



ORCHARD
Middle School

STUDENT/FAMILY HANDBOOK

2023-2024

1024 Orchard Avenue
Wenatchee, WA 98801
(509) 662-7745

<http://www.wenatcheeschools.org/oms/>

Welcome Bulldogs!

Dear Bulldog families,

On behalf of the Orchard Middle School teachers and staff, we want to welcome you to the 2023-2024 school year at Orchard. Our teaching and support staff are proud of the fine academic and extracurricular programs that we offer to students at grades six, seven and eight. Our goal is to provide an equitable quality educational opportunity to each student.

Part of our district and school wide focus is to encourage family involvement in their child's school. The family is a vital partner in the educational process with regular communication between the school and family being one way to help assure success of the student. When questions arise, please feel free to contact your child's teacher or the office for assistance.

Research continues to reinforce that school attendance and involvement is critical to a middle school student's success in school. As a result, Orchard offers a number of club activities, enrichment activities, and sports opportunities for students to choose from. Other special opportunities offer students an incentive to set standards for themselves in academics, citizenship, school and community involvement and school/community service. Involvement in activities at school will lead to a more positive attitude and successful school year.

The teachers and staff look forward to a great year at Orchard this year. We encourage your questions, thoughts, concerns and ideas to help us improve our school. Together we will seek to live the Bulldog Way.

Sincerely,

Janell Royster
Principal

DAILY SCHEDULE-

TUESDAY – FRIDAY (REGULAR BELL SCHEDULE)			
6th grade	7th grade (7A)	7th grade (7B)	8th grade
<i>Period 1</i> 8:50 – 10:09	<i>Period 1 (Elective)</i> 8:50 – 10:09	<i>Period 1 (Elective)</i> 8:50 – 10:09	<i>Period 1</i> 8:50 – 10:10
<i>Period 2</i> 10:13 – 11:32	<i>Period 2</i> 10:13 – 11:32	<i>Period 2</i> 10:13 – 11:31	<i>Period 2 (Elective)</i> 10:14 – 11:33
<i>Period 3A</i> 11:35 – 12:52	<i>Lunch 1</i> 11:32 – 12:03	<i>Period 3A</i> 11:35 – 12:52	<i>Lunch 1</i> 11:33 – 12:03
<i>Lunch 2</i> 12:52 – 1:23	<i>Period 3B</i> 12:07 – 1:23	<i>Lunch 2</i> 12:52 – 1:23	<i>Period 3B</i> 12:07 – 1:25
<i>Period 4 (Elective)</i> 1:27 – 2:47	<i>Period 4</i> 1:27 – 2:47	<i>Period 4</i> 1:27 – 2:47	<i>Period 4</i> 1:29 – 2:47
<i>Period 5 - RTI/Mentors</i> 2:51 – 3:35	<i>Period 5 - RTI/Mentors</i> 2:51 – 3:35	<i>Period 5 - RTI/Mentors</i> 2:51 – 3:35	<i>Period 5 - RTI/Mentors</i> 2:51 – 3:35

MONDAY (LATE START BELL SCHEDULE)			
6th grade	7th grade	7th grade	8th grade
<i>Mentors</i> 10:20 – 10:54	<i>Mentors</i> 10:20 – 10:52	<i>Mentors</i> 10:20 – 10:52	<i>Mentors</i> 10:20 – 10:52
<i>Period 1</i> 10:57 – 11:57	<i>Period 1 (Elective)</i> 10:55 – 11:55	<i>Period 1 (Elective)</i> 10:55 – 11:55	<i>Period 1</i> 10:55 – 11:55
<i>Period 2</i> 12:00 – 12:58	<i>Lunch 1</i> 11:55 – 12:25	<i>Period 2</i> 11:58 – 12:58	<i>Lunch 1</i> 11:55 – 12:25
<i>Lunch 2</i> 12:58 – 1:28	<i>Period 2</i> 12:28 – 1:28	<i>Lunch 2</i> 12:58 – 1:28	<i>Period 2 (Elective)</i> 12:28 – 1:28
<i>Period 3</i> 1:31 – 2:31	<i>Period 3</i> 1:31 – 2:31	<i>Period 3</i> 1:31 – 2:31	<i>Period 3</i> 1:31 – 2:31
<i>Period 4 (Elective)</i> 2:34 – 3:35	<i>Period 4</i> 2:34 – 3:35	<i>Period 4</i> 2:34 – 3:35	<i>Period 4</i> 2:34 – 3:35

OFFICE CONTACTS

Principal - Janell Royster
Assistant Principal - Josh Eidson
Counselor - Ronda Brender
Counselor - Luis Perez

Office Manager - Julee Accardo
Attendance - Citlali Gonzales-Arroyo
ASB / Accounts - Danielle Bailey
School Nurse - Nicole Harper

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FAMILY INVOLVEMENT AND COMMUNICATION

Orchard Middle School has a number of ways for families and community members to become involved. We recognize how difficult it is to commit large amounts of time to the school. For this reason we have identified different activities in which families can get involved without overextending themselves. We encourage family members to fill out a Volunteer Application through the Wenatchee School District. [Volunteer Information](#).

COMMUNICATION

It is important that middle school students begin assuming the responsibility for day-to-day requirements of school such as homework and special assignments. Report cards, progress reports, grades online, notes and phone calls to families are all methods of communication which teachers use to help keep families informed. To avoid any surprises the following tips are offered:

- each day, discuss your child's assignments with them
- if your child is unsure of an assignment, have them ask the teacher again
- communicate with the teacher if there is a question or concern which your child is not able to answer

ACADEMIC SUPPORT SERVICES

We recognize that students are different in their needs, yet we believe with support students can succeed. Support services are available to students and their families both within the school and outside the school. Staff are available to students and their families in defining learning difficulties and developing plans of action.

COUNSELING SUPPORT

Our school counselors and building principals are available to assist students and parents with questions or concerns regarding a student's academic progress and needed assistance.

MULTILINGUAL LEARNERS

Students qualifying for assistance as a multilingual learner may qualify for classes to assist them specific to language development.

HONOR SOCIETY TUTORING

The Honor Society at Wenatchee High School has offered private tutoring to students. Fees from this service benefit the Honor Society programs. Contact the Honor Society at Wenatchee High School (663-8117) for more information.

SPECIAL EDUCATION

Academic assistance is available for students who qualify through federal and state guidelines.

TEACHER ASSISTANCE

Students needing assistance with schoolwork should contact their teacher first to arrange a time to receive additional help. Times should be pre-arranged to avoid conflicts with other commitments.

GENERAL INFORMATION

THE OFFICE

The office is open from 7:30 a.m. to 4:00 p.m. daily. Come to the office if you have questions about school or need to see a principal or counselor. Attendance is handled in the office by the secretaries. All school forms are available in the office.

CLOSED CAMPUS

Orchard Middle School is a closed campus. This means you must stay on school grounds from the time you arrive in the morning until school is dismissed. If you need to leave during the day, you must bring a note signed by your parent (guardian) and take it to the office before classes begin for a pass or dismissal slip. If you wish to go home for lunch on a regular basis, you may bring a note to the office for a permanent lunch pass. ([WSD Policy #3242](#))

If you need to leave during the school day for appointments or other reasons, you must **always** check out through the office.

CELL PHONES & OTHER ELECTRONIC DEVICES

Orchard Middle School will NOT be responsible for any lost, stolen, or damaged electronic devices. Cell phones are permissible ONLY in designated locations in the mornings before the first period of the day. After such time, it is expected that all devices will be shut down and put away in a student’s backpack. Electronic devices may be used in the classrooms for learning purposes based on teacher discretion. Inappropriate possession or usage of any electronic devices will result in confiscation by school staff. See table below for how OMS staff will respond to students not meeting cell phone expectations.

Progression of Response	Staff Action-Response
Student’s First Time Not Meeting Cell Phone Expectations	Device turned over to staff, student can pick up in main office at the end of day
Student’s Second Time Not Meeting Cell Phone	Device turned over to staff, from office student calls

Expectations	family to let them know, student gets it back end of day
Student’s Third and Any Future Time Not Meeting Cell Phone Expectations	Device turned over to staff, device stay in office until family can pick it up

HEADPHONES

OMS staff recognize that some students enjoy and benefit from listening to music. Headphones with cords are allowed at OMS and can be used before school and at times in classrooms for learning purposes based on teacher discretion. Real time classroom expectations for corded headphones will always be posted in the classroom. Cordless headphones are not allowed on campus at OMS and will be turned over to staff. Cordless headphones will be returned to students following the same process as cell phones outlined above.

WENATCHEE SCHOOL DISTRICT PROVIDED IPADS

iPads are provided by the Wenatchee School District to be used by students as a learning tool while at school. iPads must be available to be used for learning each day while on campus which means that students must bring them each day fully charged. Students in various grade levels will have the privilege to take the iPad home to extend learning beyond the schoolhouse but that privilege will be limited if the iPad is not brought to OMS each day fully charged to be used as a learning tool while at school.

DAILY SCHEDULE

The school day begins at 8:50 a.m. (except Mondays) and ends at 3:35 p.m. Every Monday school begins at 10:20 a.m. and ends at 3:35 p.m. School activities and athletics will be held after school from approximately 3:45 to 5:00 p.m.

DRESS CODE (SEE [WSD POLICY 3224](#) AND [PROCEDURE 3224P](#))

STUDENTS PROCEDURE - STUDENT DRESS

PERSONAL DRESS SCHOOL IS A PLACE OF LEARNING AND WE WANT EVERY STUDENT TO WEAR CLOTHING THAT MAKES THEM FEEL SAFE AND COMFORTABLE WITH THEMSELVES. THE DISTRICT SUPPORTS STUDENTS DRESSING IN A MANNER THAT IS CONSISTENT WITH THEIR GENDER IDENTITY AND/OR GENDER EXPRESSION WITHIN THE CONSTRAINTS OF THIS POLICY AND PROCEDURE.

DRESS STANDARDS FOR BOTH HEALTH REASONS AND PHYSICAL SAFETY REASONS, SHOES SHOULD BE KEPT ON AT ALL TIMES AROUND THE BUILDING. CLOTHING AND/OR OTHER ACCESSORIES THAT WOULD BE CONSIDERED A SAFETY HAZARD OR COULD RESULT IN INJURY TO THE INDIVIDUAL OR OTHERS IS NOT TO BE WORN.

DRESS PROHIBITIONS THE WSD SUPPORTS CREATIVE EXPRESSION, BUT PROHIBITS CLOTHING AND JEWELRY THAT SUPPORTS ANY GANG OR HATE GROUP AFFILIATION OR ACTIVITY, ADVERTISES TOBACCO, ALCOHOL, DRUGS, ILLEGAL SUBSTANCES, ILLEGAL ACTS, WEAPONS, OR THAT PROMOTE VIOLENCE. THE DISTRICT MAINTAINS A LIST OF SPECIFIC PROHIBITED ITEMS, HOWEVER, SCHOOL STAFF HAVE THE ABILITY TO DETERMINE ITEMS AS PROHIBITED EVEN THOUGH THEY ARE NOT SPECIFICALLY INCLUDED IN THIS LIST. THE LIST WILL BE UPDATED PERIODICALLY AND MAY BE FOUND ON THE DISTRICT’S WEBSITE. [DRESS PROHIBITIONS](#)

The following items are strictly prohibited in any Wenatchee School District facility: The list can change throughout the year, please refer to this link above for the most updated information.

The prohibited list shall ensure that any student;

- Wearing, carrying, or displaying gang-related apparel, or
- Exhibiting behavior or gestures which symbolize gang membership, or
- Causing

and/or participating in activities which intimidate or affect the attendance of another student shall be asked, with notice to his or her parents, to make appropriate corrections and be subject to discipline if the corrections are not undertaken.

- **Any clothing or accessories which might imply gang membership/ affiliation**
 - Any Oakland/LA/Las Vegas Raiders, Pittsburgh Pirates, Cincinnati Reds, Dallas Cowboys or LA Dodgers clothing or accessories
 - Any clothing or accessories with the numbers 13 or 14 or 18.
 - Any bandanas either worn or adorning items in students' possession

- **Any clothing or accessories that are drug/alcohol-related**
 - *The following are some examples of items that include images of drugs or drug paraphernalia: Cookies Brand, Traplord, No Bad Ideas, Grassroots, Actavis, Dime Bags, Vapewear/Vape Authority/ Bape, 40's and Shorties, 8 Ball*

- **Any clothing, accessories that are hate group related, including the groups' symbology**
 - *The following are some examples of hate groups: Neo Nazi, Ku Klux Klan, 14 First, American Front, Proud Boys, National Socialist Movement*

- **Any clothing, accessories that are weapon-related**
 - *The following are some examples: smoking gun symbol, sharp spikes, or protruding objects from the attire*

VIOLATIONS IF THE STUDENT'S DRESS OR GROOMING IS A VIOLATION OF THIS POLICY AND PROCEDURE, THE PRINCIPAL SHALL REQUEST THE STUDENT TO MAKE APPROPRIATE CORRECTIONS. IF THE STUDENT REFUSES, THE PRINCIPAL SHALL NOTIFY THE PARENT OR GUARDIAN AND REQUEST THAT PERSON TO MAKE THE NECESSARY CORRECTIONS. IF BOTH THE STUDENT AND PARENT/GUARDIAN REFUSE, THE PRINCIPAL SHALL TAKE APPROPRIATE CORRECTIVE ACTION. STUDENTS MAY BE SUSPENDED, IF CIRCUMSTANCES SO WARRANT. ALL STUDENTS SHALL BE ACCORDED DUE PROCESS SAFEGUARDS BEFORE ANY CORRECTIVE ACTION MAY BE TAKEN.

EMERGENCY DRILLS

Emergency drills are a serious matter and must be conducted as quietly, smoothly, and quickly as possible. Student participation and cooperation in such activities is very important to the safety of everyone. During fire drills, students are expected to exit the building quietly at the direction of their teacher and proceed to their assigned area outside of the building. Building evacuation procedures will be reviewed in class. Drills will be held in accordance with state law.

School-wide Emergency Protocol

Our “**Safety Response Protocol (SRP)**” that is used in response to emergencies will be reviewed at the beginning of the school year and the procedures will be practiced monthly for students and staff to become familiar with how to react in emergency situations.

- **HOLD!** In your room or Area. Clear the halls
- **SECURE!** Get inside. Lock outside doors.
- **LOCKDOWN!** Locks, lights, out of sight.
- **EVACUATE!** (A location may be specified)
- **SHELTER!** Hazard and safety strategy.
 - Tornado Evacuate to a shelter area
 - Hazmat Seal the room

- Earthquake Drop, cover and hold

FINES AND FEES

Textbooks and iPads are furnished free of charge. Textbooks and iPads are among our school's greatest investments. **All students will be held accountable for replacement of lost, stolen, or damaged resources, as well as loss or damage to any other school property, including but not limited to library books, iPads, musical instruments, choir robes, mariachi uniforms, and sports uniforms.**

GANGS

Orchard Middle School will not tolerate any promotion, establishment of gangs, the following gang-related behaviors or activities:

- A. Writing on self, personal property, assignments, notebooks, textbooks, or school property any information that is related to gangs or gang behavior.
- B. Discussing or promoting gangs or gang-related behaviors.
- C. Dressing in a manner that promotes gangs:
For specific guidance on dress that may promote gangs please refer to WSD Dress Code Prohibitions available on the district website and in alignment with WSD 3224 and WSD 3224P.
- D. Personal Appearance: **(We reserve the right to identify any clothing or appearances popular with gang affiliation.)**
 - 1. Gang tattoos must be covered at all times
 - 2. Physical appearance will not be altered in any way to reflect gang association, i.e., shaved eyebrows, etc.
- E. Flashing of hand signs; Visual or audio signals such as whistling
- F. Intimidation of staff and/or students. Any student who promotes gangs could be suspended or emergency expelled from school.

GUM

Gum is allowed at Orchard Middle School and in the classrooms based on teacher discretion. Students are expected to be responsible, especially with the disposal of chewing gum. We expect students to use a garbage can to throw away used chewing gum.

INJURIES

If you are injured at school, you should tell your teacher immediately. If necessary, the teacher will send you to the office for assistance. First aid will be administered and your parents will be contacted if necessary. Please understand that the school is not liable for doctor or hospital bills resulting from school accidents. School insurance applications are available through the office at your request.

LOST & FOUND

During the school year there are always a number of clothing and other items that are found and turned in to the office. Students are expected to check with office personnel should they lose something. **It is strongly recommended that students' names be placed in their clothing to help with identification.** As always, students should not bring valuables to school. The items in the lost and found will be displayed periodically during the school year. Unclaimed items will be donated to non-profit community organizations.

LUNCH

Orchard Middle School offers breakfast and lunch to all students at no cost. There are a number of entrees students may choose from each day. Students may also purchase ala carte items at an additional charge.

Breakfast After the Bell is available to any late arriving student.

PERMANENT MARKERS

Students at Orchard Middle School have no need for personal permanent markers. If they are needed for a class project, the instructor requiring the project will provide the permanent markers during class and will collect them at the end of class.

Students should not at any time have permanent markers in their personal possession.

STUDENT ID CARDS

All students will be issued a picture identification card following school pictures. These cards should be worn each day and will be used throughout the entire school year for the lunch program, library book check out, ASB identification, etc. Replacement cards will be available for a \$5.00 charge.

SCHOOL NURSE

Currently our school nurse is at Orchard two days per week. If your child appears to be ill in the morning before school, please do not allow him/her to come to school. We do not have facilities for keeping sick children at school. If your child becomes ill at school, you will be contacted and requested to take him/her home.

IMMUNIZATION / MEDICATION PROCEDURES

State law requires that each student be immunized in order to attend public school. The office can assist you with which immunizations are required.

Students who need to take medication (prescription) during the school day are required to have both a parent and a physician's signature. **Forms are available in the office. All medication must be kept in the office under lock and key.** Medication must be in the original container listing the contents and dosage. Medication taken at school must be administered in the presence of school personnel. Parents and students are reminded that sharing of any medications is a violation of school policy. Detailed guidelines for all medications will be sent home with students each September.

District Guidelines for All Medications: Prescribed and "Over the Counter"

Prescription medications: Prescribed medications taken at school, or that must be stored at school, require an accompanying Authorization for Medication Administration Form #SN-02 (AMA) signed by the parent and the prescribing health care professional. Students are not allowed to carry these medications. Parents must transport them to school.

"Over the counter" medications (OTC): Over the counter medications are discouraged at school. However, as indicated in school board policy, students may carry a one-day dosage of over the counter medications to school provided they have parent permission.

Rescue Medications:

*Inhaler: No AMA form is required for students to self-carry inhalers. However, an AMA form is required if a back-up inhaler is stored at school.

*Epi-pen: An AMA form must be completed for a student to self-carry an Epi-pen.

TELEPHONES

The telephones in the office and classrooms are reserved for school business and emergency student use. Please ask your teacher for permission to use the classroom phone. Students should not ask to use the phone to call home to make social arrangements after school.

VISITORS/ GUESTS

Visitors and guests of our school are reminded that Orchard is a closed campus. All visitors to Orchard must be on legitimate school business. Since student safety is our main consideration, **all visitors to Orchard must check in with the office.** Visitations should be prearranged through the teacher or office to assure availability of staff. “Friends” of Orchard students are not allowed to visit during regular school hours.

TRANSPORTATION

PARENT PICK-UPS & DROP-OFFS

Parents transporting their child to or from school should use the pick-up/drop-off lane along the east end of the building by the office or the rear entrance to the building near the District Office. **Please do not use Orchard Avenue for student pickup/drop off.** This area is reserved for school buses.

SCHOOL BUS

Student safety is a top priority in the Wenatchee School District Transportation Department. Students are informed each year of the policies for riding school buses. Should students choose to ignore the rules and regulations established by the Wenatchee School District, disciplinary action may result in a suspension from the bus. Additional questions can be directed to WSD Transportation at 662-6168.

- The driver is in full charge of the bus and pupils. Pupils must obey the driver promptly and willingly. School bus drivers have the authority to discipline students for misconduct related to School District Rules (WAC 392-400.230).
- Students who do not obey the rules of good bus conduct may lose their privilege to ride to and from school on the bus as determined by the building principal or his designee.
- Students are expected to abide by all school rules and behavior expectations while under the supervision of the bus driver.

STUDENT ACTIVITIES

ASB - STUDENT GOVERNMENT

Orchard Middle School’s Associated Student Body (ASB) gives students the opportunity to become student leaders. The role of the ASB officers and representatives allows involved students to grow in decision-making and confidence as they represent the school. The ASB also supports student activities that encourage growth outside of the basic curriculum. This includes financial support to provide field trips, supplies, and uniforms for our groups. When you enroll at Orchard Middle School you become a member of the student body and are entitled to vote in elections and participate in school activities for which you are eligible.

DRILL TEAM

The OMS Drill Team is a group of 7th and 8th grade girls who begin their season during second semester. They participate in the Wenatchee Apple Blossom Youth Parade and the Manson Apple Blossom. High academic standards are expected from these ladies, as well as participation in fundraising events and lots of marching practice! Come join the fun!

ACADEMIC INFORMATION

PROGRESS REPORTS & REPORT CARDS

We believe that communication between the school and home is very important for student success. Teachers will send progress reports home about halfway through each quarter and may also contact parents by phone to celebrate successes or discuss concerns about student progress or behavior. Report cards are mailed home approximately two weeks after each semester ends. Teachers have one preparation period and phones in their classroom, so parents are urged to contact teachers by calling 662-7745 when they have concerns or questions about their child or other school-related issues.

GRADES ONLINE

Parents may also check grades online by going to <http://www.wenatcheeschools.org/oms/> and clicking on Parent Links then select Skyward.

SCHOOL SERVICES

GUIDANCE AND COUNSELING

The school counselors are available daily. If you have a problem, you may request to see Mrs. Brender or Mrs. Ottley. They can help you with problems by providing social, emotional, academic and group counseling. In addition, they can help you and your parents find community-based counseling programs. If you wish to see Mrs. Brender or Mrs. Ottley, **please complete a Counselor Request Form located in the office.**

STUDENT ATTENDANCE

School attendance is extremely important for life-long learning. Chronic absenteeism (10% or 18 days in a year) are an early indicator of students likely to not finish high school with a diploma.

EXCUSED ABSENCES

Please contact us when your student is absent. It is the responsibility of the parent/guardian of the absent student to call the office by 3:00 p.m. on the day of an absence or send a note with the student on his/her return to school. State law and District policy requires parent verification for all absences. This verification must include a reason for the absence. In accordance with District policy, the only valid reasons to miss school are illness, medical appointments, family emergencies, health condition, religious functions, disciplinary actions or court appearances. The school will generally excuse a parent request that has been prearranged provided it does not have a negative impact on the student's learning. Students who are excused have the right to make up work missed under reasonable conditions. Teachers may choose to provide alternate assignments and set reasonable time limits.

UNEXCUSED ABSENCES (TRUANCY)

It is very important that students attend school regularly and arrive to their classes on time. In accordance with District policy, a student will receive an unexcused absence and be considered truant if:

1. He/she is 30 or more minutes late to school or 5 or more minutes late to any class during the school day, **and**
2. The reason for the absence is other than those listed for an excused absence. Unexcused students forfeit the right to make up work for credit.

If your student is absent and a parent does not contact the office, the school will follow state guidelines as mandated in the BECCA Bill and try to contact the parent by telephone as soon as possible. The school will inform the parent by phone after one unexcused absence in a month and in writing after two unexcused absences in a month. Upon the **third** unexcused

absence during any month or the **tenth** unexcused absence during the current school year, the school may file a Truancy Petition, which refers the student to the juvenile court system.

TARDIES

A student will be considered tardy if they are not in their class doing what is expected at the start time of each class. Each teacher may determine what constitutes a tardy once students enter their class. If a pattern of tardiness occurs, parents will be contacted.

FREQUENTLY ASKED QUESTIONS

Why must I take the time to provide a parent excuse for my student?

We really need your help! By law, the office is required to accurately record all student attendance information. Accurate attendance information enables the school to make informed decisions for all of our students. The better the information, the better the decisions made in an effort to support and encourage each student's participation and success at Orchard Middle School.

What kind of information should I include in a parent excuse?

Important information in a parent excuse should include:

- 1) The student's name
- 2) The date the excuse was written
- 3) Date(s) of the absence
- 4) The reason for the absence(s)

Isn't any parent excuse good enough for my child to receive an excused absence?

Only those excuses that are in accordance with state law and school District policy are considered excused absences, i.e.:

- 1) Illness
- 2) Family Emergencies
- 3) Religious Functions
- 4) Required Court Appearances
- 5) Medical Appointments
- 6) Health Condition
- 7) Disciplinary Action

If I have any questions regarding my child's absences, what can I do?

Please call the school office and ask for the attendance secretary. If you have any further questions, please ask to be referred to the assistant principal or principal for further assistance.

SEARCH PROCEDURES

As part of our no tolerance policy toward the use, possession or sale of illegal drugs or alcohol on all Wenatchee School District campuses, we have established procedures for searching school grounds with a trained certified Law Enforcement Drug Detection Canine.

If Wenatchee School District or Wenatchee Police Department has reasonable cause, as established in the RCW's, or as an intervention/prevention measure, the school can be searched without prior notice or warning to students. Search procedures as directed by Wenatchee School District and Wenatchee Police Department will be followed. [Board Procedure 3230P](#)

ATHLETIC PROGRAM

ATHLETIC CLEARANCE PROCEDURES

All students must complete the following obligations before being allowed to participate in an athletic practice, event or contest:

1. Have a record of a physical examination on file in the office (good for one calendar year).
2. Show proof of adequate medical insurance or purchase medical insurance through the school program.
3. Pay the ASB fee.
4. Have completed online registration at (www.familyid.com/orchard-middle-school)

WSD RULES FOR MIDDLE SCHOOL ATHLETICS

In order to be eligible to compete on a team that travels in the middle school league, a student must be passing all classes. If a student has not met the grade requirement, he/she will be placed on academic probation. The student will be allowed to practice with the team during the probationary period but not compete in any games. Academic eligibility may be reinstated at any time the student demonstrates that they are passing all classes. Students on academic probation who are playing on an Interscholastic League team are not allowed to ride a WSD bus to a game as a spectator.

TRANSPORTATION TO ATHLETIC EVENTS

Athletics are team activities, and it is important and necessary for your son/daughter to travel to and from an athletic event on the team bus. The WSD Policy concerning the travel of athletes requires that a Departure From Group form is needed any time a team (or group) travels to another school district (even Eastmont) and, for a good reason, the student will NOT ride the bus to or from the event.

FIVE-SEASON ATHLETIC PROGRAM (check with the office for season start and end dates)

<p><u>Fall Sports</u> 7/8 Football 7/8 Girls Soccer 7/8 Volleyball 6th Flag Football 6th Volleyball 6/7/8 Co-ed Cross Country 6/7/8 Co-ed Tennis</p>	<p><u>Winter 1 Sports</u> 6th Boys Basketball 7/8 Boys Basketball</p> <p><u>Winter 2 Sports</u> 6th Girls Basketball 7/8 Girls Basketball</p> <p><u>Winter 3 Sports</u> 6th Wrestling 7/8 Wrestling 7/8 Drill Team 6/7/8 Girls Swimming</p>	<p><u>Spring Sports</u> 7/8 Co-ed Track 7/8 Softball 7/8 Boys Soccer 6/7/8 Boys Swimming 6th Co-ed Track</p>
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STUDENT CONDUCT

School Campus Expectations:

In order to assure a safe environment for all students, all expectations at Orchard Middle School fall under the following 3 **Personal Standards:**

- Show Respect
- Make Good Decisions
- Solve Problems

Cafeteria Expectations:

Students are expected to:

- bring school ID to lunch
- form lines and wait when purchasing lunch or breakfast
- use good table manners and clear their table before leaving cafeteria
- play in the courtyard when dismissed by the lunchroom supervisor

General Classroom Expectations:

It is our belief that teachers have the right to teach and all students have the right to learn free from unnecessary disruptions. With this in mind, the following guidelines are recommended for students:

- arrive to class on time and be ready to work when class starts
- bring all necessary materials to class with them
- display good manners, courtesy, and respect to other students and staff
- show attention, be good listeners, remain in assigned areas, and attempt assignments
- know and follow individual classroom expectations as outlined by the teacher

STUDENT CONDUCT see [WSD Policy 3241](#) AND [PROCEDURE 3241P](#) [WSD RANGE OF SANCTIONS](#)

The school acknowledges that conduct and behavior is closely associated with learning. An effective instructional program requires a wholesome and orderly school environment. The Board requires that each student adhere to the rules of conduct and submit to corrective action taken as a result of conduct violations. The rules of conduct are applicable during the school day as well as during any school activity conducted on or off campus. In addition, special rules are also applicable while riding on a school bus.

Students are expected to:

- A. Conform to reasonable standards of acceptable behavior.
- B. Respect the rights, person and property of others.
- C. Preserve the degree of order necessary for a positive climate for learning.
- D. Submit to the authority of staff and respond accordingly.

STUDENT CONDUCT

(1) **Respect for the Law and the Rights of Others:** The student is responsible as a citizen to observe the laws of the United States, the State of Washington, and/or its subdivisions. While in the school, the student shall respect the rights of others. Students who involve themselves in criminal acts on school property, off school property at school-supervised events, or off school property—and which acts have a detrimental effect upon the maintenance and operation of the schools or the District—are subject to disciplinary action by the school and prosecution under the law.

(2) **Compliance With Rules**: Students shall comply with all rules adopted by the District. Failure to do so shall be cause for corrective action. The rules shall be enforced by school officials:

- On the school grounds during and immediately before or immediately after school hours,
- On the school grounds at any other time when the school is being used by a school group(s), or
- Off the school grounds at a school activity, function, or event, or
- Off the school grounds if the actions of the student materially or substantially effect the educational process.

(3) **Alteration of Records and Cheating**: ***Alteration of records*** - A student who falsifies, alters, destroys a school record or any communication between home and school shall be subject to corrective action. ***Cheating*** - Any student who knowingly submits work of others represented as his/her own shall be considered to have cheated. Cheating also includes the aiding and abetting of cheating by others.

(4) **Attendance**: A student shall not be absent or tardy from classes without an approved excuse. A student absence or tardy without excuse shall be subject to corrective action or punishment.

(5) **Alcohol, Chemical Substances, Tobacco, and Vapor Products**: A student shall not knowingly possess, use, transmit, be under the influence of, or show evidence of having used any alcoholic beverage, illegal chemical substance or opiate, or tobacco product. Electronic smoking devices are categorized as drug paraphernalia and will be processed with appropriate disciplinary action, including an immediate Short Term, Long Term, or Emergency Expulsion.

(6) **Disruptive Conduct**: A student shall not intentionally cause a substantial and material disruption of any school operations. The following illustrate the kinds of offenses that are prohibited:

- A. Occupying a school building or school grounds in order to deprive others of its use;
- B. Blocking the entrance or exit of any school building or room in order to deprive others of passing through;
- C. Setting fire to or substantially damaging school property;
- D. Using or threatening to use, firearms, explosives or other weapons on the school premises, including use by an unauthorized student of a personal protection spray device, or use of such device in other than self-defense as defined by state law;
- E. Preventing students from attending a class or school activity;
- F. Blocking normal pedestrian or vehicular traffic on a school campus;
- G. Interfering seriously with the conduct of any class or activity; and
- H. Gambling or encouraging other students to gamble.
- I. Contributing to situations or interactions in common spaces that create significant disruption

(7) **Damage or Theft of Property**: A student shall not intentionally or with gross carelessness damage school or private property.

(8) **Extortion, Assault or Causing Physical Injury**: A student shall not extort anything of value, threaten injury or attempt to cause physical injury or intentionally behave in such a way as could reasonably be expected to cause physical injury to any person.

(9) **Gang Activity**: A student shall not knowingly engage in gang activity including but not limited to gang clothing, signs, intimidating behaviors, tattoos or symbols while on school grounds.

(10) **Leaving Campus During School Hours**: A student shall not leave the school campus during the school day unless excused by the school office.

(11) **Loitering**: A student shall be expected to leave school campus at the official close of the school day unless permission to do otherwise has been granted.

(12) Vulgar or Lewd Conduct: Any lewd, indecent or obscene act or expression is prohibited.

(13) Weapons and Dangerous Instruments: 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.

ADMINISTRATIVE PROCEDURES REGARDING HARASSMENT

Any incident of harassment that is brought to the attention of the principal or assistant principal shall be assessed in order to determine what immediate disciplinary actions may be required. An administrator shall investigate any reported incident of sexual harassment. If, after the investigation, the administrator finds that school policy has been violated, the student accused of harassment will be disciplined.

SEXUAL HARASSMENT (see Board [Policy 3205](#) and [Procedure 3205P](#))

This district is committed to a positive and productive education and working environment free from discrimination, including sexual harassment. The district prohibits sexual harassment of students, employees and others involved in school district activities.

Sexual harassment occurs when:

- A. Submitting to the harasser's sexual demands is a stated or implied condition of obtaining an education or work opportunity or other benefit;
- B. Submission to or rejection of sexual demands is a factor in an academic, work or other school-related decision affecting an individual; or
- C. Unwelcome sexual or gender-directed conduct or communication interferes with an individual's performance or creates an intimidating, hostile or offensive environment.

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.

The district will take prompt, equitable and remedial action within its authority on reports, complaints and grievances alleging sexual harassment that come to the attention of the district, either formally or informally. Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services. Persons found to have been subjected to sexual harassment will have appropriate school district services made reasonably available to them and adverse consequences of the harassment shall be reviewed and remedied, as appropriate.

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff and contractors. Anyone else who engages in sexual harassment on school property or at school activities will have their access to school property and activities restricted, as appropriate.

Retaliation against any person who makes or is a witness in a sexual harassment complaint is prohibited and will result in appropriate discipline. The district will take appropriate actions to protect involved persons from retaliation.

It is a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

The superintendent shall develop and implement formal and informal procedures for receiving, investigating and resolving complaints or reports of sexual harassment. The procedures will include reasonable and prompt time lines and delineate staff responsibilities under this policy. All staff are responsible for receiving informal complaints and reports of sexual harassment and informing appropriate district personnel of the complaint or report for investigation and resolution. All staff are also responsible for directing complainants to the formal complaint process.

The superintendent shall develop procedures to provide age-appropriate information and education to district staff, students, parents and volunteers regarding this policy and the recognition and prevention of sexual harassment. At a minimum sexual harassment recognition and prevention and the elements of this policy will be included in staff, student and regular volunteer orientation. This policy shall be posted in each district building in a place available to staff, students, parents, volunteers and visitors. The policy shall be reproduced in each student, staff, volunteer and parent handbook.

The superintendent shall make an annual report to the board reviewing the use and efficacy of this policy and related procedures. Recommendations for changes to this policy, if applicable, shall be included in the report. The superintendent is encouraged to involve staff, students, and volunteers and parents in the review process.

PROHIBITION OF HARASSMENT, INTIMIDATION AND BULLYING (see Board [Policy 3207](#) and [Procedure 3207P](#))

The district is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers and patrons, that is free from harassment, intimidation or bullying. “Harassment, intimidation or bullying” means any intentionally written message or image including those that are electronically transmitted, verbal or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, mental or physical disability, or other distinguishing characteristics, **when an act**:

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

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation or bullying.

“Other distinguishing characteristics” can include but are not limited to: physical appearance, clothing or other apparel, socioeconomic status and weight.

“Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s).

Behaviors/Expressions

Harassment, intimidation or bullying can take many forms including, but not limited to, slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats or other written, oral, physical **or electronically** transmitted messages or images.

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation or bullying may still be prohibited by other district policies or building, classroom or program rules.

Training

This policy is a component of the district's responsibility to create and maintain a safe, civil, respectful and inclusive learning community and shall be implemented in conjunction with comprehensive training of staff and volunteers.

Prevention

The district will provide students with strategies aimed at preventing harassment, intimidation and bullying. In its efforts to train students, the district will seek partnerships with families, law enforcement and other community agencies.

Interventions

Interventions are designed to remediate the impact on the targeted student(s) and others impacted by the violation, to change the behavior of the perpetrator, and to restore a positive school climate.

The district will consider the frequency of incidents, developmental age of the student, and severity of the conduct in determining intervention strategies. Interventions will range from counseling, correcting behavior and discipline, to law enforcement referrals.

Retaliation/False Allegations

Retaliation is prohibited and will result in appropriate discipline. It is a violation of this policy to threaten or harm someone for reporting harassment, intimidation, or bullying.

It is also a violation of district policy to knowingly report false allegations of harassment, intimidation, and bullying. Students or employees will not be disciplined for making a report in good faith. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

Compliance Officer

The superintendent will appoint a compliance officer as the primary district contact to receive copies of all formal and informal complaints and ensure policy implementation. The name and contact information for the compliance officer will be communicated throughout the district.

The superintendent is authorized to direct the implementation of procedures addressing the policy elements of this handbook.

2023/24 Handbook Language for WSD

“Safety and security staff” means a school resource officer, a school security officer, a campus security officer, and any other commissioned or noncommissioned employee or contractor, whose primary job duty is to provide safety or security services for a public school.

“School resource officer” (SRO)

means a commissioned law enforcement officer in the state of Washington with sworn authority to make arrests, deployed in community-oriented policing, and assigned by the police department to work in schools to build positive relationships with students and address crime and disorder problems, gangs, and drug activities affecting or occurring in or around K–12 schools. School resource officers

focus on keeping students out of the criminal justice system and are not used to impose criminal sanctions in matters that are more appropriately handled within the educational system.

Purpose

The purpose of the Wenatchee School District safety and security services program is to improve school safety and the educational climate at the school. The safety and security staff shall be integrated into the school community through participation in faculty and student meetings and assemblies as appropriate. They shall support a positive school climate by developing positive relationships with students, parents, and staff, and by helping to promote a safe, inclusive, and positive learning environment. Safety and security staff are valuable team members of School-Based Threat Assessment Teams, which are preventative in purpose.

Limitations

The primary responsibility for maintaining proper order and conduct in the schools resides with school administration who maintain order and handle all student discipline matters consistent with Student Discipline Policy and Procedure. A school resource officer is prohibited from becoming involved in formal school discipline situations that are the responsibility of school administrators. The district recognizes that trained safety and security staff know when to informally interact with students to reinforce school rules and when to enforce the law.

Requests for Intervention

Teachers and school administrators may ask safety and security staff to intervene if a student's presence poses an immediate and continuing danger to others or an immediate and continuing threat of material and substantial disruption of the educational process or in other emergency circumstances. Safety and security staff do not need to be asked before intervening in emergencies.

Personal de seguridad y protección”

significa un oficial de recursos escolares, un oficial de seguridad escolar, un oficial de seguridad y cualquier otro empleado o contratista comisionado o no comisionado, cuyo deber principal de trabajo es proporcionar servicios de seguridad para una escuela pública.

“Oficial de recursos escolares” (SRO)

significa un agente del orden público comisionado en el estado de Washington con autoridad jurada para realizar arrestos, desplegado en actividades policiales orientadas a la comunidad y asignado por el departamento de policía para trabajar en las escuelas para construir relaciones positivas con los estudiantes y abordar problemas de delincuencia y desorden, pandillas, y actividades de drogas que afectan o ocurren en o alrededor de las escuelas K-12. Los oficiales de recursos escolares se enfocan en mantener a los estudiantes fuera del sistema de justicia penal y no se utilizan para imponer sanciones penales en asuntos que se manejan de manera más adecuada dentro del sistema educativo.

Objetivo

El propósito del programa de servicios de seguridad y protección del Distrito Escolar de Wenatchee es mejorar la seguridad escolar y el ambiente educativo en la escuela. El personal de seguridad y protección se integrará en la comunidad escolar a través de la participación en reuniones y asambleas de profesores y estudiantes, según corresponda. Apoyarán un clima escolar positivo al desarrollar relaciones positivas con los estudiantes, los padres y el personal, y al ayudar a promover un entorno de aprendizaje seguro, inclusivo y positivo. El personal de seguridad y protección son miembros valiosos de los Equipos de Evaluación de Amenazas en la Escuela, que tienen un propósito preventivo.

Limitaciones

La responsabilidad principal de mantener el orden y la conducta adecuada en las escuelas reside en la administración escolar, que mantiene el orden y maneja todos los asuntos disciplinarios de los estudiantes de acuerdo con la Política y el Procedimiento de Disciplina Estudiantil. Un oficial de recursos escolares tiene prohibido involucrarse en situaciones formales de disciplina escolar que son responsabilidad de los administradores escolares. El distrito reconoce que el personal de seguridad capacitado sabe cuándo interactuar informalmente con los estudiantes para reforzar las reglas escolares y cuándo hacer cumplir la ley.

Solicitudes de Intervención

Los maestros y los administradores escolares pueden solicitar al personal de seguridad y protección que intervenga si la presencia de un estudiante representa un peligro inmediato y continúa siendo para los demás una amenaza inmediata y continua de interrupción material y sustancial del proceso educativo o en otras circunstancias de emergencia. No es necesario preguntar al personal de seguridad antes de intervenir en emergencias.

NON-DISCRIMINATION STATEMENT

The Wenatchee School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) has been designated to handle questions and complaints of alleged discrimination: **Civil Rights Coordinator, Title IX Officer, Section 504 Coordinator, HIB Compliance and Gender Inclusive Schools Coordinator:** Mike Lane, Executive Director of Schools, lane.michael@wenatcheeschools.org, 235 Sunset Ave. Wenatchee, WA 98801, 509 663-8161

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view it online here: [Policy 3210](#) and [Procedure 3210P](#)

DECLARACIÓN DE NO DISCRIMINACIÓN

El Distrito Escolar de Wenatchee no discrimina en ningún programa o actividad por motivos de sexo, raza, credo, religión, color, origen nacional, edad, condición de veterano o militar, orientación sexual, expresión de género, identidad de género, discapacidad o el uso de un perro guía entrenado o un animal de servicio y brinda igualdad de acceso a los Boy Scouts y otros grupos juveniles designados. Los siguientes empleados han sido designados

para manejar preguntas y quejas de supuesta discriminación: **Coordinador de Derechos Civiles, Oficial del Título IX, Coordinador de la Sección 504, Coordinador de Escuelas Inclusivas de Género y Cumplimiento de HIB:** Mike Lane, Director Ejecutivo de Escuelas, lane.michael@wenatcheeschools.org, 235 Sunset Ave. Wenatchee, WA 98801, 509 663-8161

Puede denunciar la discriminación y el acoso discriminatorio a cualquier miembro del personal de la escuela o al Coordinador de Derechos Civiles del distrito, mencionado anteriormente. También tiene derecho a presentar una queja (ver más abajo). Para obtener una copia de la política y el procedimiento de no discriminación de su distrito, comuníquese con la escuela o la oficina del distrito o véala en línea aquí: [Política 3210](#) y [Procedimiento 3210P](#)

SEXUAL HARASSMENT

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity.

Sexual harassment is unwelcome behavior or communication that is sexual in nature when:

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
- The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

Examples of Sexual Harassment:

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, e-mails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

You can report sexual harassment to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of your district's sexual harassment policy and procedure, contact your school or district office, or view it online here: [Policy 3205](#) and [Procedure 3205P](#)

ACOSO SEXUAL

Los estudiantes y el personal están protegidos contra el acoso sexual por parte de cualquier persona en cualquier programa o actividad escolar, incluso en el campus de la escuela, en el autobús escolar o fuera del campus durante una actividad patrocinada por la escuela.

El acoso sexual es un comportamiento o comunicación no deseada de naturaleza sexual cuando:

- A un estudiante o empleado se le hace creer que debe someterse a conductas o comunicaciones sexuales no deseadas para obtener algo a cambio, como una calificación, una promoción, un lugar en un equipo deportivo o cualquier decisión educativa o laboral. o
- La conducta interfiere sustancialmente con el desempeño educativo de un estudiante o crea un entorno educativo o laboral intimidante u hostil.

Ejemplos de Acoso Sexual:

- Presionar a una persona por favores sexuales
- Contactos no deseados de naturaleza sexual
- Escribir grafitis de carácter sexual
- Distribuir textos, correos electrónicos o imágenes sexualmente explícitos
- Hacer bromas sexuales, rumores o comentarios sugerentes.
- Violencia física, incluidas violaciones y agresiones sexuales

Puede denunciar el acoso sexual a cualquier miembro del personal de la escuela o al Oficial del Título IX del distrito, que se menciona arriba. También tiene derecho a presentar una queja (ver más abajo). Para obtener una copia de la política y el procedimiento de acoso sexual de su distrito, comuníquese con la escuela o la oficina del distrito, o véala en línea aquí: [Política 3205](#) y [Procedimiento 3205P](#)

COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT

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

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

Complaint to the School District

Step 1. Write Out Your Complaint

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

Step 2: School District Investigates Your Complaint

Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the district will notify you in writing to explain why staff need a time extension and the new date for their written response.

Step 3: School District Responds to Your Complaint

In its written response, the district will include a summary of the results of the investigation, a determination of

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

Appeal to the School District

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

Complaint to OSPI

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

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

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

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

For more information, visit OSPI's website at www.k12.wa.us, 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.

OPCIONES DE QUEJA: DISCRIMINACIÓN Y ACOSO SEXUAL

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

Antes de presentar una queja, puede discutir sus inquietudes con el director de su hijo o con el Coordinador de la Sección 504 del distrito escolar, el Oficial del Título IX o el Coordinador de Derechos Civiles, que se mencionan anteriormente. Esta suele ser la forma más rápida de resolver sus inquietudes.

Queja al Distrito Escolar

Paso 1: Escriba su Queja

En la mayoría de los casos, las quejas deben presentarse dentro de un año a partir de la fecha del incidente o conducta que es objeto de la queja. Una queja debe ser por escrito. Asegúrese de describir la conducta o el incidente, explique por qué cree que se ha producido discriminación, acoso discriminatorio o acoso sexual y

describa qué medidas cree que el distrito debe tomar para resolver el problema. Envíe su queja por escrito, por correo postal, fax, correo electrónico o entrega en mano, al superintendente del distrito o al coordinador de cumplimiento de derechos civiles.

Paso 2: El Distrito Escolar Investiga Su Queja

Una vez que el distrito reciba su queja por escrito, el coordinador le dará una copia del procedimiento de queja y se asegurará de que se lleve a cabo una investigación rápida y exhaustiva. El superintendente o la persona designada le responderá por escrito dentro de los 30 días de calendario, a menos que acuerde un período de tiempo diferente. Si su queja involucra circunstancias excepcionales que exigen una investigación más prolongada, el distrito le notificará por escrito para explicar por qué el personal necesita una extensión de tiempo y la nueva fecha para su respuesta por escrito.

Paso 3: El Distrito Escolar Responde a su Queja

En su respuesta por escrito, el distrito incluirá un resumen de los resultados de la investigación, una determinación de si el distrito no cumplió o con las leyes de derechos civiles, notificación de que puede apelar esta determinación y cualquier medida necesaria para que el distrito esté en conformidad con las leyes de derechos civiles. Las medidas correctivas entrarán en vigencia dentro de los 30 días de calendario posteriores a esta respuesta por escrito, a menos que acepte un período de tiempo diferente.

Apelación al Distrito Escolar

Si no está de acuerdo con la decisión del distrito escolar, puede apelar ante la junta directiva del distrito escolar. Debe presentar un aviso de apelación por escrito al secretario de la junta escolar dentro de los 10 días de calendario posteriores a la recepción de la respuesta del distrito escolar a su queja. La junta escolar programará una audiencia dentro de los 20 días de calendario posteriores a la recepción de su apelación, a menos que acuerde un cronograma diferente. La junta escolar le enviará una decisión por escrito dentro de los 30 días de calendario después de que el distrito haya recibido su notificación de apelación. La decisión de la junta escolar incluirá información sobre cómo presentar una queja ante la Oficina del Superintendente de Instrucción Pública (OSPI).

Denuncia ante la OSPI

Si no está de acuerdo con la decisión de apelación del distrito escolar, la ley estatal brinda la opción de presentar una queja formal ante la Oficina del Superintendente de Instrucción Pública (OSPI). Este es un proceso de queja separado que puede tener lugar si se ha producido una de estas dos condiciones: (1) ha completado el proceso de queja y apelación del distrito, o (2) el distrito no ha seguido el proceso de queja y apelación correctamente.

Tiene 20 días de calendario para presentar una queja ante OSPI a partir del día en que recibió la decisión sobre su apelación. Puede enviar su queja por escrito a la Oficina de Equidad y Derechos Civiles de la OSPI:

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

Correo o entrega en mano: PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

Para obtener más información, visite el sitio web de OSPI en www.k12.wa.us, o comuníquese con la Oficina de Equidad y Derechos Civiles de OSPI al 360-725-6162/TTY: 360-664-3631 o por correo electrónico a Equity@k12.wa.us a. a nosotros.

GENDER INCLUSIVE SCHOOLS

Civil rights laws prohibit discrimination and discriminatory harassment on the basis of gender expression and gender identity in Washington public schools. **All** students have the right to be treated consistent with their gender identity at school. Please see [policy](#) and [procedure](#) 3211 for more information.

Policy 3211: The board believes in fostering an educational environment that is safe and free of discrimination for all students, regardless of gender expression, gender identity, or sex. To that end, the board recognizes the importance of an inclusive approach toward transgender and gender-expansive students with regard to key terms, communication and the use of names and pronouns, student records, confidential health and education information, communication, restroom and locker room use and accessibility, sports and physical education, dress codes, and other school activities, in order to provide these students with an equal opportunity for learning and achievement.

This policy is a component of the district's responsibility to create and maintain a safe, civil, respectful and inclusive learning community and will be implemented in conjunction with comprehensive training of staff and volunteers. Specific Training requirements are included in the accompanying procedure. The superintendent will appoint a primary contact to receive copies of all formal and informal complaints and ensure policy implementation. The name and contact information for the compliance officer will be communicated throughout the district. The district compliance officer will participate in at least one mandatory training opportunity offered by OSPI.

This policy and its procedure will support that effort by facilitating district compliance with local, state and federal laws concerning harassment, intimidation, bullying, and discrimination.

Nondiscrimination based on gender identity and expression in Washington schools

- Gender identity and gender expression are protected classes under Washington state law, which means schools cannot discriminate against students based on their gender identity or gender expression. All students have the right to be treated consistently with their gender identity at school and express their gender at school, including in the following areas.
- During the 2019 regular session, the Legislature passed Senate Bill (SB) 5689 concerning harassment, intimidation, bullying (HIB), and discrimination in public schools. Sections of this bill include new requirements for school districts regarding nondiscrimination policies and procedures, notifications, and designated coordinators. A summary of the new requirements related to nondiscrimination are now codified in RCW 28A.642.080.

Please refer any concerns to the school administration or the compliance officers listed above.

ESCUELAS INCLUSIVAS DE GÉNERO

Las leyes de derechos civiles prohíben la discriminación y el acoso discriminatorio sobre la base de la expresión de género y la identidad de género en las escuelas públicas de Washington. Todos los estudiantes tienen derecho a ser tratados de acuerdo con su identidad de género en la escuela. Consulte la [política](#) y el [procedimiento](#) 3211 para obtener más información.

Política 3211: La junta cree en fomentar un entorno educativo que sea seguro y libre de discriminación para todos los estudiantes, independientemente de su expresión de género, identidad de género o sexo. Con ese fin, la junta reconoce la importancia de un enfoque inclusivo hacia los estudiantes transgénero y de género expansivo con respecto a los términos clave, la comunicación y el uso de nombres y pronombres, registros de estudiantes, información confidencial sobre salud y educación, comunicación, baños y vestuarios. uso y accesibilidad, deportes y educación física, códigos de vestimenta y otras actividades escolares, con el fin de brindar a estos estudiantes igualdad de oportunidades para el aprendizaje y el rendimiento.

Esta política es un componente de la responsabilidad del distrito de crear y mantener una comunidad de aprendizaje segura, cívica, respetuosa e inclusiva y se implementará junto con la capacitación integral del personal y los voluntarios. Los requisitos de formación específicos se incluyen en el procedimiento adjunto. El superintendente designará un contacto principal para recibir copias de todas las quejas formales e informales y garantizar la implementación de la política. El nombre y la información de contacto del oficial de cumplimiento se comunicarán en todo el distrito. El oficial de cumplimiento del distrito participará en al menos una oportunidad de capacitación obligatoria ofrecida por OSPI.

Esta política y su procedimiento apoyarán ese esfuerzo al facilitar el cumplimiento del distrito con las leyes locales, estatales y federales relacionadas con el acoso, la intimidación, la intimidación y la discriminación.

No discriminación basada en la identidad y expresión de género en las escuelas de Washington

- La identidad de género y la expresión de género son clases protegidas por la ley del estado de Washington, lo que significa que las escuelas no pueden discriminar a los estudiantes en función de su identidad de género o expresión de género. Todos los estudiantes tienen derecho a ser tratados de manera consistente con su identidad de género en la escuela y a expresar su género en la escuela, incluso en las siguientes áreas.
- Durante la sesión regular de 2019, la Legislatura aprobó el Proyecto de Ley del Senado (SB) 5689 sobre acoso, intimidación, hostigamiento (HIB) y discriminación en las escuelas públicas. Las secciones de este proyecto de ley incluyen nuevos requisitos para los distritos escolares con respecto a las políticas y procedimientos de no discriminación, notificaciones y coordinadores designados. Un resumen de los nuevos requisitos relacionados con la no discriminación ahora está codificado en RCW 28A.642.080.

Consulte cualquier inquietud a la administración de la escuela o a los oficiales de cumplimiento mencionados anteriormente.

STUDENT IDENTIFICATION BADGES

All Wenatchee School District students are required to have a photograph taken and will be provided with a photo identification badge. All *middle and high* school students are required to wear or carry their identification badge at all times while on District property and must display it to any school official upon request. Cards may

also be used for other administrative purposes such as, but not limited to, accessing meals in the cafeteria, checking out library materials, classroom attendance and riding District buses.

TARJETAS DE IDENTIFICACIÓN DE ESTUDIANTE

Se requiere que todos los estudiantes del Distrito Escolar de Wenatchee se tomen una fotografía y se les proporcionará un gafete de identificación con fotografía. Se requiere que todos los estudiantes de secundaria y preparatoria usen o carguen su gafete de identificación en todo momento mientras se encuentren en la propiedad del Distrito y deben mostrárselo a cualquier funcionario escolar que lo solicite. Las tarjetas también se pueden usar para otros fines administrativos, tal como, pero no limitado a, acceder a comidas en la cafetería, obtener materiales de la biblioteca, asistencia en el salón de clases y viajar en los autobuses del Distrito.