

**LA CONNER LEARNING COMMUNITY**  
**LA CONNER SCHOOL DISTRICT**



## OVERVIEW OF THE LA CONNER LEARNING COMMUNITY

THE LA CONNER LEARNING COMMUNITY, AN ALTERNATIVE LEARNING EXPERIENCE, INVOLVES LEARNING IN A DIFFERENT WAY AND IN A DIFFERENT LEARNING ENVIRONMENT. THIS INFORMATION WILL PROVIDE STUDENTS AND FAMILIES WITH AN OVERVIEW OF EXPECTATIONS AND HOW THE PROGRAM FUNCTIONS.

ALL COURSES OF STUDY ARE PLANNED AS PROJECT-BASED LEARNING OPPORTUNITIES. STUDENTS WILL WORK IN THE CLASSROOM TWELVE HOURS PER WEEK AND COMPLETE WORK OUTSIDE OF THE CLASSROOM AS INDICATED ON THEIR WRITTEN STUDENT LEARNING PLAN (WSLP). THIS PROGRAM IS DESIGNED FOR THOSE WHO ARE MAKING A DEDICATED ATTEMPT TO COMPLETE THEIR HIGH SCHOOL EDUCATION AND NEED A CHANGE TO ACHIEVE THIS GOAL.

AT THE END OF A 6-WEEK COURSE OF STUDY, THE COMPLETED PROJECT ASSESSMENT(S) ARE EVALUATED TO VALIDATE WHETHER A STUDENT LEARNED AND EARNED THE CREDIT(S). WHEN SUCCESSFULLY COMPLETED, THE CREDIT WILL BE APPLIED TO THE TRANSCRIPT.

THROUGHOUT THE SCHOOL YEAR, STUDENTS WILL RECEIVE WEEKLY UPDATES BASED ON THE WRITTEN STUDENT LEARNING PLAN. THESE UPDATES WILL REVIEW STUDENT PROGRESS (COURSEWORK), COMPLETE NEEDED TASKS/ASSESSMENTS, OR GET HELP WITH COURSEWORK/STUDY.

THE TIME COMMITMENT ADDS UP WEEKLY TO AVERAGE A MINIMUM OF 27 HOURS AND 45 MINUTES OF CLASS/CAMPUS ATTENDANCE, AND COURSE CONTRACT STUDY AND HOMEWORK HOURS. ATTENDANCE AND HOMEWORK ARE ESSENTIAL TO COMPLETING THE COURSEWORK. (WAC 392-121-122)

STUDENTS MAY BE DROPPED FROM THE PROGRAM IF THEY ARE ABSENT, WITHOUT A VALID EXCUSE, FOR MORE THAN FOUR CONSECUTIVE APPOINTMENT DAYS OR WHEN HOMEWORK AND CONSULTATION HOURS COMBINED TOTAL LESS THAN 111 HOURS OVER FOUR WEEKS (ONE MONTH).

*MRS. CHRISTINE TRIPP*

*PROGRAM DIRECTOR, LA CONNER LEARNING COMMUNITY*

*UPDATED 6/23/2025 CT*

LA CONNER LEARNING COMMUNITY

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THE LA CONNER SCHOOL DISTRICT RECOGNIZES THAT THERE ARE AS MANY DIFFERENT LEARNING STYLES AS THERE ARE LEARNERS. THUS, THE DISTRICT PROVIDES AN ALTERNATIVE LEARNING EDUCATION PROGRAM THAT IS AVAILABLE TO QUALIFIED STUDENTS, PROVIDING MULTIPLE OPTIONS IN A POSITIVE AND SELF-DIRECTED ENVIRONMENT TO GAIN KNOWLEDGE AND COMPLETE THE QUALIFICATIONS TO EARN A HIGH SCHOOL DIPLOMA. ALONG WITH THESE OFFERINGS, IT IS IMPORTANT TO NOTE THAT THIS INCLUDES PREPARATION FOR ROLES IN SOCIETY, CAREERS, AND THE WORLD OF WORK. THE PROGRAM IS OFFERED TO STUDENTS WHO MEET ADMISSION CRITERIA, AND THEIR CONTINUING ATTENDANCE IS DEPENDENT ON THEIR ABILITY TO FOLLOW LA CONNER LEARNING COMMUNITY POLICY AND PROCEDURE. THE PROGRAM DIRECTOR REVIEWS ALL ADMISSIONS TO THE PROGRAM.

THE TEACHING STAFF IS AVAILABLE TO GUIDE THE STUDENT IN PREPARING A WRITTEN STUDENT LEARNING PLAN (WSLP). THIS INCLUDES DEVELOPING ACTIVITIES, FINDING RESOURCES, AND DETERMINING LEARNING ASSESSMENTS WITH INDIVIDUALS. HELPING WITH COURSEWORK, ASSISTING IN DETERMINING THE CONTENT OF THE COURSEWORK, AND MAINTAINING ALL STUDENT RECORDS TO SATISFY STUDENT NEEDS ARE AMONG SOME OF THE OTHER SERVICES PROVIDED.

### **ADMISSION**

IT IS STRONGLY ENCOURAGED THAT APPLICANTS WHO WISH TO ENROLL SHOW THEY HAVE MADE AN EFFORT IN THE TRADITIONAL SCHOOL SETTING FOR AT LEAST ONE ACADEMIC YEAR. TYPICAL EXAMPLES OF VALID REASONS FOR ENROLLMENT IN THE LA CONNER LEARNING COMMUNITY:

1. BE A STUDENT WITH JUNIOR OR SENIOR AGE STATUS AND UNDER 21.
2. CURRENT OR PAST ENROLLMENT IN THE LA CONNER LEARNING COMMUNITY OR PAST ENROLLMENT FROM ANOTHER ALTERNATIVE LEARNING EDUCATION PROGRAM.
3. PERSONAL CIRCUMSTANCES MAKE THE ALTERNATIVE PROGRAM THE MOST APPROPRIATE EDUCATIONAL SETTING FOR THE STUDENT.
4. HAVE A JOB THAT REQUIRES A MINIMUM OF 20 HOURS PER WEEK. STUDENT MUST OBTAIN A SIGNED VERIFICATION FORM FROM THEIR EMPLOYER.
5. A DESIRE AND COMMITMENT TO ACQUIRE A HIGH SCHOOL EDUCATION

## ATTENDANCE

ATTENDANCE WILL BE TAKEN EVERY DAY THE PROGRAM MEETS.

IF YOUR CHILD IS ABSENT FOR ANY REASON:

- CALL THE OFFICE AT 360.466.3173, OR EMAIL THE OFFICE AT [SJONES@LC.K12.WA.US](mailto:SJONES@LC.K12.WA.US). OR  
TEXT THE SCHOOL USING THE COMMUNICATION APPS (REMIND, ATTENDANCE)
- CONTACT THE CLASSROOM TEACHER TO ASK FOR ASSIGNMENTS TO BE MADE UP
- PROVIDE A NOTE FROM THE DOCTOR IF THE ABSENCE IS 3 DAYS OR MORE FOR HEALTH REASONS
- MAKE ARRANGEMENTS WITH THE CLASSROOM TEACHER IF YOUR CHILD WILL HAVE AN EXTENDED ABSENCE (5 DAYS OR MORE)
- PLEASE UPDATE YOUR HOME, CELL, WORK, AND EMERGENCY PHONE NUMBERS WITH OUR OFFICE REGULARLY
- OUR GOAL IS FOR KIDS TO PARTICIPATE IN THE LEARNING ENVIRONMENT AS MUCH AS POSSIBLE:
  - MINIMUM OF 6 HOURS

\*ON-TIME ARRIVAL AT SCHOOL IS CRITICAL TO THEIR SUCCESS!

*ALL PARENTS IN THIS STATE OF ANY CHILD EIGHT YEARS OF AGE AND UNDER EIGHTEEN YEARS OF AGE SHALL CAUSE SUCH CHILD TO ATTEND THE PUBLIC SCHOOL OF THE DISTRICT IN WHICH THE CHILD RESIDES AND SUCH CHILD SHALL HAVE THE RESPONSIBILITY TO AND THEREFORE SHALL ATTEND FOR THE FULL TIME WHEN SUCH SCHOOL MAY BE IN SESSION. (RCW 28A.225.010)*

*ONLY THE SCHOOL OFFICE CAN EXCUSE AN ABSENCE BASED ON TIMELY INFORMATION. EXCUSABLE ABSENCES INCLUDE THE FOLLOWING:*

- 1) ILLNESS/MENTAL HEALTH
- 2) MEDICAL APPOINTMENTS
- 3) FAMILY EMERGENCIES
- 4) COURT/LEGAL PROCEEDINGS
- 5) RELIGIOUS/CULTURAL OBSERVATIONS
- 6) PRE-PLANNED VACATIONS
- 7) FUNERALS, BEREAVEMENT.

*PARENTS ARE ASKED TO CALL THE OFFICE WITHIN 48 HOURS TO EXCUSE AN ABSENCE AND/OR SEND A WRITTEN EXCUSE WITH THE STUDENT IF RETURNING ON THE DAY FOLLOWING THE ABSENCE. ABSENCES EXCUSED BEYOND THE 48 HOURS WILL REQUIRE DOCUMENTATION. CAR PROBLEMS OR OVERSLEEPING ARE NOT EXCUSABLE TARDINESS OR ABSENCES (SEE LINK FOR THE WA STATE LAW).*

**\*\*[HTTPS://APPS.LEG.WA.GOV/WAC/DEFAULT.ASPX?CITE=392-401-020](https://apps.leg.wa.gov/wac/default.aspx?cite=392-401-020)**

*PLEASE NOTE THAT 5 UNEXCUSED ABSENCES IN A MONTH OR 10 IN A YEAR MUST BE REPORTED TO THE SKAGIT COUNTY SUPERIOR COURT FOR PROCESSING UNDER THE BECCA STATUTE. (THE STATE LAW REQUIRES STUDENTS TO ATTEND SCHOOL UNTIL THE AGE OF 18). STUDENTS SHOULD ALSO KNOW THAT HOMEWORK OR MAKE-UP WORK WILL BE PROVIDED FOR UNEXCUSED ABSENCES ONLY AT THE TEACHER'S DISCRETION.*

*TRUANCIES (SKIPPING CLASSES) AND TARDINESS WILL BE MANAGED ACCORDING TO THE PROVISIONS OF THE LA CONNER MIDDLE-HIGH SCHOOL DISCIPLINE POLICY.*

*AFTER 10 ACCUMULATED DAYS OF EXCUSED ABSENCES, A NOTE FROM A HEALTHCARE PROVIDER WILL BE REQUIRED FOR EACH SUBSEQUENT ILLNESS-RELATED/MENTAL HEALTH ABSENCE. ABSENCES WILL REMAIN UNEXCUSED UNLESS A NOTE IS RECEIVED WITHIN THREE SCHOOL DAYS.*

*FOR AN EARLY DISMISSAL, STUDENTS MUST BRING A DATED NOTE FROM HOME TO THE OFFICE BEFORE SCHOOL. BEFORE A STUDENT LEAVES CAMPUS, PARENTS MUST SIGN THEIR STUDENT OUT ON THE STUDENT SIGN-OUT SHEET IN THE OFFICE OR CALL THE OFFICE. PARENTS WISHING THEIR STUDENT TO WALK HOME (OR TO THE DOCTOR) OR LEAVE CAMPUS WITH ANOTHER ADULT MUST EITHER CALL THE SCHOOL OR SEND SPECIFIC WRITTEN PERMISSION. STUDENTS ARE NOT ALLOWED TO WAIT OUTSIDE IN FRONT OF THE BUILDING.*

*STUDENTS WHO ARE 18 YEARS OF AGE OR OLDER MUST HAVE WRITTEN PERMISSION FROM THEIR PARENT/GUARDIAN THAT THEY ARE ALLOWED TO SIGN THEMSELVES OUT FOR AN EARLY DISMISSAL.*

PRE-PLANNED ABSENCES ARE EXCUSED WHEN A STUDENT COMPLETES AND TURNS IN A PRE-PLANNED ABSENCE FORM SIGNED BY ALL TEACHERS AND APPROVED BY A PARENT/GUARDIAN AND THE PRINCIPAL. PRE-PLANS SHOULD BE USED FOR PREDICTABLE ABSENCES SUCH AS APPOINTMENTS, VACATIONS, FIELD TRIPS, AND COURT OR LEGAL PROCEEDINGS. PRE-PLANNED ABSENCES MAY NOT BE EXCUSED IF THE STUDENT IS FAILING AND TEACHERS AND/OR THE PRINCIPAL CONCLUDE THAT THE ABSENCE WILL NEGATIVELY IMPACT THE STUDENT'S ACADEMIC PROGRESS.

**IF A MINIMUM OF 6 HOURS IN PERSON/WEEK IS NOT MET THE FOLLOWING STEPS WILL BE TAKEN:  
WEEK #1 – PHONE CALL TO FAMILY/STUDENT ALERTING THEM THAT ATTENDANCE REQUIREMENTS UNMET  
WEEK #2 – STUDENT WILL WORK WITH STAFF ON AN ATTENDANCE/ENGAGEMENT CONTRACT  
IF AFTER 4 WEEKS, THE STUDENT CONTINUES NOT MAKING PROGRESS IN ATTENDANCE THEY MAY BE DROPPED FROM THE PROGRAM**

## **CLASS TIME**

**CLASS TIME** ALLOWS STAFF AND STUDENTS TO WORK ON COURSEWORK AND EVALUATE STUDENT PROGRESS. THIS IS ALSO AN OPPORTUNITY TO EVALUATE **WRITTEN STUDENT LEARNING PLANS** AND ADJUST, IF NEEDED, TO MAKE THE PROCESS MORE MEANINGFUL SO LEARNING CAN TAKE PLACE. **12 HOURS PER WEEK** ARE REQUIRED FOR EACH **LA CONNER LEARNING COMMUNITY CLASS** WILL BE HELD IN THE **LA CONNER SCHOOL DISTRICT OFFICE BUILDING, 305 N 6TH STREET (MONDAY, TUESDAY, THURSDAY, AND FRIDAY 9 AM TO 12 PM – NO CLASS ON WEDNESDAYS).**

## NEW ANNUAL NOTICE REQUIREMENTS FOR STUDENT HANDBOOKS & SCHOOL WEBSITES

BEGINNING WITH THE 2024–25 SCHOOL YEAR, [A NEW WASHINGTON STATE LAW](#) REQUIRES EACH SCHOOL DISTRICT TO PUBLISH OSPI’S MODEL STUDENT HANDBOOK LANGUAGE IN HANDBOOKS AND ON WEBSITES TO NOTIFY THEIR SCHOOL COMMUNITY OF DISTRICT POLICIES AND PROCEDURES RELATED TO HARASSMENT, INTIMIDATION, AND BULLYING (HIB); DISCRIMINATION; SEXUAL HARASSMENT; AND GENDER-INCLUSIVE SCHOOLS.

ON APRIL 5, 2024, OSPI PUBLISHED A BULLETIN TO OUTLINE THESE NEW REQUIREMENTS, INTRODUCE THE NEW MODEL HANDBOOK LANGUAGE, AND PROVIDE GUIDANCE ON IMPLEMENTATION:

- [OSPI BULLETIN No. 018-24: NEW REQUIREMENTS FOR ANNUAL NOTICES REGARDING DISCRIMINATION, HARASSMENT, INTIMIDATION, AND BULLYING](#)
- [MODEL STUDENT HANDBOOK LANGUAGE \(DOCX\)](#)

THE MODEL STUDENT HANDBOOK LANGUAGE IS ALSO AVAILABLE ON OSPI’S [NOTIFICATION REQUIREMENTS, STAFF TRAINING, AND OUTREACH MATERIALS](#) WEBPAGE.

### QUESTIONS AND ASSISTANCE

FOR QUESTIONS REGARDING THIS BULLETIN OR THE NEW REQUIREMENTS, PLEASE CONTACT SARAH ALBERTSON, MANAGING ATTORNEY, EQUITY AND CIVIL RIGHTS, AT 360-725-6162 OR EMAIL [SARAH ALBERTSON](#).

FOR QUESTIONS REGARDING DISCRIMINATORY HARASSMENT, SEXUAL HARASSMENT, OR GENDER-INCLUSIVE SCHOOLS, CONTACT THE [EQUITY AND CIVIL RIGHTS OFFICE](#) AT 360-725-6162.

FOR QUESTIONS REGARDING HIB, PLEASE CONTACT THE SCHOOL SAFETY CENTER AT 360-725-6068 OR EMAIL [SCHOOLSAFETY@K12.WA.US](#).

### 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, during school sports, and during other school activities. This section defines HIB, explains what to do when you see or experience it, and outlines our school’s response process.

### WHAT IS HIB?

State law defines HIB in [RCW 28A.600.477\(5\)\(b\)\(i\)](#) as “any intentional electronic, written, verbal, or physical act including, but not limited to, one shown to be motivated by any characteristic in [RCW 28A.640.010](#) and [28A.642.010](#) (discrimination based on a protected class) or other distinguishing characteristics, when the intentional electronic, written, verbal, or physical act:

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

HIB may involve an observed or perceived power imbalance and is either repeated multiple times or highly likely to be repeated. By law, HIB is not allowed in our schools.

### HOW CAN I MAKE A REPORT OR COMPLAINT ABOUT HIB?

Talk to any school staff member (consider starting with whomever you are most comfortable with!). You

may use our district's reporting form to share concerns about HIB ([HIB Reporting Form](#)) but reports about HIB can be made in writing or verbally. If you are uncomfortable revealing your identity, you can make your report anonymously, or you can make it confidentially if you prefer not to share it 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. Our district also has a HIB Compliance Officer, Director of Teaching and Learning Beth Clothier, 360-466-3171 ext. 3294, [bclothier@lc.k12.wa.us](mailto:bclothier@lc.k12.wa.us) PO Box 2103, 404 N 6th Street, La Conner, WA 98257 who 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 action 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 of 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.

Please see the district's HIB Policy [[3207](#)], Procedure [[3207P](#)], and Form [3207F](#) for more information about the HIB complaint process, including important timelines.

#### **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. It occurs 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](#) and Procedure [3205P](#).*

#### **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 ALSO ADDRESS ANY EFFECTS THE HARASSMENT HAD ON THE STUDENT, INCLUDING ELIMINATING THE HOSTILE ENVIRONMENT AND ENSURING THAT IT 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:** Superintendent David Cram, 360-466-3171 ext. 4005, [dcram@lc.k12.wa.us](mailto:dcram@lc.k12.wa.us) PO Box 2103, 404 N 6th Street, La Conner, WA 98257

### Concerns about sex discrimination, including sexual harassment:

**Title IX Coordinator:** Secondary Principal Christine Tripp, 360-466-3171 ext. 2117, [ctripp@lc.k12.wa.us](mailto:ctripp@lc.k12.wa.us), PO Box 2103, 404 N 6th Street, La Conner, WA 98257

### Concerns about disability discrimination:

**Section 504 Coordinator:** SPED Director Beth Mills 360-466-3171 ext. 4006, [bmills@lc.k12.wa.us](mailto:bmills@lc.k12.wa.us) PO Box 2103, 404 N 6th Street, La Conner, WA 98257

### Concerns about discrimination based on gender identity:

**Gender-Inclusive Schools Coordinator:** Director of Teaching and Learning Beth Clothier, 360-466-3171 ext. 3294, [bclothier@lc.k12.wa.us](mailto:bclothier@lc.k12.wa.us) PO Box 2103, 404 N 6th Street, La Conner, WA 98257

### Concerns about discrimination based on Harassment, Intimidation, and Bullying:

**Harassment, Intimidation, and Bullying:** Director of Teaching and Learning Beth Clothier, 360-466-3171 ext. 3294, [bclothier@lc.k12.wa.us](mailto:bclothier@lc.k12.wa.us) PO Box 2103, 404 N 6th Street, La Conner, WA 98257

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, Superintendent David Cram will provide 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 the La Conner School Board 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](#).

### **I ALREADY SUBMITTED A 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](http://ospi.k12.wa.us/student-success/health-safety/school-safety-center)
- Email: [schoolsafety@k12.wa.us](mailto:schoolsafety@k12.wa.us)
- Phone: 360-725-6068

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

- Website: <https://ospi.k12.wa.us/policy-funding/equity-and-civil-rights>
- Email: [equity@k12.wa.us](mailto: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](http://www.oeo.wa.gov)
- Email: [oeoinfo@gov.wa.gov](mailto: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://www.ed.gov/>
- Email: [ocr@ed.gov](mailto: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: Director of Teaching and Learning Beth Clothier, 60-466-3171 ext. 3294, [bclothier@lc.k12.wa.us](mailto:bclothier@lc.k12.wa.us) PO Box 2103, 404 N 6th Street, La Conner, WA 98257.

## **GRADUATION INFORMATION**

### **[LCHS CURRICULUM GUIDE](#)**

## **EDMENTUM**

EDMENTUM IS AN ONLINE PROGRAM THAT OFFERS A FULL CURRICULUM, INCLUDING AP, HONORS, ELECTIVES, DUAL CREDIT, AND CONCEPT AND CREDIT RECOVERY COURSES. LA CONNER LEARNING COMMUNITY STUDENTS WHO HAVE HIGH-SPEED INTERNET ACCESS AT HOME CAN SIGN UP FOR THESE COURSES TO EARN CREDITS TOWARD GRADUATION. THE COURSES COMBINE DIRECT-INSTRUCTION VIDEOS FEATURING EXPERT, ON-SCREEN TEACHERS WITH RIGOROUS ASSIGNMENTS, PERFORMANCE TASKS, AND ASSESSMENTS TO ENGAGE STUDENTS AND ENSURE SUBJECT-AREA MASTERY.

## **LA CONNER STUDENT HANDBOOK**

### **[STUDENT HANDBOOK](#)**







