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services.

An eligible student under Section 504 is a student who (a) has, (b) has a record of having, or (c) is regarded as having a physical or mental impairment which substantially limits a major life activity such as learning, self-care, walking, seeing, hearing, speaking, breathing, working, and performing manual tasks. Following assessment, an accommodation plan may be developed for a student who is eligible to receive services under Section 504.

The counselor at each school site is designated as the 504 contact.

The District Compliance Officer for Section 504 is Roberta Kramer, (509) 332-3581. If you would like further information or want to make a referral for possible services under Section 504, contact the designated counselor at your student's school.

## **Sexual Harassment**

The Pullman School District Board of Directors recognizes its responsibility to provide an educational and working environment that is free from all types of discrimination, including sexual harassment (*unwanted or unwelcome sexual behavior that interferes with your life*). The board has approved policies that set forth this commitment.

Both policies, Sexual Harassment (students) Policy 3213 and Sexual Harassment (personnel) Policy 5013, are available at each school site and from the superintendent's office.

## **Pullman School District Board Policy 3200**

### **Students Rights and Responsibilities**

Primary responsibilities of the Pullman School District are to provide a safe and orderly learning environment, and provide learning experiences so that students have the opportunity to develop

skills, competencies and attitudes necessary to be responsible, contributing citizens. To do so, students need to develop an understanding and appreciation of the rights and responsibilities of individuals, and need to be prepared to participate intelligently and effectively in our open political system to ensure that system's survival. Every Pullman School District student shall have the responsibility to respect the rights of all students to learn and teachers to teach.

The school is a community, and the rules and regulations of a school are the laws of the community. All those enjoying the rights of citizenship in the school community must also accept the responsibilities of citizenship. A basic responsibility of citizens is to respect the laws of the community and comply with its rules and regulations.

## **1.0 Student Rights**

No student shall be unlawfully denied an equal educational opportunity or be unlawfully discriminated against because of national origin, race, religion, economic status, sex, pregnancy, marital status, sexual orientation, previous arrest, previous incarceration or physical, mental or sensory handicap. Subject to reasonable limitations upon the time, place and manner of exercising such rights, and the recognized needs of the educational process, students shall have the right to:

- 1.1 Expect the maintenance of high educational standards in the district.
- 1.2 Physical safety.
- 1.3 Safe buildings and sanitary facilities.
- 1.4 Consult with teachers, counselors and administrators and other School personnel.
- 1.5 Be informed of rules and regulations as related to the rights and corresponding responsibilities.
- 1.6 Be involved in school activities provided they meet the reasonable qualifications of the sponsoring organizations and state guidelines.
- 1.7 Expression and assembly consistent with the maintenance of an orderly and efficient educational process and the limitations imposed by law governing obscenity, libel, slander or harassment.
- 1.8 Freedom of speech and press, peaceably assemble, petition the government and its representatives for a redress of grievances, the free exercise of religion and have their schools free from sectarian control or influence, subject to reasonable limitations upon the time, place and manner of exercising such rights.
- 1.9 Expect fair and just treatment from school authorities and freedom from emotional and physical abuse.
- 1.10 Be secure in their persons, papers and effects against unreasonable searches and seizures.
- 1.11 An education consistent with the stated district goals.
- 1.12 Know the requirements of the course of study and to know on what basis grades will be determined.
- 1.13 Citizenship rights as delineated in the United States Constitution and its amendments.
- 1.14 Be free from all forms of harassment.

The enumeration of these rights shall not be construed to deny or disparage other rights set forth in the Constitution and the laws of the State of Washington or the rights retained by the people.

## **2.0 Student Responsibilities**

- 2.1 Pursue their required course of studies.
- 2.2 Attend school daily and are on time to class.
- 2.3 Be aware of and comply with all rules governing student behavior.
- 2.4 Comply with the authority of school district personnel, subject to such disciplinary or other action as determined by school officials.
- 2.5 Express their ideas in a respectful manner so as to refrain from harming the reputation of others.
- 2.6 Dress in a manner which is not disruptive to the educational process nor threatens the health and safety of others.
- 2.7 Conduct themselves in a manner that will not disrupt their education nor disrupt or deprive others of their education.
- 2.8 Respect the rights of others.
- 2.9 Exercise self-discipline.
- 2.10 Follow established procedures in seeking change to policies, rules or regulations which affect them and with which they disagree.
- 2.11 Identify themselves, upon request, to any school district personnel or authorities in the school building, on school grounds, at school-sponsored events or on school buses.
- 2.12 Comply with reasonable requests of District employees while in the performance of their duties.
- 2.13 Abstain from the use or possession of tobacco products on school district property or at school sponsored events off campus.
- 2.14 Abstain from the use, possession, sale distribution, trade, and/or transfer of alcohol, illegal and/or other mind -altering drugs or substances (or that which purports to be) or paraphernalia. Medicine properly prescribed and used in accordance with the provisions of the Pullman School District Medications Policy/Procedure #3416 is exempt from this provision.
- 2.15 Avoid possessing, handling, or transmitting any object that can be reasonably considered a weapon or a hazardous object or material.

**Pullman School District Procedure**

**3200p**

**Student Rights and Responsibilities  
Sanctions Defined**

### **Discipline**

Discipline shall mean all forms of corrective action or punishment other than suspension and expulsion and shall include the exclusion of a student from a class for a period of time not exceeding the balance of the immediate class period. Discipline shall also mean the exclusion of a student

from any other type of activity conducted by or on behalf of the school district. The forms of discipline set forth below are not intended to exclude the imposition of other appropriate forms of disciplinary action. This may include (but is not limited to) school service, detention including Saturday school, parent accompanying student to class, parent conference, student-counselor/administrator conference, restitution, loss of eligibility, and removal from class, subject, or activity.

No form of discipline, shall be enforced in such a manner as to prevent a student from accomplishing specific grade, subject, or graduation requirements except when the student's attendance and/or participation is related to the instructional objectives of a specific subject or course and that the teacher has identified attendance/participation as a basis for grading; and except in cases of plagiarism or "cheating".

### **Detention**

Teachers and other certificated employees shall have the authority to detain students under their supervision for up to forty minutes after the regular hour for student dismissal with prior parent notification. Detention may be delayed up to the end of the next school day to facilitate family schedules. Notification is the responsibility of the teacher in grades K-5; both the student and teachers in grades 6-8; the student in grades 9-12. Detention will not extend beyond the time of departure of the last bus of the day upon which the student can ride unless prior arrangements have been made with the student's parent or guardian.

### **Removal**

A teacher or administrator may remove a student from a class or activity, for a period of time not to exceed the balance of the immediate class or activity, provided that the student is in the care of a school district employee for the balance of such a period.

### **Emergency Removal**

A student may be removed immediately from a class, subject or activity by a teacher or administrator and sent to the principal or a designated school authority, provided that the teacher or administrator has good and sufficient reason to believe that the student's presence poses an immediate and continuing danger to the student, 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 removal shall continue only until the danger of threat ceases or the principal or designated school authority acts to impose discipline, impose a short-term suspension, initiate a long-term suspension or an expulsion, or impose an emergency expulsion.

### **Suspension**

The Board does not consider suspension to be a desirable sanction. However, suspension may be necessary to protect the learning environment; or suspensions are prescribed in federal or state statutes.

Suspensions shall mean denial of the right of attendance (other than for the balance of the immediate class, for “discipline” purposes) at any single class or any full schedule of subjects or classes, for a stated period of time. Suspension may be assigned in-school or out-of-school. A suspension also includes a denial of admission or entry upon real and personal property that is owned or controlled by the school district. A suspension also includes a denial of admission or entry upon real and personal property that is owned or controlled by the school district. A suspension also includes denial of participation in all school related activities.

### **Short-term Suspension**

A short-term suspension may be imposed upon a student by a designated school authority. Short-term suspension shall mean an in-school or out-of-school suspension for all or any portion of a calendar day up to and not exceeding ten (10) consecutive school days.

No student in grades kindergarten through four (4) shall be subject to short-term suspensions for more than a total of ten (10) school days during any single trimester and no loss of academic grades or credit shall be imposed by reason of the suspension of such a student.

No student in the grade five (5) and above program shall be subjected to short-term suspensions for more than a total of fifteen school days during any single semester.

Any student subject to a short-term suspension shall be provided the opportunity and have the responsibility to make up assignments and tests.

All short-term suspensions and the reasons for them shall be reported in writing to the Superintendent within twenty-four hours after the imposition of the suspension.

No student shall be suspended for unexcused absences unless the school district has first imposed an alternative corrective action after consulting with parent or guardian and taking appropriate remedial measure to reduce absences.

### **Long-term Suspension**

A long-term suspension may be imposed by a designated school authority. Long-term suspension shall mean a suspension that is eleven (11) or more school days.

No student in grades kindergarten through four (4) shall be subject to long-term suspension.

No single long-term suspension shall be imposed upon a student in grades five (5) through twelve in a manner that causes the student to lose academic grades or credit in excess of one semester during the same school year. The teacher of a student subjected to long-term suspension is not required to provide and/or accept work the student missed during the suspension period. The teachers of a student subjected to a long-term suspension are encouraged to provide assignments to, and accept work from the student during the suspension period.

All long-term suspensions and the reasons for them shall be reported in writing to the Superintendent within twenty-four hours after the imposition of the suspension.

Except in cases involving exceptional misconduct, as a general rule, no student shall receive long-term suspension unless another form of corrective action has previously been imposed.

No student shall be suspended, for unexcused absences unless the school district has first imposed an alternative corrective action after consulting with parent or guardian and taking appropriate remedial measures to reduce absences.

**Any student who has been issued a long-term suspension shall be allowed to make application for readmission at any time.**

### **Expulsion**

The Board does not consider expulsion to be a desirable sanction. However, expulsion may be necessary to protect the learning environment; or expulsion is prescribed in federal or state statutes. Expulsion shall mean the denial of the right of attendance at any single class or any full schedule of subjects or classes for an indefinite time period. An expulsion includes a denial of admission to or entry upon real and personal property that is owned or controlled by the school district. An expulsion also includes denial or participation in all school activities. The Board of Directors delegates to the Superintendent or designee the authority to expel students.

The nature and circumstances of the violation must reasonably warrant the harshness of expulsion.

No student shall be expelled unless other forms of corrective action or punishment reasonable calculated to modify his or her conduct have failed or unless there is evidence to believe that other forms of corrective action or punishment would fail if employed.

No student subject to compulsory attendance shall be expelled by reason, in whole or part, of for one or more unexcused absences unless the school district has first imposed an alternative corrective action after consulting with parent or guardian and taking appropriate remedial measures to reduce absences.

Once a student has been expelled in compliance with this policy, the expulsion shall be brought to the attention of appropriate local and state authorities including, but not limited to, juvenile authorities acting pursuant to Chapter 13.04 RCW in order that such authorities may address the student's educational needs.

Any student who has been expelled shall be allowed to make application for readmission at any time.

### **Emergency Expulsion**

Emergency expulsion shall mean the immediate denial of the right of school attendance **or participation in any school activity** for a student prior to the opportunity for a hearing. **An expulsion includes a denial of admission to or entry upon real and personal property that is owned or controlled by the school district.**

An emergency expulsion may be imposed only if the expelling authority has good and sufficient reason to believe that the student is an immediate and continuing danger to himself or herself, other students or school personnel or an immediate and continuing threat of substantial disruption of the educational process.

The emergency expulsion shall continue until the student is reinstated by the expelling authority or until a hearing is held and a final determination reached regarding the recommended sanction.

## **Suspension Procedures**

### **Short-Term Suspension Procedure**

Prior to the short-term suspension of any student, a meeting shall be conducted with the student as follows:

- An oral or written notice of the alleged misconduct and violations of school district rules shall be provided to the student;
- An oral or written explanation of the evidence in support of the allegation(s) shall be provided to the student;
- An oral or written explanation of the corrective action or punishment which may be imposed shall be provided to the student;
- The student shall be provided the opportunity to present his or her explanation.

In the event a short-term suspension will exceed one day the parent or guardian of the student shall be notified orally and/or in writing of the Reason for the student's suspension and its duration. The notice shall also inform the parent or guardian of the right to an informal conference and the possibility the suspension may be reduced as a result of such conference.

### **Long-term Suspension Procedure**

No long-term suspension may be imposed on a student until written notice has been delivered in accordance with the following requirements:

- School district personnel authorized to suspend students shall be responsible for the preparation and delivery of notices of suspension.
- Written notice of the suspension shall be delivered to the student and to his or her parent or guardian by certified mail or in person.

Such notice shall:

- be provided in the predominant language of a student and/or a parent or guardian who predominantly speak a language other than English, to the extent feasible;
- specify the misconduct and the school district rule(s) that have been violated;
- set forth the corrective action proposed;
- set forth the right of student and/or the parent or guardian to a hearing;
- state that a written request for a hearing must be received by the designated school authority on or before the expiration of the third school business day after the receipt of the notice. The right to hearing may be deemed waived, and the proposed sanction imposed if such a request is not received within the prescribed period of time.
- The student and/or the parent or guardian shall reply in writing to the notice within three school business days of receipt, indicating whether a hearing will be requested.

- If such a reply is not received within the three-school-business-day period, the student and the parent or guardian shall be deemed to have waived the right to a hearing and the proposed sanction shall take effect.

## **Expulsion Procedure**

Prior to an expulsion of a student, written notice shall be delivered in accordance with the following requirements:

- School district personnel authorized to expel students shall be responsible for the preparation and delivery of notice of expulsion.
- Written notice of the expulsion shall be delivered to the student and to his or her parent or guardian by certified mail or in person.

Such notice shall:

- be provided in the predominant language of a student and/or parent or guardian who predominantly speak a language other than English, to the extent feasible;
- specify the misconduct and the school district rule(s) that have been violated;
- set forth the corrective action proposed;
- set forth the right of student and/or the parent or guardian to a hearing;
- state that a written request for a hearing must be received by the designated school authority on or before the expiration of the third school business day after the receipt of the notice. The right to hearing may be deemed waived, and the proposed sanction imposed if such a request is not received within the prescribed period of time.

The student and/or the parent or guardian shall reply in writing to the notice within three school business days of receipt, indicating whether a hearing will be requested.

If such a reply is not received within the three-school-business-day period, the student and the parent or guardian shall be deemed to have waived the right to a hearing and the proposed sanction shall take effect.

## **Emergency Expulsion Procedures**

If an emergency expulsion has been imposed on a student, the notice requirements set forth in shall apply as follows:

The written notice of emergency expulsion shall be prepared and delivered to the student and parent or guardian within twenty-four hours of such expulsion. In addition, reasonable attempts shall be made to notify the student and parent or guardian by telephone or in person as soon as reasonably possible. Provided, that if the emergency expulsion is based upon a failure to comply with the State immunization law, the notice must be received by the student's parent or guardian prior to the imposition of the emergency expulsion.

The student and parent or guardian shall have ten school business days in which to reply in writing to the notice of opportunity for a hearing.

### **Appeals**

Parents have the right to appeal suspensions and expulsions. Appeal procedures will accompany suspension and expulsion notices.

A complete copy of this policy is available in the school office.

*This material is available in alternative format upon request.*

### **Regulation of Dangerous Weapons on School Premises**

It is a violation of district policy and state law for any person to carry a firearm or dangerous weapon on school premises (property owned or leased by the district); school-provided transportation or areas of other facilities currently being used exclusively for school activities. For additional information see Policy and Procedure 4210.

### **Students**

#### **Sexual Harassment**

The district is committed to maintaining learning and working environments that are free from all forms of discrimination, including sexual harassment. The district prohibits sexual harassment in any form by employees, students, volunteers, and others involved in school district activities. Sexual harassment can occur **adult to student, student to adult, student to student, adult to adult, male to female, female to male, male to male and female to female.**

As a first step, any individual who believes he or she has been sexually harassed is encouraged to directly inform the harasser the behavior is offensive, unwelcome, and must stop.

Sexual harassment may include, but is not limited to:

1. Demands for sexual favors in exchange for preferential treatment or something of value;
2. Pressure for dates or sexual activity;
3. Penalizing a person for refusing to submit to a sexual advance, or providing a benefit to someone who does;
4. Making unwelcome, offensive or inappropriate sexually
  - a. suggestive remarks, comments, gestures, or jokes; or
  - b. remarks of a sexual nature about a person's appearance, gender or conduct;
5. Using derogatory sexual terms for a person;
6. Standing too close, inappropriately touching, cornering or stalking a person; or
7. Offensive sexual graffiti, pictures, or photographs;
8. Hazing, pranks, or other intimidating behavior directed toward an individual in the educational environment.
9. Sexual jokes or teasing.

Any student who believes that he or she has been subjected to sexual harassment in the educational environment is strongly encouraged to bring his or her complaint to the immediate attention of any adult staff member. Third party harassment will also be disciplined under this section.

Engaging in sexual harassment will result in appropriate disciplinary action up to and including suspension or other appropriate sanctions against offending staff and contractors.

No person shall be retaliated against for making a report of sexual harassment or for providing testimony or assisting in the investigation of such a report. Retaliation will lead to disciplinary action against the offender.

It is also a violation of this policy to knowingly report false allegations of sexual harassment. Persons found knowingly reporting false allegations will also be subject to disciplinary action.

### **Board Policy 3213: Policy Against Sexual Harassment**

It is the policy of the Pullman School District not to discriminate against any student on the basis of sex. In keeping with that policy, sexual harassment will not be tolerated by any of its students. It is the goal of the Pullman School District to maintain an educational environment free of sexual harassment. Student initiated sexual harassment toward another student or toward an adult within the school is considered to be a major offense that will result in disciplinary action against the offender.

The district will develop and teach appropriate curriculum to address issues of sexual harassment.

1st offense Warning, conference with Principal/counselor

2nd offense In-School Suspension

3rd offense 3 day out of school suspension

4th offense 10 day out of school suspension

**Pullman School District** complies with all federal and state rules and regulations and does not discriminate on the basis of race, creed, religion, color, national origin, age, veterans or military status, sex, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to designated youth groups. The following employee has been designated to handle questions and complaints of alleged discrimination: Bob Maxwell, Assistant Superintendent, Pullman School District Administrative Offices, 240 SE Dexter Street, Pullman, WA 99163, 509.332.3144. Applicants with disabilities may request reasonable accommodations in the application process by contacting the Personnel Coordinator at (509) 332-3584.

### **Pullman School District Discrimination Complaint Procedure**

#### **Complaints About Discrimination, Discriminatory Harassment, and Sexual Harassment**

##### **What is discrimination?**

Discrimination is unfair or unlawful treatment of a person or group because they are part of a defined group, known as a protected class. Discrimination may include treating a person differently or denying someone access to a program, service, or activity because they are part of a protected class, or failing to accommodate a person's disability.

##### **What is a protected class?**

A protected class is a group of people who share common characteristics and are protected from discrimination and harassment by federal, state, or local laws. Protected classes under Washington state law include sex, race, color, religion, creed, national origin, disability, sexual orientation, gender expression, gender identity, veteran or military status, and the use of a trained dog guide or service animal.

### **How do I file a complaint about discrimination?**

If you believe that you or your child has experienced unlawful discrimination or discriminatory harassment at school based on any protected class, you have the right to file a formal complaint. For a full copy of the school district's nondiscrimination procedure, visit [www.pullmanschools.org](http://www.pullmanschools.org) or contact the school district at **509-332-3581**.

Before filing a complaint, you may wish to discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, and Civil Rights Compliance Coordinator, Dr. Roberta Kramer, Assistant Superintendent at 509-332-3581. This is often the fastest way to revolve your concerns.

### **Step 1: Complaint to the School District**

In most cases, complaints must be filed within one year from the date of the event that is the subject matter of the complaint. A complaint must be in writing, describe what happened, and state why you believe it is discrimination. It is also helpful to include what actions you would like the district to take to resolve your complaint.

Complaints may be submitted by mail, fax, e-mail, or hand delivery to any district or school administrator or the district's Compliance Coordinator.

When the school district receives your written complaint, the Compliance Coordinator will give you a copy of the district's discrimination complaint procedure. The Compliance Coordinator will then make sure that the school district conducts a prompt and thorough investigation. You may also agree to resolve your complaint in lieu of an investigation.

The school district must respond to you in writing within 30 calendar days after receiving your complaint, unless you agree on a different date. If exceptional circumstances related to the complaint require an extension of the time limit, the school district will notify you in writing about the reasons for the extension and the anticipated response date.

When the school district responds to your complaint, it must include:

1. A summary of the results of the investigation;
2. Whether or not the school district has failed to comply with civil rights requirements related to the complaint;
3. Notice of your right to appeal, including where and to whom the appeal must be filed; and
4. Any corrective measures determined necessary to correct any noncompliance.

### **Step 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. At the hearing, you may bring witnesses or other information related to your appeal.

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 OSPI.

### **Step 3: Complaint to OSPI**

If you do not agree with the school district's appeal decision, you may file a complaint with the Office of Superintendent of Public Instruction (OSPI). A complaint must be filed with OSPI within **20 calendar days** after you received the district's appeal decision. You may send your complaint to OSPI by e-mail, mail, fax, or hand-delivery:

*E-mail:* [Equity@k12.wa.us](mailto:Equity@k12.wa.us)

*Fax:* (360) 664-2967

*Mail:* OSPI Equity and Civil Rights Office, PO Box 47200, Olympia, WA 98504-7200

Complaints cannot be filed with OSPI unless they have already been raised with the school district and appealed, as outlined in Steps 1 and 2 above, or if the school district did not follow the correct complaint and appeal procedures.

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

### **Sexual Harassment Complaint Procedures**

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, such as a school-sponsored field trip.

***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

### *How do I report sexual harassment?*

You can report sexual harassment to any school staff member or to the district's Title IX Officer: **Dr. Roberta Kramer at 509-332-3144**

For a copy of your district's Sexual Harassment policy and procedure, contact your school or district office, or visit [www.pullmanschools.org](http://www.pullmanschools.org).

### **Facilities and Maintenance**

The District's Facilities and Maintenance Shop is located at 135 NW State Street, Pullman WA. It was built in 1957 and houses the Facilities & Maintenance office and maintenance and grounds equipment.

The Maintenance & Facilities Department is responsible to maintain the school district buildings and grounds in a safe, clean and appropriate manner. Our responsibilities include electrical, plumbing, masonry and any other general maintenance work.

Our grounds department takes care of all school grounds, each building, athletic fields and playgrounds. They fertilize, mow, irrigate and pest management control.

To contact the Facilities & Maintenance Department call (509) 334-5586.

### **Annual Notifications from the Facilities & Maintenance Department**

Asbestos Hazard Emergency Response Act (AHERA) Inspection Report Explained:

In accordance with federal legislation, Pullman School District has complied with Environmental Protection Agency regulations concerning asbestos-containing materials and completed AHERA inspections and management plans for all buildings.

The inspection uncovered some nonfriable and friable asbestos-containing building materials (ACBM) in school district buildings. Friable ACBMs have been encapsulated, encased or otherwise protected in accordance with federal (AHERA) and state WISHA laws. Nonfriable ACBMs are regulated in accordance with all federal and state laws.

Copies of the AHERA inspection report and management plan for school district buildings are available for public review at the maintenance and operations building during regular business hours.

Any questions regarding asbestos-containing materials in our schools should be directed to facilities supervisor John Naranjo at (509) 334-5586; asbestos program manager Steve Neihoff at (509) 332-3581 x126; or the executive director of support services Joe Thornton, Pullman School District's designated AHERA representative, at (509) 332-2396.

### **Maintenance of Grounds & Integrated Pest Management**

Pesticides Applied on a Regular basis (more than twice a year) on district grounds. This list will be reviewed yearly.

- Roundup will be used for annual and perennial weeds already emerged. It will be applied on a calm, dry day.
- Barricade 65WG, Suflan A.S.1, and Gallery 75VFb will be used for annual and perennial weeds not yet germinated (pre-emergent). Pre-emergents can be applied rain or shine. Areas of application (as needed) include, but may not be limited to: flower beds, shrub beds, curbs and sidewalks, baseball and softball infields, playgrounds, along fence rows around the base of trees, around and on parking lots, and inside and outside of the running tracks.
- Wilpower will be used to combat Canadian Thistle, which is a class "C" noxious weed and must be controlled by state law. Wilpower is a non-clopyralid product and will be labeled for Canadian Thistle in turf.
- Application - Pesticides will always be used according to label direction, with the number one concern being exposed to students and staff.
- Application Schedule - At the appropriate time of the year a survey will be done of the school district for potential problems. A schedule will then be developed for the application of said pesticides. This schedule will revolve around the school calendar. Designated applications will be scheduled during times when schools are not in session, such as spring and summer vacations.
- Posting—Notification will be made in accordance to RCW 17.21.415, and District Policy 6510.4.
- Licensed Personnel—District maintenance/grounds employees will be trained and licensed to apply said pesticides.

For further information, contact the Facilities/Maintenance Department at 334-5586.

### **Notification – Media Opt Out**

Dear Parent or Guardian,

Pullman Public Schools enjoys celebrating the achievements and activities of our students. There are times when our schools, athletics, activities, or events may be featured in various media. District staff may highlight and recognize student achievements and activities with our community through school and district newsletters, the news media (may include interviews), and on the internet (may include our website or social media). News reporters, photographers and/or film crews from TV, radio stations, newspapers or magazines may wish to photograph and/or film your child in relation to a story about our schools or students. Your child's name and grade may be included in the report. Classrooms may also participate in video-conferencing in the internet.

Our schools are also visited by community organization or partners who are providing services to students. These organizations or partners may wish to photograph your child and may want to use the photograph and/or your child's name and the name of the school in their publications and informational materials.

*Student achievements and activities may be published unless the parent/guardian directs otherwise.*

If you choose to opt your student out of media, we will make every effort to honor your request. Please be aware that there may be circumstances when your child may be photographed or filmed beyond our control. Please discuss your wishes with your child so that she/he knows if you do not want them to be photographed or filmed.

Parents have the right to exclude their student's name, photo, grade, school, and achievement/activities from publication. The opt-out form can be requested from any school office, by calling the district office at 509-332-3581, or is available on the district website ([www.pullmanschools.org](http://www.pullmanschools.org)). **Please note that this form must be re-submitted at the beginning of each school year.**