

Raymond Jr/Sr High School



Handbook 2025-2026

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HIGH SCHOOL PHONE: 360-942-3415, option 2

***Telephone messages will be taken in the office and transmitted to the students. Students will not be called from classes to accept calls except in the case of an emergency.*

Position	Staff Name	Email
Principal	Brian Maley	bmaley@raymondtk12.org
Academic Counselor	Dylan Spoor	dspoor@raymondtk12.org
RHS Secretary/ Registrar	Shanna Coty	shcoty@raymondtk12.org
ASB Secretary	Jana Richards	jrichards@raymondtk12.org
Athletic Director	Mike Tully	mtully@raymondtk12.org
Counselor	Kandice Caldwell	kcaldwell@raymondtk12.org

Bell SCHEDULE

High School Schedule		Junior High Schedule	
8:25	Warning Bell	8:25	Warning Bell
8:30 - 9:17	Period 1	8:30 - 9:17	Period 1
9:21 - 10:08	Period 2	9:21 - 10:08	Period 2
10:17 - 11:04	Period 3	10:17 - 11:04	Period 3
11:08 - 11:55	Period 4	11:08 - 11:55	Period 4
11:55 - 12:25	Lunch	11:55 - 12:25	Lunch
12:30 - 1:17	Period 5	12:30 - 1:17	Period 5
1:21 - 2:08	Period 6	1:21 - 2:08	Period 6
2:12 - 3:00	Period 7	2:12 - 3:00	Period 7

I—ATTENDANCE REQUIREMENTS/PROCEDURES

Open/Closed Campus

Grades 7 – 8: Raymond operates a closed campus for junior high students. Once you arrive at school, you **may not** leave the school grounds until the end of school. For the purposes of this rule, the student parking lot is considered off limits to 7th and 8th grade students. Junior high students caught leaving campus will receive a day of in-school-suspension.

Grades 9 – 12: We operate a limited open campus for high school students. You may leave the school grounds during the lunch period. However, you must check out of the office if you are not planning to return at the end of lunch. Students who have 3 or more unexcused tardies returning from lunch will be assigned lunch detention. Students are **NOT** permitted to leave the school campus during or between class periods. Failure to check out at the office will result in a day of in-school-suspension.

Steps to Follow When Absent

Have your parent or guardian phone the school and inform the office of your absence, or have your parent/guardian write an excuse giving your name, date, days of absence, reason for absence and his/her signature. Upon your return to school, take your note to the high school office. In order to be excused for an absence, students **must provide a signed note from their parent/guardian** before they go to the first period. Students, it is your responsibility to be on time to your first period class following an absence. Without a note signed from home, or a doctor's note, all absences will automatically be considered unexcused.

Checking Out of School Procedures

If a student has reason to leave school during the school day, he/she must have parental permission. This permission can be obtained with a note from the parent brought into the office prior to or on the day of the dismissal. If a student does not have a note, he/she must come to the office and call his/her parent/guardian for permission to leave campus. All students must check into the office immediately upon return to school. The attendance secretary will determine if the dismissal is to be excused or unexcused. Students leaving campus without checking out will be considered skipping school and be required to serve one day of in-school-suspension.

Illness

If a student becomes ill in school, he/she is to report to the office. Office personnel will decide what should be done. An attempt will be made to contact the parent in the event the student should leave school early. Students must not leave the building because of illness without authorization: to do so will be an unexcused absence. Occasionally it may be necessary for students to leave school during school hours. Any student wishing to leave must receive permission from the office and must check out through the office before leaving the grounds.

Teacher Attendance Procedures

- Teachers will record absences each period in the Skyward attendance system.
- Teachers will begin taking attendance immediately after the tardy bell rings.
- Parents of the student with an unplanned absence will receive a phone call or letter regarding the absence and the student will be subject to school disciplinary procedures.
- Teachers will allow one day in addition to the number of days absent for make-up work. Students may appeal to teachers for extensions.

Excused Absences

Excused absences shall be granted for the following:

- **Parental Excuses:** Each student will be allowed up to 3 days per semester that can be excused by the parent. Parental notes will be allowed as proof of the excused absence. After 3 parental excuses a doctor's note will be required to excuse further absences.
- **Medical:** If the student brings a doctor's statement or a health department statement indicating that the student was absent because of illness, the absent will be excused. An authentic medical note or letter must be provided with a phone number of a doctor for verification. The principal or designee may place calls to verify parental and medical notes.
- **Prearranged:** Prearranged absences may be approved by the principal for a valid educational opportunity, educational travel, religious events, and/or death.
- **Unavoidable:** If the three parental excused absences per semester have been used, "unavoidable excused absences" may be granted by the principal as a result of a parent conference. Parents should call prior to the student's return to school to schedule the conference. A parent conference with the principal or designee may or may not result in the absence being excused.

Unexcused Absences

Unexcused or unaccepted absences will result in a score of "0" for any assessment missed as a result of the absence. Students may appeal to the teacher and principal.

The following steps will be taken in response to unexcused absences, as required by State law:

- After 1 unexcused absence: the school will inform the parent via phone.
- After 3 unexcused absences within a month: a conference shall be held between the parent, student and principal to identify barriers to the student's regular attendance.
- Between 2 and 7 unexcused absences in a school year: the school will take data-informed steps to eliminate or reduce student's absences, consistent with the WARNS or other assessment results.
- Not later than 7 unexcused absences in a month: the school will do one of the following, a) enter into an attendance agreement with the student and parent, b) refer the student to the Community Reengage Board, c) file a petition with juvenile court.
- After 7 unexcused absences within a month and not later than 15 cumulative unexcused absences in a school year: a petition will be filed with juvenile court.
- After 21 consecutive missed days, the school will deactivate said student.

Tardies

Students who are not in class when the tardy bell finishes ringing are tardy. Teachers will mark the student tardy on the computer system. When a student reaches their fourth (4th) unexcused tardy, they will receive a lunch detention. Continuous tardies will result in further discipline. Tardies will reset at the quarter.

Eighteen-Year-Old Checkout

Students who are 18-years-old will follow the same rules for attending school as all other students. A student is not considered an adult until they have graduated from high school.

Perfect Attendance Award

So that recognition for perfect attendance is maintained as an honor and distinction, the following will apply:

- A student must be in school every day all day (no skips or tardies)
- One day for the funeral of an immediate family member will not affect perfect attendance recognition.

II—ACADEMICS**Graduation Requirements - Credits**

Successful completion of a minimum of 24 credits is required to graduate Raymond High School. The required courses for graduation shall include those required by state statute, those required by State Board of Education Rules and Regulations, and those required by the Board of Directors of the Raymond School District. Please refer to the table for specific credit requirements.

Subject	Credits	Additional Comments
English	4	
Math	3	
Science	3	2.0 credits must be lab Sciences
Social Studies	3	1.0 U.S. History and Government/ .5 Civics
Arts	2	
World Languages	2	Needed for 4-year secondary ed./May also be PP credits
Health & Fitness	2	.5 credit of Health/ 1.5 of Fitness
Career & Technical	1	

Electives	4	
Total	24	

Personalized Pathway Graduation Requirement

Personalized Pathway Requirements are related courses that lead to a specific post high school career or educational outcome chosen by the student based on the student's interest and High School and Beyond Plan.

High School & Beyond Plan Graduation Requirement

The High School & Beyond Plan is a state graduation requirement. Each student must have a (HSBP) to guide the student's high school experience and prepare them for postsecondary education or training and career. Students start their plan in jr. high and then continue to revise them throughout high school to accommodate changing interests or educational and career goals.

Running Start

Runnings Start is a partnership between Grays Harbor College and Raymond High School. The program allows high school juniors and seniors to attend college classes and earn high school and/or college credit.

Grading

- Grades are issued at the end of each semester during the school year.
- Students with special situations may, with prior approval of the principal, receive an "Incomplete" as a temporary grade. All "incomplete" grades must be made up within 10 school days of the end of the grading period.
- Grades for teacher's assistants, library assistants, and office assistants are standardized throughout the school. Students will receive one-half (0.5) credit per semester and the grade will be pass/fail and not figured into the grade point average.

Transcripts

The state provides transcripts which have standardized the grading system. In compliance with that directive we have standardized the grading system for all teachers, thus letting students and parents know that grades mean the same, regardless of class:

A (100-95) 4.0	A- (94-90) 3.7	
B (89-87) 3.3	B (86-83) 3.0	B- (82-80) 2.7
C+ (79-77) 2.3	C (76-73) 2.0	C- (72-70) 1.7
D+ (69-67) 1.3	D (66-60) 1.0	F (59-0) 0.0

Valedictorian/Salutatorian

A valedictorian and salutatorian will be recognized at graduation. A valedictorian and salutatorian will be determined by each students' cumulative GPA at the end of the second semester of senior year.

Graduation Credit for Seventh and Eighth Grade Students

A student who completed a high school course while in the 7th or 8th grade shall be given high school credit that shall be applied to fulfilling high school graduation requirements if:

- The course was taken with high school students and the student successfully passed the same course requirements and examinations as the high school students enrolled in the class; or
- The course would qualify for high school credit because the course is similar or equivalent to a course offered at the high school.

Junior High Promotion

When considering the retention of 7th and 8th grade students, special attention will be given to how the student has performed in their core academic classes and their ability level as reflected in district and state assessments. Students will not be retained a second time in the same grade. Parents, teachers and administration will confer regarding the student's best interest and what option has the greatest chance for success.

III - STUDENT EXPECTATIONS/DISCIPLINE

An important goal of the Raymond School District is the development of our students' ability to be responsible for their own success and become productive members of society. Two behavior expectations are paramount at Raymond Jr./Sr. High School: no student will have the right to interfere with another student's right to learn or the teachers' right to teach, and disrespecting and/or abuse of others will not be tolerated.

Student Dress

Students are asked to wear clothes that are neat, clean and suitable for school. Clothing which interferes with and/or distracts from the education process will be subject to approval by the administration.

- Clothing that references alcohol, tobacco, illegal drugs, profane or lewd language, would cause a disruption, or interference with the school operation are not permitted.
- Clothing or insignia that identify students as members of gangs or reflect gang affiliations are not permitted.
- Shoes must be worn at all times.
- P.E. attire will be confined to the gym area.
- Sunglasses are to be only worn outside the building.
- Tops must cover the chest, sides, and midriff and cannot expose the bare chest, belly or back. There will be no spaghetti straps, and shirts worn off the shoulder must cover cleavage and midriff.

- Shorts and skirts must be at least a minimum of mid-thigh length. Pants must be worn at the waistline. Sagging pants or extremely oversized clothing are not allowed. Pants that have holes above the thigh must have an underlining that do not expose pockets underneath.
- Hats (ballcaps) may be worn indoors, however, a teacher may request a student to remove their hat in their classroom. Beanies/hoods should not be worn indoors.
- Chains and spikes may not be worn.
- Pajamas are not to be worn, except for the last day of every month.
- There may be exceptions to the school dress code during homecoming weeks.

Detention

Detention is a time when the student is assigned to report to a predetermined area during lunch, before school, or after school. During detention a student must remain quiet and/or complete academic work. Failure to serve detention in a proper and timely manner is disobedience and will result in further discipline.

In-School Suspension

In-School Suspension (ISS) is utilized to modify student behavior. This is a substitute for out-of-school suspension or expulsion meant to keep the student in school. Once administered, the student must serve the ISS as scheduled or face automatic out-of-school suspension until the time has been properly served. When assigned the student is expected to arrive on time and be prepared with academic work.

Out-of-School Suspension

Out-of-School Suspensions may be short (up to 10 consecutive days) or long (more than 10 days). When a student is suspended, they may not be on campus or attend any school activities.

Expulsion

Denial of admission to current school placement. If it is believed the safety of students and staff is put at risk at any time, students may be emergency expelled pending a full investigation. During the emergency expulsion, a decision will be made to suspend, expel, or reinstate within 10 school days.

To help set behavior expectations for students, staff, and administration and assist in determining appropriate discipline, the following levels of offense will be utilized as a guide.

Level I Offenses: Level I offenses are the lowest level of discipline. Discipline for first time offenders will be a lunch detention. Additional offenses will result in progressive discipline (i.e. additional detentions, ISS). Examples of Level I offenses include, but are not limited to:

- Public displays of affection
- Dress code violation
- Disruption of the learning environment

- Disruptive conduct outside of the classroom
- Use of profanity
- Failure to follow staff instructions
- Skipping class

Level II Offenses: Level II offenses are deemed to be more serious in nature and/or causing a more severe disruption to the learning environment. Discipline for first time offenders will be a day of ISS at the minimum. Additional offenses will result in progressive discipline (i.e. additional days of ISS). Examples of Level I offenses include, but are not limited to:

- Lying to a staff member
- Disrespectful to staff
- Inappropriate use of technology
- Vulgar language
- Lewd gestures
- Inappropriate teasing of others/bullying/harassment
- Theft of property damage

Level III Offenses: Level III offenses are those offenses which are more aggressive or threatening in nature and cause for concern for the safety of self, students, and staff. Discipline for first time offenders will result in suspension. Additional offenses will result in progressive discipline (i.e. additional detentions, ISS). Examples of Level III offenses include, but are not limited to:

- Fighting/Assault (1st offense – 3-5 days out-of-school suspension)
- Gross disrespect for staff (flagrant, vulgar, deliberate misbehavior)
- Endangerment of others or self
- Harassment/Intimidation/Bullying
- Possession/Use of tobacco/Vape devices & products (min. 3-day suspension)
- Possession/use of illegal drugs (min. 10-day suspension)
- Sexual harassment
- Theft (Felony)
- Vandalism (Felony)

Cell Phones

Students may bring cell phones to school, but they must understand they do so at their own risk. Such devices shall not be a distraction to the learning environment. Therefore, cell phones are to be only used before school, during lunch, after school, or during passing times.

First Offense: The cell phone will be confiscated by the staff member and may be picked up by the student in the office at the end of the school day.

Second Offense: The cell phone will be confiscated by the staff member and may be picked up by the student in the office at the end of the day. The student will also serve a detention.

Third Offense: The cell phone will be confiscated by the staff member and picked up by a guardian. The student will also serve two detentions.

Cheating

If it is determined a student has cheated, plagiarized, or assisted another student in cheating, that student will receive a “0” on that assignment/exam/project. A second offense may result in that student receiving a zero “0” in the course.

Students who have been suspended or have been expelled are excluded from school property and all school functions. If a suspended/expelled student needs to talk to a member of the staff, he/she is to do so by telephone.

Police Interviews Of Students

Should a law enforcement officer desire to interview or interrogate a student at school, the officer must attempt to obtain prior parent permission. Once this effort has been made, the principal shall permit a law enforcement officer to conduct any necessary questioning in the presence of a professional staff member. The principal shall cooperate with the officer while he/she is conducting necessary investigations. The officer shall advise and afford a student the same legal rights as an adult and the right to have a parent present during questioning if the student is twelve years or age or younger. Said permission would not be required if an emergency exists or in the case of an investigation of child abuse. An officer is not required to have a warrant in order for the school to release the student into law enforcement custody. In the event a law enforcement officer takes a student into custody, the officer will immediately notify the parent or guardian prior to the student’s release from the school campus unless: 1) prohibited by law enforcement because a case of child abuse or neglect is involved, or 2) some other similar, specified reason exists for prohibiting notification.

RHS – A Drug Free School

In the effort to create a drug free school it is important for all students and parents to understand that Raymond High School feels the use of illicit drugs and unlawful possession and use of alcohol is wrong and harmful. In conjunction with other district security measures, a trained dog may be used to sniff the air for prohibited items. The specific areas sniffed may be lockers, unoccupied classrooms, unattended desks, bags, items, or vehicles that are on district property or at a district-sponsored event. Students who elect to park cars on district property waive an expectation of privacy and agree that the vehicle may be sniffed. A dog’s alert constitutes reasonable suspicion to search and only the dog’s official handler will determine what constitutes an alert by the dog. If the dog alerts on a particular item or place, the person(s) bringing the item onto district property, or who has responsibility for that place or item, will be called to the scene, if available, to witness the search by school official(s). All searches shall be made in compliance with district policy and applicable law.

It is the policy of the Raymond School District that students using alcohol or drugs or coming to school or school functions after using alcohol or drugs, or under the influence of either will be suspended immediately. Legal action will be taken through the Police Department and through the Pacific County Juvenile Offices.

Drug Dog

In an effort to keep Raymond Jr. High/High School free from illegal drugs, the school district may invite the local “drug dog”, accompanied by a police officer, to periodically “sniff” for the presence of illegal drugs. If any illegal drugs are found, an investigation will follow which may result in a school district disciplinary action. All evidence will be released to the local law enforcement agency for further action.

RHS – A Weapons-free School

Violence in the school is a major concern to parents and educators. Recently the Washington State Legislature agreed and enacted a law that made public and private schools “**a weapons-free zone.**” It is unlawful for a person to carry onto public or private elementary or secondary school premises, school-provided transportation or areas of facilities while being used exclusively by public or private schools, any firearm or any dangerous weapon as defined in the law. Gun-free schools policy includes a one-year mandatory expulsion for firearms, mandatory notification of violations by students to parents/guardians and Law enforcement, and allows the expulsion to be modified by the chief school district officer or designee on a case by case basis.

Off Campus/ After School Events

Any student attending an off-campus or after-school event shall obey the rules and expectations set by the sponsoring organization. Failure to comply may result in the student being directed to leave the event, notifying law enforcement, and/or other disciplinary actions.

Rules For Riding the School Bus

These rules and regulations were prepared by the State Superintendent of Instruction by and with the advice of the Washington State Patrol and the Director of Highways for the State of Washington and apply to all school buses operating in the State of Washington.

- Unless by written permission of the parent, no pupil shall be permitted to leave the bus except at his or her regular stop.
- Each pupil may be assigned a seat.
- Pupils are to assist in keeping the bus clean.
- No pupil shall open a window on the school bus without first getting permission from the school bus driver.
- Pupils are to remain seated while the bus is in motion and are not to get on or off the bus until it has come to a full stop.
- Pupils, who have to walk some distance along the highway to the bus-loading zone, where practical, must walk on the left-hand side facing the oncoming traffic. This will also apply to pupils leaving the bus-loading zone in the evening.
- Students’ misconduct on a bus will be sufficient cause to discontinue providing bus transportation to those students involved.
- Parents of students damaging school buses will be responsible for proper reimbursement to the school districts

IV—SAFETY

Accidents

Accidents or safety hazards should be reported to the office immediately. A first aid kit is available in the office for minor injuries. In the event of serious illness or accident, attempts will be made to notify the parent/guardian.

Articles Prohibited At School

Problems arise each year because students have articles which are hazardous to the safety of others, or interfere in some way with school procedures. Such items include toy guns, water pistols, knives, weapons, drugs, vapes, drug paraphernalia, and firecrackers. These items will be taken from the student. Personal property such as **radios, I-pods, MP3 Players, cell phones, CD's, cameras, expensive watches and large sums of money** should not be brought to school. **These items have a disruptive effect on classes and are banned during class time.** Music devices are not allowed in the classrooms. Only those radios or cell phones with earphones will be allowed on school buses. The teacher will confiscate electronic devices that are disruptive in the classroom, turn them into the office, and they will be returned at the **end of the day**.

Drills and Emergencies

- Fire Drills: Fire drills are conducted regularly. To acquaint the students with the routine of evacuation, each teacher is to work out a primary and a secondary route in the event that the primary route is blocked. The evacuation of the building should be done in an orderly quiet manner and the students are instructed not to run but to exit quickly. Teachers should take their grade books so roll can be taken if necessary to account for each student. Students and Teachers are to close all windows and doors and turn off all lights as they move toward the exits. Students should move to at least 50 feet from the building. Teachers are to be sure that the car lanes around the school are open so fire trucks have access to all areas. Under no circumstances shall students gather around the fire equipment. Students should return to the building when directed to do so. The “ALL CLEAR” signal will be announced.
- Earthquakes: In case of an earthquake, students are to remain where they are. If indoors, students should try to get against an inside wall, in a doorway or under a table, desk or bench, and remember to stay away from outside doors and windows. Students are not to run outside because of falling debris. Students outside should stay away from buildings and overhead wires and should not enter a building. Students should stay where they are until directed as to what to do next. Teachers will notify their students as to when to exit using the same procedures as a fire drill.
- Electrical Outages: If there is a power failure, everyone is to remain where he/she is located. In many cases, power is restored quickly. Teachers should open doors, curtains and do anything else they can do to help light their areas of responsibility. If the problem cannot be corrected quickly, further instructions will be given as soon as possible.
- Lockdowns: As a precaution for the safety of students, Raymond School District has

established “Lockdown” procedures which include staying in the classroom until the danger has passed.

- **Lockouts:** During a lockout, the exterior doors to the building are locked, but school continues as normal within the building.

School Closing

In the event of severe inclement weather or mechanical breakdown school may be closed or the starting time delayed. These same conditions may also necessitate an early dismissal. You will receive an informational phone call and these events will be announced on local radio and television stations. Notification will also be made on social media such as Facebook and posted on the Raymond School District website. If no report is heard, it can be assumed that school will be in session. **PLEASE DO NOT CALL THE SCHOOL.** Telephone lines must be kept open for emergencies.

V—CAMPUS OPERATIONS/MISCELLANEOUS

Academic Advisor/Guidance Counselor

Counseling services are available for every student in our school and are based on the idea of helping students better themselves. These services include assistance with educational planning, interpretation of test scores, career information, study helps, help with home, school and/or social concerns, or any question the student may feel they would like to discuss with the counselor.

ASB And ID Cards

All students participating in sports, cheerleading, student council or any student activity funded by the ASB must have an ASB card. ASB cards are good for admission to home athletic events. The ASB card may also be used for identification and reduced admission fees for out of town athletic contests. ID cards provide students with identification for the Raymond Lunch Program and use of the school library. If your ASB or ID card needs to be replaced, you will be charged \$4 for the ASB and \$2 for the ID card. No charge will be applied for the original card.

Assemblies

Pep assemblies, class assemblies, or special program assemblies are held at various times during the school year. Students are required to attend all assembly programs that occur during their regular class schedule and are to be seated in their designated areas. Failure to attend shall be considered truancy and disciplinary action will follow. Behavior expectations at assemblies are the same as any other classroom on campus.

In addition all students should:

- Take care of restroom duties before entering the assembly
- Remain seated properly in their chairs throughout the entire assembly
- Stand for Pledge of Allegiance
- Respectfully pay attention to the speaker
- Remain for the entire assembly unless given special permission to leave early
- Give appropriate applause to assembly delegates
- Do not make distasteful remarks while people are talking or performing

- Wait to be excused by the Principal, ASB President or the assembly leader.

Cafeteria

The cafeteria is maintained as an important part of our school.

Conduct in the Commons:

- Cleanliness: Return all trays and utensils to the dishwashing area when you have finished your lunch. Deposit all lunch litter in the proper garbage cans. Leave the table and floor around your place in a clean condition for others.
- Cuts: There will be no cutting into the lunch line. Violators will clean off the tables in the cafeteria at the end of lunch. There will be no saving of places in the lunch line—once you step out of line you go to the end of the line.
- Throwing: There will be no throwing of anything in the cafeteria. When discarding garbage, walk up to the garbage can and drop the garbage into the can. Anyone caught throwing anything in the cafeteria will have to clean **tables** or lose the privilege of being in the cafeteria or both.
- School meals must be eaten in the cafeteria and no food or beverage may be removed from the cafeteria. **There will not be any pop or food in any classroom or hallways.** All opened containers of food or beverage must be consumed prior to leaving the cafeteria area. Any opened containers outside the commons area will be confiscated.

Daily Bulletins

Daily Bulletins are distributed to the students and teachers each day. Announcements for the daily bulletin must be submitted to the secretary in the office by 4pm for publication the following day. The principal must approve any announcements prior to the announcement being made over the public address system.

Dance Procedures

Dances are encouraged at Raymond. Students and staff planning a dance must following the guidelines below:

- Dances must be planned and approved by ASB and the principal at least two weeks before they occur.
- The Dance Procedure form and Fundraiser form must be turned into the office 5 school days preceding the dance.
- The sponsoring club will have completed the Facilities Use form at least 3 working days before the dance.
- Dances will not exceed three hours in duration and will not run past midnight.
- At least one advisor from the sponsoring organization must be a chaperone for the dance. The advisor may check out a key to the building on Friday afternoon and is responsible for checking out and returning the moneybox. The advisor should be sure that chaperones check the building frequently. Bathrooms and the dancing area should be checked most frequently.
- The advisor will confirm that the local police have been notified of the dance at least three days in advance.

- For accounting procedures, anyone paying admission must sign in. At the conclusion of the dance, the sponsor is to have funds for every signature on the sheet. The money should be counted and verified on the Balance Sheet included in the cash box. The money and patron signature sheet should be put in a safe place and returned to the office the next school day.
- Once a student enters the dance, they may not leave the dance. If they do leave, they will not be readmitted.
- The dance area must be cleaned and returned to original condition by noon Sunday. The janitors should be contacted about cleaning supplies prior to the dance.
- Only High School/Junior High students may attend. (Exception – if a visitor is registered in the office prior to the dance they may attend.)
- No one who is under the influence of drugs or alcohol will be permitted to enter the dance. Students under the influence of drugs/alcohol will be turned over to the police and the parents are to be notified by the advisor of the sponsoring organization.

• **Directory Information**

Directory information, name, photograph, address, phone number, date and place of birth, dates of attendance, participation in activities, height, weight, diplomas, awards, and previous school, may be publicly released without consent. Parents or students desiring to exclude any such information from public release should file an official request with the building principal.

Electronic Information System Acceptable Use Guidelines:

All use of the system must be in support of education and research and consistent with the mission of the district. District reserves the right to prioritize use and access to the system. Any use of the system must be in conformity to state and federal law, K-20 Network policies, and district policy. Use of the system for commercial solicitation is prohibited. The superintendent or designee must approve use of the system for charitable purposes in advance. The system constitutes public facilities and may not be used to support or oppose political candidates or ballot measures. No use of the system shall serve to disrupt the operation of the system by other; system components including hardware or software shall not be destroyed, modified or abused in any way. Malicious use of the system to develop programs that harass other users or gain unauthorized access to entities on the system and/or damage the components of an entity on the network is prohibited.

Users are responsible for the appropriateness and content of material they transmit or publish on the system. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited. Use of the system to access, store or distribute obscene or pornographic material is prohibited. Subscriptions to mailing lists, bulletin boards, chat groups and commercial on-line services and other information services must be pre-approved by the superintendent or designee.

Field Trips

A student must have his or her teachers, who are affected by the student's absence, sign the field

trip permission form. Teachers can approve or disapprove a student's field trip request based on classroom participation, current grade and attendance. If any one of the student's teachers disapproves of the student request, then the student will not be eligible for that field trip. The principal has final say in field trips that have an educational value. A student who has seven (7) or more absences in a semester does not qualify to go on a school related trip. If a student receives ISS more than two (2) times during a semester, he or she may not be eligible for the school trip. A class or club advisor may set further guidelines for field trip eligibility. The principal has final oversight on all issues.

Fines

Any student who has a financial responsibility to the school or ASB for damaged textbooks or other items will receive no grades or credits from the Raymond School District until that responsibility is met. The high school will release other information as deemed necessary for transferring students, but no transcript will be released until the fines are paid.

Student Pictures

From time to time, there may also be student pictures published in the newspaper. If students or parents do not want such information or photos to be available, they should notify the school office and the request will be honored.

Gymnasium Use

Students using the gymnasium must have permission and must be supervised by a teacher. Students are reminded also that they should not get on the floor with street shoes, which will damage the playing surface. The weight lifting area is completely off limits to all students unless a teacher or approved adult is present.

Lockers

Lockers are available for students to store their belongings. Locks are issued for each locker and lockers should be kept locked at all times. Students are cautioned against telling their combination to each other or they cannot expect their property to be safe. Students are cautioned not to keep money or other valuables in their lockers. Students are strictly responsible for their own lockers and locks. Flagrant abuse of the locker will result in a student being charged for any damage done. Missing locks will result in a fine. Any lockers, which do not operate properly, should be reported to the office immediately. School authorities have the right to search lockers when they have a reasonable belief that lockers are being used for an illegal purpose which violates school rules, or to locate school property.

Lost & Found

Articles found in and around the school should be turned in at the main office where the owners may claim their property by identifying it. Items will be kept until the end of the semester and then donated to local charities.

Schedule Changes

Once a student has registered, he or she will be granted schedule changes only when the student can demonstrate valid academic reasons for the changes. ***Schedules will not be changed after the 5th day of the semester except under unusual circumstances.***

Student Cars And Parking

Motor vehicles are to be used for the sole purpose of transportation to and from school. Student vehicles are to be parked in the student parking lot and shall not be entered or moved during the day except as authorized by the principal. All vehicles driven to school by students must be registered in the High School Office. The speed in the parking lot is 5 MPH. Those students who drive to school must realize that parking on the school grounds is a privilege, NOT A RIGHT, and violation of any of the rules may result in indefinite suspension of the right to park on the school grounds. Serious traffic violations will be referred to the Raymond Police.

Student Records

In compliance with the Family Educational Rights and Privacy Act of 1984 (a federal law), parents who wish to review their child's records may do so by making a request to the principal of the student's school. Adult students may also make such requests. If you feel that something in the record is inaccurate or misleading, you may ask to have it corrected, or you may have your comments added to the record. Student records shall be released to another school where the student has enrolled.

Substitute Teachers

Our school is fortunate in having capable people to help us whenever our regular teachers are ill, or are attending conferences. A substitute teacher is an important visitor whose impressions of our school will be carried into the community. Let us be certain that these are good impressions by being polite, helpful and considerate as you would be to your regular teacher.

Telephones

There are two telephones available for use by students: one is inside the main gym door and the second is on the counter in the high school office. Students are not to get out of class to make phone calls or use the classroom phones. When students are in class we will ask the caller to leave a message and we will then inform the student to call back during a class break. Messages and deliveries should be left in the office. Students will be called out of class only in an emergency. Cell phones are not to be used in any fashion in the classroom. Having a phone out in a classroom for texting, music, photos and/or communication purposes will result in the device being confiscated by the teacher and turned into the office. It will be held there until after school.

Visitors

To have a visitor, the student must request a Visitor's Permission Slip at least one day in advance of the visit. Each affected teacher and the principal must grant permission for the visitor before the office will grant a visitor's pass. A student may have only one guest at a time and guests may only visit for one day. According to Raymond School District policy, parents who wish to visit

their student's classroom must make arrangements with the teacher(s) 24 hours in advance. This visit is to be coordinated through the principal.

Withdrawal

If it becomes necessary for a student to withdraw from school during the school term, either the parent/guardian must be present to request withdrawal or a letter from the parent/guardian stating the reason for withdrawal and the destination for student records must be presented to the high school secretary. The secretary will prepare the appropriate forms for the student. The student is responsible for taking the form to each of his/her teachers for signature and for turning in all textbooks, library books, PE locks and for paying all fines. The completed form is to be returned to the secretary for final approval by the Principal and the student should pick up a copy of his/her immunization records for your next school. Please note that Raymond High School will not release any student records if the student has an unpaid fine.

VI - ATHLETICS

Athletic program Philosophy:

- Athletics are voluntary activities: participation is a privilege, not a right.
- Athletics support the academic mission of the school; they are an Integral part of the instructional program.

In addition, Athletics can bring:

- Individual growth and development
- Physical and mental Discipline
- Teamwork. Fair play and sportsmanship
- Respect for self and for others
- Respect for school rules and authorities
- Development of positive attitudes which translate into athletic successes
- Successful participation fosters successes in later life

Overall goals are to:

- Promote individual and team discipline
- Develop character and maturity in challenging situations
- Develop teamwork, fair play and sportsmanship
- Assist students in learning to be successful winners and gracious losers
- Develop individual and team athletic skills

Parents' role is to:

- Desire the very best for your child
- Appreciate your child's challenges
- Support your child whether winning or losing
- Help your child deal with adversity
- In times of frustration, encourage your child to respond appropriately

- Attend each season's parent meetings and read the athletic code
- Communicate with the coach, athletic director, or principal as needed in a respectful manner
- Help your child enjoy the experience

Section 2.

Purpose and Objective of the Athletic Code

Purpose: The athletic code is established in order to assist Raymond High School athletes, coaches, and administrators in maintaining an athletic program which:

1. Reflects the attitudes of the community.
2. Creates and maintains support and pride within the student body, staff, administration and community of Raymond High School.
3. Develops positive leadership in athletes.
4. Helps to create proper team discipline. All students who participate in interscholastic sport(s) for Raymond High School will be required to obey the athletic code.

Objectives:

1. This code will be regarded as a contract between the athlete and the school.
2. Cheerleaders will be considered athletes for the purpose of this code.
3. This code shall be in force throughout the season and may carry over the next season and/or school year.
4. The season shall be defined as being from the time the athletic code is presented in the team meeting at the beginning of the season through the time of the awards ceremony.

Section 3.

Coaches Expectations

Coaches are expected to follow the standard set of guidelines set forth by the athletic code. This is a minimum standard for coaches to follow. Coaches may at their discretion add to these standards. However, these standards should be considered the minimum.

If a player is later for a practice:

- First time extra conditioning (Coaches Discretion)
- Second time extra conditioning (Coaches Discretion-a warning if potential loss if playing time)
- Third time loss of playing time (Coaches Discretion)
- If problem persists (Coaches discretion-probation/ restriction/ suspension)

If a player misses a practice: (School sponsored activity)

- Coaches Discretion with prior approval by coach

If a player misses a practice: (Absence)

- Coaches Discretion (as per sport season handbook)

Absence Day before a game (Excused Dr appointment. sick, parent excused)

- Coaches discretion

Student athletes must be in attendance for **four full class periods** in order to practice and/or be eligible to play in a game, match, or contest that day.

*Note: prior arrangements **MUST** be made with the Principal, Athletic Director, or Principal designee for Dr. Appointments or family situations to enable a student athlete to participate.

In School Suspension (ISS):

May not Practice day of ISS

May not play in game/match that day

Must Complete ISS time before allowed to practice or play in next game, match or contest.

*Note exception: During extended vacation periods (Christmas/Spring Break) student athletes are required to practice, but may not participate in games, matches or contests until ISS is completed.

Saturday School:

When a student athlete receives notification of assigned Saturday school he/she will receive a one game suspension. The game suspension will occur with the next scheduled game, match or contest. Since Saturday school may be scheduled as far out as a two week period the student athlete will be allowed to practice and attend all team functions before completion of scheduled Saturday school.

If player quits the team and wishes to return:

- Coaches Discretion

These guidelines are not to impose upon coaches' discretion. Coaches are encouraged to make up their own set of guidelines and have their student athletes read and sign such team rules. The successful completion of the sports season and coaches recommendation are required to be considered for earning a school letter.

Recommended Letter Requirements: High School

Football: 8 quarters Varsity Level

Volleyball: 8 games Varsity Level

Basketball: 16 quarters Varsity Level

Wrestling: 2 matches Varsity level

Track: 11 Points Varsity level

Golf: 1 match Varsity level

Recommended letter requirements: Junior High

Football: 6 Quarters

Volleyball: 4 Games
Basketball: 8 quarters
Wrestling: 2 matches
Track: 10 points

Section 4

Eligibility

Immediately following the posting of grades at the end of a midterm, quarter, or semester, those students not meeting the above requirements will follow the policies below.

1. At a midterm or quarter grade check, a student with a failing grade in one class will be placed on probationary status for one week.
 - a. The student will have one week to raise the grade to passing.
 - b. If the grade is not passing in one week, the student will be ineligible until they have reached a passing level in all of their classes.
2. Any student failing two or more classes at a midterm or quarter grade check will be immediately ineligible until they are passing all of their classes.
3. At a semester grade check, any student failing one class will be ineligible for the first two weeks of the following semester.
4. Any student failing two or more classes at a semester grade check will be subject to WIAA eligibility rules.
 - a. For fall sports, students who failed two or more classes during the spring semester will be ineligible for the first two weeks of fall sport contests and will also be subject to a grade check on the 4th Saturday of September. A failing grade at that time will cause them to be ineligible for an additional 3 weeks.
 - b. At the end of the fall semester, students who failed two or more classes will be ineligible for the first 5 weeks of the next semester.

Section 5

Student Code of Conduct and Athletic Discipline Procedures

Raymond athletes have a responsibility to themselves, their families, their coaches/advisors, the team/squad on which they participate and to their community. Because these students are exposed to heightened risk or injury associated with participation in the sport and because they are role models to their fellow students, they are expected to comply with more stringent rules than those found in the student conduct code applicable to students in general.

1.Serious Student Misconduct: - Any athlete who performs an act that materially interferes with, or is detrimental to, the orderly operation of a class, a school sponsored activity, or any other aspect of the education process within the Raymond School District shall be subject to discipline. Those acts include the conduct topics defined in the current Raymond Jr./Sr. High School Student handbook under the heading “Serious Student Misconduct” and all written rules established by the coach of the current athletic season. Students who are assigned “In school- Suspension” will not be eligible to participate in any games or practices until all assigned days are fulfilled. Students who are assigned “ Saturday School” will follow the procedure explained under Section 3 of this

code. The following discipline procedures may be used:

Probation

This is a trial period, during which the athlete remains a part of the squad while he/she attempts to correct his/her deficiencies within a time prescribed by his/her coach(es).

This would be used for minor violation of the athletic code, such as: breaking eligibility rules established by the team, poor classroom conduct and violating coaches regulations.

If the athlete does not correct his/her deficiencies as prescribed, the probationary period is extended or the athlete is put on restriction.

Restriction

This is an action taken in conjunction with the Athletic Director. Restriction means the athlete may not participate in events/contests until removed from this status by meeting specific requirements as outlined in writing by the coach and the Athletic Director.

This would be used for major violations of the athletic code and gross misconduct in the classroom.

When there is valid reason for school personnel to believe that a student/athlete may have been involved in an Athletic Code violation a full investigation will begin. At that time, school personnel can/may put student athlete on immediate restriction (no participation in events/contests) for as long as the investigation may take to complete. The timeline for a complete investigation is subject to the needs of school personnel to fully gather information needed to make a judgment if any disciplinary action may be warranted.

Suspension

This is an action taken in conjunction with the Athletic Director. Suspension means removal from the team for the remainder of the season. This would be used for behavior and or conduct detrimental to the team, school or athlete and/or insubordination to any school personnel.

1. Criminal Acts: - criminal acts by students, in/or outside of school hours, will result in the appropriate disciplinary action.

First Offense: Any student participant found in violation of the above regulation will be immediately denied participation in any further athletic events for a period of fifteen (15) school days. The participant will continue to turn out for practice and continue to follow all team and school regulations.

Second offense: Immediate dismissal from the team and forfeiture of the privilege to earn any school letter, certificate or awards for the remainder of the sports season.

2. Legend Drugs (drugs obtained through prescription) and Controlled Substances- The use, and/or possession of/or selling of any legend drugs and/or controlled substances, or knowingly participating in and/or promoting illegal legend drugs and controlled substance use in or outside of school hours, is strictly forbidden and will result in the appropriate disciplinary

action. If student athletes find themselves in a situation as described above, they are expected to leave immediately.

First Offense: The participant shall be immediately ineligible for interscholastic competition in the current interscholastic sports program for the remainder of the season. Ineligibility shall continue until the next sports season in which the participant wishes to participate unless the student accesses the assistance outlined in 2.

A student/athlete that is found to be in violation of legend drugs and controlled substances shall have two options.

1. The student/athlete will be ineligible for participation in contests for the remainder of that interscholastic sports season and must meet with the school eligibility board in order to be eligible to compete in the next sports season. The school eligibility board will make a recommendation to the school principal. The school principal will have the final authority regarding the student's participation in further sports programs.

2. The student/athlete will be denied participation in further athletic contests for a period of 20 school athletic/participation days. The student/athlete is required to participate and to follow the recommendations resulting from a student drug health assessment. Failure to meet the recommendations of the student drug health assessment will cause student/athlete to be ineligible for participation in contests for the remainder of that interscholastic sports season and must meet with the school eligibility board in order to be eligible to compete in the next sports season (option 1).

2nd. Violation-Any student/athlete who is in violation for a second offense shall be ineligible for interscholastic competition for a period of one (1) calendar year from the date of the second violation.

3rd. Violation-Any student/athlete who is in violation for a third offense shall be permanently ineligible for interscholastic competition.

3. Alcohol and Marijuana- The use, and/or possession of/or selling of any alcoholic beverages and/or marijuana substances, or knowingly participating in and/or promoting illegal alcohol or marijuana use in or outside of school hours, is strictly forbidden and will result in the appropriate disciplinary action. If student athletes find themselves in a situation as described above, they are expected to leave immediately.

First Offense: The student/athlete will be denied participation in further athletic contests for a period of 40 school athletic/participation days. The student is required to practice and attend all team functions, but may not participate in any games/contests. After a total of 40 school/athletic participation days, the student may participate in games. Should the infraction occur with less than 40 days remaining in the season, the suspension will carry over to the next sport season in which the student participates. When a student/athlete is reportedly involved in an alcohol or

marijuana use situation, school officials will conduct a full investigation. If the student/athlete is cooperative and truthful when first questioned regarding such a situation the sanction will be reduced by 5 days. If the student/athlete (and the parent of the student/athlete) restricted by this section agrees to participate and to follow the recommendations resulting from a student alcohol/marijuana health assessment, the restriction may be reduced by 15 days. The two above listed reductions may be combined for a total reduction of 20 of the 40-day sanction. Failure to meet the recommendations of the student alcohol/marijuana health assessment will cause the full penalty to be installed. An athlete placed on restriction under these sections may not be removed from restriction during the above-specified time.

Any subsequent offense (alcohol and marijuana) during participation in grades 7-12, the student/athlete will be immediately dismissed from the team for the remainder of the sport season or 45 school/athletic participation days whichever is greater. The student will also forfeit the privilege to earn any school letter, certificate, or award of the current season. Should the infraction occur with less than 45 days remaining in the season, the suspension will carry forward to the next sport season in which the student participates.

4. Tobacco and Nicotine products- The use and/or possession of/or selling of any tobacco products (including smokeless tobacco, e-cigarettes, hookahs and vaporizers) inside or outside of school hours is strictly forbidden and will result in the appropriate disciplinary action.

First offense: The student will be denied participation in further athletic contests for a period of 25 school/athletic participation days. Athletic participation days are days on which athletic contests or practices are held. During that time the student must practice and attend with the team all team functions including games, but may not participate in games. Should the infraction occur with less than 25 days remaining in the season, the suspension will carry forward to the next sport season in which the student participates. When a student/athlete is reportedly involved in a tobacco situation, school officials will conduct a full investigation. If the student/athlete is cooperative and truthful when first questioned regarding such a situation, the sanction will be reduced by 5 days.

Second offense: The student will be immediately dismissed from the team for the remainder of the sport season or 45 school/athletic days whichever is greater. Should the infraction occur with less than 45 days remaining in the season, the suspension will carry forward to the next sport season in which the student participates. If the athlete (and the parent of the athlete) restricted by this section agrees to participate and to follow the recommendations resulting from a student tobacco health assessment the restriction may be reduced to 20 days. Failure to meet the recommendations of the student tobacco health assessment will cause the full penalty to be instituted.

An athlete placed on restriction under these sections may not be removed from restriction during the above, specified time.

Section 6

Appeal process for athletic eligibility and/or disciplinary action

When infractions occur within the athletic program, the following process will be followed:

A. Until the appeal process has been resolved, all penalties imposed for infractions of the athletic code shall remain in effect.

B. Upon the imposition of penalty for infraction of said rules or regulations, any aggrieved student and parents of said student shall have the right to an informal conference with the Building Hearing Committee consisting of: the Head Coach of the sport involved, the Athletic Director, the High School Principal and a Building Representative. If the student(s) and parent(s) do not make a written request for this informal conference within three (3) school days of the action grieved, they will have waived their right to the conference and appeal procedure. The informal conference is to be held within three (3) school days of the written request.

C. Any student choosing to appeal their ineligibility status due to low academic performance may request in writing a hearing before the Eligibility Committee. The Committee shall be composed of the Athletic Director, Academic Counselor and or Principal, student ASB President and one faculty member. In the case of a tie within the committee, the principal or principal designee will cast the deciding vote.

D. The aggrieved party may appeal the decision of the Building Hearing Committee or the Eligibility Committee to the Superintendent of schools. If the aggrieved party does not make a written request for this hearing within three (3) school days of receipt of the above decision, they will have waived their right to the hearing and the appeal procedure. The Superintendent of Schools will hear the case in detail within five (5) school days of the hearing.

E. The aggrieved party may appeal the decision of the Superintendent of Schools to the Board of Directors. If the aggrieved party does not make a written request for this within (3) schools days of receipt of the above decision, they will have waived their right to the hearing and the appeal procedure. The Board of Directors will hear the case in detail within ten (10) school days of the request for the hearing and will render a written decision within (10) school days of the hearing. The decision shall be final.

VII—Policies

ASB Requisitions/Financial Accounting

- The accounts of all classes and clubs will be maintained in the ASB Ledger.
- Individual class and club treasurers may keep duplicate records.
- A monthly ASB financial statement will be printed and distributed to anyone who wishes one.
- Advisors must submit in writing all requisitions used in purchasing items for clubs or classes, to the principal for approval and the assigning of a purchase order number. Requisitions must have attached a copy of the class/club minutes showing approval of purchase by organization. Nothing is to be purchased without an authorized requisition

and purchase order.

- Advisors are responsible for making sure their group has sufficient funds with which to make purchases. Classes and clubs wishing to purchase various items must have the money on hand in their current account prior to the purchase or have permission from the Student Council to make the purchase.
- Any advisor or student charging merchandise to a class or club without first having an approved purchase order will be personally liable for payment of the bill. Advisors are responsible for making sure that all students understand this and for supervising the financial activities of the group they advise.
- When activities involve sale or the collecting of funds, the advisor is responsible to see that accurate records of all cash and/or merchandise are kept. Cash boxes may be checked out from the ASB Treasurer (with two days advance notice). The box will contain a balance sheet showing the beginning amount of cash. This balance sheet must be completed by the advisor when the cash box is returned to the ASB Treasurer. No funds will be stored in the vault without appropriate balance sheets completed and attached.

Expression Of Opinion and Distribution Of Written Material

- The free expression of student opinion is an important part of education in a democratic society. Students' verbal and written expression of opinion on school premises is to be encouraged as long as it does not substantially disrupt the orderly operation of the school. The following guidelines shall be observed to assure both free expression of student opinion and the orderly conduct of school:
- Neither verbal, symbolic, nor written opinion shall be expressed or disseminated in such a way as to interfere with or interrupt the normal conduct of classes or the movement to and from classes.
- Students wishing to disseminate their opinions by distributing pamphlets, leaflets, or other written material on school property shall first submit their material to the building principal. The principal or his designee shall review the material as soon as is practicable, certainly within the same school day, to determine that the material:
 - is neither libelous nor obscene
 - is neither soliciting funds nor other form of commercialism
 - bears the name of the student proposing it for distribution
 - does not contain language or ideas of such a nature that it is reasonably probable that its distribution will cause disruption of the ordinary and necessary of school

**After review by the principal or his designee, written material which satisfies the criteria in section c above, may be distributed at the time and in the places, which the principal designated to insure both a minimum interruption of the normal activities of school and the reasonable opportunity for students to disseminate their opinions.

Official school publications such as the newspaper or yearbook shall comply with the criteria established in the section c above; except that paid commercial advertisements may be included.

Standards of responsible journalism, such as accuracy, completeness, and objectivity in reporting shall be observed. The advisor to the school publication shall be responsible to assure that the publication meets all standards and criteria.

Policies Governing Student Conduct

A violation of any one of the following Raymond School District policies will subject a student to penalties which may include “discipline”, short or long-term, “suspension” or “expulsion”, as may be appropriate.

Conduct

The following are prohibited on or adjacent to school premises or at school-sponsored activities and shall constitute cause for discipline, suspension or expulsion. (The district reserves the right to refer to the appropriate non-school agency any act or conduct of its pupils which may constitute a crime under federal, state, county or local law.)

- Any act or conduct causing substantial or material disruption or obstruction of any school function or operation.
- Any action, event or group of events, which constitutes a violation of federal, state or local law.
- The destruction, damage or theft of school property or the property of others.
- The attempt to inflict, or the actual infliction of, physical injury on any school employee, pupil or other person.
- The possession, handling or transmission of any object, which can reasonably be considered a weapon.
- Any act by a pupil directed toward any other pupil, teacher, administrator or other school personnel, or any other person for the purpose of intimidating or coercing them by the use of or threat of force.
- The unauthorized entry to or use of any school facilities.

Grievance Procedures

“Grievance” shall mean a complaint which has been filed by a complainant (a student, an employee, a parent or guardian) relating to alleged violations of any anti-discrimination law including Title IX regulations and Washington Administrative Code (WAC) 392-190 or Section 504 of the Rehabilitation Act of 1973, or Title VII of the Civil Rights Act of 1964.

A complaint shall mean a charge of alleging specific acts, conditions or circumstances, which are in violation of the anti-discrimination laws. A respondent shall mean the person alleged to be responsible or who may be responsible for the violation alleged in the complaint. The primary purpose of this procedure is to secure an equitable solution to a justifiable complaint. To this end, specific steps shall be taken:

- Level One: Prior to the filing of a written complaint, the complainant or affirmative action officer may request a meeting with the respondent alleged to be directly responsible for the

violation and/or person with the immediate supervisor who is related to the complaint. These persons shall make reasonable efforts to meet with any student, or student representative, and the Title IX officer to discuss the issues that the student, or student representative, may wish to bring to their attention. Such a meeting shall be at the option of the complainant. If unable to resolve this issue at this meeting, the complainant may submit a written complaint to the Title IX officer.

- **Level Two** The complaint must be signed by the complaining party and set forth the specific acts, conditions, or circumstances alleged to be in violation. The officer shall investigate the allegations set forth within 30 calendar days of the filing of the charge. The officer shall provide the superintendent with a full written report of the complaint and the results of the investigation. The superintendent shall respond in writing to the complainant as expeditiously as possible, but in no event later than 30 calendar days following receipt of the written complaint. The superintendent shall state that the district either: 1) Denies the allegations contained in the written complaint received by the district; or 2) Shall implement reasonable measures to eliminate any such act, condition or circumstance. 3)Such corrective measures deemed necessary shall be instituted as expeditiously as possible, but in no event later than 30 calendar days following the superintendent's mailing of a written response to the complaining party.
- **Level Three:** If a complainant remains aggrieved as a result of the action or inaction of the superintendent in resolving a complaint, the complainant may appeal to the board of the district by filing a written notice of appeal with the secretary of the board by the 10th calendar day following: 1) The date upon which the complainant received the superintendent's response, or 2)The expiration of the 30-calendar day response period stated in Level Two, whichever occurs first. The board shall schedule a hearing to commence by the 20th calendar day following termination of the hearing and shall provide a copy to the complainant.
- **Level Four:** In the event a complainant remains aggrieved with the decision of the board, the complainant may appeal the decision to any federal or state agency empowered with the authority to resolve such a complaint.

Sexual Harassment (Policy No. 3209)

- **Sexual Harassment of Students Prohibited:** This district is committed to a positive and productive education free from discrimination, including sexual harassment. This commitment extends to all students involved in academic, educational, extracurricular, athletic, and other programs or activities of the school, whether that program or activity is in a school facility, on school transportation or at a class or school training held elsewhere.
 - **Definitions** For purposes of this policy, sexual harassment means unwelcome conduct or communication of a sexual nature. Sexual harassment can occur adult to student, student to student or can be carried out by a group of students or adults and will be investigated by the district even if the alleged harasser is not a part of the school staff or student body. The district prohibits sexual harassment of students by other students, employees or third parties involved in school district activities.

- Under federal and state law, the term “sexual harassment” may include:
 - acts of sexual violence;
 - unwelcome sexual or gender-directed conduct or communication that interferes with an individual’s educational performance or creates an intimidating, hostile, or offensive environment; unwelcome sexual advances;
 - unwelcome requests for sexual favors;
 - sexual demands when submission is a stated or implied condition of obtaining an educational benefit;
 - sexual demands where submission or rejection is a factor in an academic, or other school-related decision affecting an individual. A “hostile environment” has been created for a student when sexual harassment is sufficiently serious to interfere with or limit the student’s ability to participate in or benefit from the school’s program. The more severe the conduct, the less need there is to demonstrate a repetitive series of incidents. In fact, a single or isolated incident of sexual harassment may create a hostile environment if the incident is
 - sufficiently severe, violent, or egregious.

Investigation and Response

- If the district knows, or reasonably should know, that sexual harassment has created a hostile environment, it will promptly investigate to determine what occurred and take appropriate steps to resolve the situation. If an investigation reveals that sexual harassment has created a hostile environment, the district will take prompt and effective steps reasonably calculated to end the sexual harassment, eliminate the hostile environment, prevent its recurrence and as appropriate, remedy its effects. 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. The district will take these steps every time a complaint, alleging sexual harassment comes 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. Regardless of whether the misconduct is reported to law enforcement, school staff will promptly investigate to determine what occurred and take appropriate steps to resolve the situation, to the extent that such investigation does not interfere with an ongoing criminal investigation. A criminal investigation does not relieve the district of its independent obligation to investigate and resolve sexual harassment.
- Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff or other third parties involved in school district activities. 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 and False Allegations

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.

Staff Responsibilities

- The superintendent will 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.
- Any school employee who witnesses sexual harassment or receives a report, informal complaint, or written complaint about sexual harassment is responsible for informing the district Title IX or Civil Rights Compliance Coordinator. All staff are also responsible for directing complainants to the formal complaint process.
- Reports of discrimination and discriminatory harassment will be referred to the district's Title IX/Civil Rights Compliance Coordinator. Reports of disability discrimination or harassment will be referred to the district's Section 504 Coordinator.

Staff Responsibilities

- In the event of an alleged sexual assault, the school principal will immediately inform: 1) the Title IX/Civil Rights Compliance Coordinator so that the district can appropriately respond to the incident consistent with its own grievance procedures; and 2) law enforcement.
- The principal will notify the targeted student(s) and their parents/ guardians of their right to file a criminal complaint and a sexual harassment complaint simultaneously.

Confidentiality

- If a complainant requests that his or her name not be revealed to the alleged perpetrator or asks that the district not investigate or seek action against the alleged perpetrator, the request will be forwarded to the *superintendent* for evaluation.
- The *superintendent* should inform the complainant that honoring the request may limit its ability to respond fully to the incident, including pursuing disciplinary action against the alleged perpetrator.
- If the complainant still requests that his or her name not be disclosed to the alleged perpetrator or that the district not investigate or seek action against the alleged perpetrator, the district will need to determine whether or not it can honor such a request while still providing a safe and nondiscriminatory environment for all students, staff and other third parties engaging in district activities, including the person who reported the sexual harassment. Although a complainant's request to have his or her name withheld may limit the district's ability to respond fully to an individual allegation of sexual

harassment, the district will use other appropriate means available to address the sexual harassment.

Retaliation

- Title IX prohibits retaliation against any individual who files a complaint under these laws or participates in a complaint investigation. When an informal or formal complaint of sexual harassment is made, the district will take steps to stop further harassment and prevent any retaliation against the person who made the complaint, was the subject of the harassment, or against those who provided information as a witness. The district will investigate all allegations of retaliation and take actions against those found to have retaliated.

Informal Complaint Process

Anyone may use informal procedures to report and resolve complaints of sexual harassment. Informal reports may be made to any staff member. Staff will always notify complainants of their right to file a formal complaint and the process for the same. Staff will also direct potential complainants to the *Title IX Coordinator in the District Office*. Additionally, staff will also inform an appropriate supervisor or professional staff member when they receive complaints of sexual harassment, especially when the complaint is beyond their training to resolve or alleges serious misconduct.

During the course of the informal complaint process, the district will take prompt and effective steps reasonably calculated to end any harassment and to correct any discriminatory effects on the complainant. If an investigation is needed to determine what occurred, the district will take interim measures to protect the complainant before the final outcome of the district's investigation (e.g., allowing the complainant to change academic or extracurricular activities or break times to avoid contact with the alleged perpetrator).

Informal remedies may include:

- An opportunity for the complainant to explain to the alleged harasser that his or her conduct is unwelcome, offensive or inappropriate, either in writing or face-to-face;
- A statement from a staff member to the alleged harasser that the alleged conduct is not appropriate and could lead to discipline if proven or repeated;
- A general public statement from an administrator in a building reviewing the district sexual harassment policy without identifying the complainant;
- Developing a safety plan;
- Separating students; or
- Providing staff and/or student training

Informal complaints may become formal complaints at the request of the complainant, parent/guardian, or because the district believes the complaint needs to be more thoroughly investigated. The district will inform the complainant and their parent/guardian how to report any subsequent problems. Additionally, the district will conduct follow-up inquiries to see if there have been any new incidents or instances of retaliation, and to promptly respond and appropriately address continuing or new problems. Follow-up inquiries will follow a timeline

agreed to by the district and complainant.

Student Title IX Policy (See policies 3207, 3209 and 3210)

The district shall provide equal educational opportunity and treatment for all students in all aspects of the academic and activities program without regard to race, creed, color, national origin, sex, or non-program-related physical, sensory or mental disabilities. RCW 49.60 Law Against Discrimination programs shall be free from sexual harassment.

Non-Discrimination

Raymond 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(s) has been designated to handle questions and complaints of alleged discrimination: The Title IX Officer for the District is Tera Stephens, the Section 504 Coordinator is Brian Maley Johnson and the Compliance Coordinator is Mr. KC Johnson. All of these people may be reached at 1016 Commercial Street, Raymond, WA, 98577; 360-942-3415.

ADDENDUM: Civil Rights Updates

Our Schools Protect Students from Harassment, Intimidation, and Bullying (HIB)

Schools are meant to be safe and inclusive environments where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities. This section defines HIB, explains what to do when you see or experience it, and our school's process for responding to it.

What is HIB?

HIB is any intentional electronic, written, verbal, or physical act of a student that:

- Physically harms another student or damages their property;
- Has the effect of greatly interfering with another student's education; or,
- Is so severe, persistent, or significant that it creates an intimidating or threatening education environment for other students.

HIB generally involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. HIB is not allowed, by law, in our schools.

How can I make a report or complaint about HIB?

Talk to any school staff member (consider starting with whoever you are most comfortable with!). You may use our district's reporting form to share concerns about HIB, **Formal Formal Form**, but reports about HIB can be made in writing or verbally. Your report can be made anonymously, if you are uncomfortable revealing your identity, or confidentially if you prefer it not be shared with other students involved with the report. No disciplinary action will be taken against another student based **solely** on an anonymous or

confidential report.

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. The Raymond School District has a HIB Compliance Officer, Superintendent K.C. Johnson kcjohnson@raymondsk12.org; (360) 942-3415 Ext. 4003; that supports prevention and response to HIB.

What happens after I make a report about HIB?

If you report HIB, school staff must attempt to resolve the concerns. If the concerns are resolved, then no further action may be necessary. However, if you feel that you or someone you know is the victim of unresolved, severe, or persistent HIB that requires further investigation and action, then you should request an official HIB investigation.

Also, the school must take actions to ensure that those who report HIB don't experience retaliation.

What is the investigation process?

When you report a complaint, the HIB Compliance Officer or staff member leading the investigation must notify the families of the students involved with the complaint and must make sure a prompt and thorough investigation takes place. The investigation must be completed within 5 school days, unless you agree on a different timeline. If your complaint involves circumstances that require a longer investigation, the district will notify you with the anticipated date for their response.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must provide you with the outcomes of the investigation within 2 school days. This response should include:

- A summary of the results of the investigation
- A determination of whether the HIB is substantiated
- Any corrective measures or remedies needed
- Clear information about how you can appeal the decision

What are the next steps if I disagree with the outcome?

For the student designated as the “targeted student” in a complaint:

If you do not agree with the school district's decision, you may appeal the decision and include any additional information regarding the complaint to the superintendent, or the person assigned to lead the appeal, and then to the school board.

For the student designated as the “aggressor” in a complaint:

A student found to be an “aggressor” in a HIB complaint may not appeal the decision of a HIB investigation. They can, however, appeal corrective actions that result from the findings of the HIB investigation.

For more information about the HIB complaint process, including important timelines, please see the district's HIB, [Formal Complaint Form](#), or the district's [HIB Policy 3207](#) and [Procedure 3207P](#).

Our School Stands Against Discrimination

Discrimination can happen when someone is treated differently or unfairly because they are part of a **protected class**, including their race, color, national origin, sex, gender identity, gender expression, sexual orientation, religion, creed, disability, use of a service animal, or veteran or military status.

What is discriminatory harassment?

Discriminatory harassment can include teasing and name-calling; graphic and written statements; or other conduct that may be physically threatening, harmful, or humiliating. Discriminatory harassment happens when the conduct is based on a student's protected class and is serious enough to create a hostile environment. A **hostile environment** is created when conduct is so severe, pervasive, or persistent that it limits a student's ability to participate in, or benefit from, the school's services, activities, or opportunities.

To review the district's Nondiscrimination [Policy 3210](#) and [Procedure 3210P](#).

What is sexual harassment?

Sexual harassment is any unwelcome conduct or communication that is sexual in nature and substantially interferes with a student's educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they must submit to unwelcome sexual conduct or communication to gain something in return, such as a grade or a place on a sports team.

Examples of sexual harassment can include pressuring a person for sexual actions or favors; unwelcome touching of a sexual nature; graphic or written statements of a sexual nature; distributing sexually explicit texts, e-mails, or pictures; making sexual jokes, rumors, or suggestive remarks; and physical violence, including rape and sexual assault.

Our schools do not discriminate based on sex and prohibit sex discrimination in all of our education programs and employment, as required by Title IX and state law.

To review the district's Sexual Harassment [Policy 3205](#), [Procedure 3205P1](#) and [3205P2](#).

What should my school do about discriminatory and sexual harassment?

When a school becomes aware of possible discriminatory or sexual harassment, it must investigate and stop the harassment. The school must address any effects the harassment had on the student at school, including eliminating the hostile environment, and make sure that the harassment does not happen again.

What can I do if I'm concerned about discrimination or harassment?

Talk to a Coordinator or submit a written complaint. You may contact the following school district staff members to report your concerns, ask questions, or learn more about how to resolve your concerns.

Concerns about discrimination:

Civil Rights Coordinator: KC Johnson 1016 Commercial Street, Raymond; phone (360) 942-3415 ext. 4003; email kcjohnson@raymond.k12.or.us

Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator: Mike Tully 1016 Commercial Street, Raymond; phone (360) 942-3415 ext. 2181; email mtully@raymond.k12.or.us

Concerns about disability discrimination:

Section 504 Coordinator: Principal Brian Maley 1016 Commercial Street, Raymond; phone (360) 942-3415 ext. 2106; email bmaley@raymond.k12.or.us

Concerns about discrimination based on gender identity:

Gender-Inclusive Schools Coordinator: Danielle Rosetta 921 Commercial Street, Raymond; phone (360) 942-3415 ext. 1001; email drosetta@raymond.k12.or.us

To **submit a written complaint**, describe the conduct or incident that may be discriminatory and send it by

mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights coordinator. Submit the complaint as soon as possible for a prompt investigation, and within one year of the conduct or incident.

What happens after I file a discrimination complaint?

The Civil Rights Coordinator will give you a copy of the school district's discrimination complaint procedure. The Civil Rights Coordinator must make sure a prompt and thorough investigation takes place. The investigation must be completed within 30 calendar days unless you agree to a different timeline. If your complaint involves exceptional circumstances that require a longer investigation, the Civil Rights Coordinator will notify you in writing with the anticipated date for their response.

When the investigation is complete, the school district superintendent or the staff member leading the investigation will send you a written response. This response will include:

- A summary of the results of the investigation
- A determination of whether the school district failed to comply with civil rights laws
- Any corrective measures or remedies needed
- Notice about how you can appeal the decision

What are the next steps if I disagree with the outcome?

If you do not agree with the outcome of your complaint, you may appeal the decision to Superintendent KC Johnson 1016 Commercial Street, Raymond; phone (360) 942-3415 ext. 4003; email [KCJohnson@raymond.k12.org](mailto:KCJohnson@raymond.k12.wa.us) and then to the Office of Superintendent of Public Instruction (OSPI). More information about this process, including important timelines, is included in the district's Nondiscrimination Procedure 3210P and Sexual Harassment Procedure 3205P. You can find them on our website policy section [https://raymond.k12.org/en-us/board-policies-45568cf9](https://raymond.k12.wa.us/en-us/board-policies-45568cf9).

I already submitted an HIB complaint – what will my school do?

Harassment, intimidation, or bullying (HIB) can also be discrimination if it's related to a protected class. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will notify the Civil Rights Coordinator. The school district will investigate the complaint using both the Nondiscrimination Procedure 3210P and the HIB Procedure 3207P to **fully resolve your complaint**.

Who else can help with HIB or Discrimination Concerns?

Office of Superintendent of Public Instruction (OSPI)

All reports must start locally at the school or district level. However, OSPI can assist students, families, communities, and school staff with questions about state law, the HIB complaint process, and the discrimination and sexual harassment complaint processes.

OSPI School Safety Center (For questions about harassment, intimidation, and bullying)

- Website: ospi.k12.wa.us/student-success/health-safety/school-safety-center
- Email: schoolsafety@k12.wa.us
- Phone: 360-725-6068

OSPI Equity and Civil Rights Office (For questions about discrimination and sexual harassment)

- Website: ospi.k12.wa.us/policy-funding/equity-and-civil-rights
- Email: equity@k12.wa.us
- Phone: 360-725-6162

Washington State Governor's Office of the Education Ombuds (OEO)

The Washington State Governor's Office of the Education Ombuds works with families, communities, and schools to address problems together so every student can fully participate and thrive in Washington's K-12 public schools. OEO provides informal conflict resolution tools, coaching, facilitation, and training about family, community engagement, and systems advocacy.

- Website: www.oeo.wa.gov
- Email: oeoinfo@gov.wa.gov
- Phone: 1-866-297-2597

U.S. Department of Education, Office for Civil Rights (OCR)

The U.S. Department of Education, Office for Civil Rights (OCR) enforces federal nondiscrimination laws in public schools, including those that prohibit discrimination based on sex, race, color, national origin, disability, and age. OCR also has a discrimination complaint process.

- Website: <https://www2.ed.gov/about/offices/list/ocr/index.html>
- Email: ocr@ed.gov
- Phone: 800-421-3481

Our School is Gender-Inclusive

In Washington, all students have the right to be treated consistent with their gender identity at school. Our school will:

- Address students by their requested name and pronouns, with or without a legal name change
- Change a student's gender designation and have their gender accurately reflected in school records
- Allow students to use restrooms and locker rooms that align with their gender identity
- Allow students to participate in sports, physical education courses, field trips, and overnight trips in accordance with their gender identity
- Keep health and education information confidential and private
- Allow students to wear clothing that reflects their gender identity and apply dress codes without regard to a student's gender or perceived gender
- Protect students from teasing, bullying, or harassment based on their gender or gender identity

To review the district's Gender-Inclusive Schools [Policy 3211](#) and [Procedure 3211P](#). If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator:

Danielle Rosetta: 921 Commercial Street, Raymond; email drosetta@raymond.k12.org; phone (360) 942-3415 ext. 1001

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information above on pages 3 and 5.