



2025-2026  
Student Handbook

# La Conner Middle & High Schools

## Student Handbook 2025-2026

<p>P.O. Box 2103 404 N. Sixth Street La Conner, WA. 98257 Phone: 466-3173 Fax: 466-0153 Office Hours 7:45 - 3:15 Updated 6/16/2025</p>	<p><b>Superintendent:</b> David Cram</p> <p><b>Principal/District AD:</b> Christine Tripp</p> <p><b>CTE/Technology Director:</b> Ryan Hiller</p> <p><b>Counselor:</b> Eric Crinklaw</p> <p><b>Registrar:</b> Sarah Walls</p> <p><b>Administrative Assistant:</b> Sheena Jones</p>
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### WELCOME TO LA CONNER MIDDLE & HIGH SCHOOLS Every Brave a Lifelong Learner

**District Values:** \* Accountability \* Respect \* Integrity

**School Values:** \* Respect \* Kindness \* Effort

**Mission Statement** - Our Mission is to strengthen excellence in education through equity. We will continue our intense focus on individual students, so they are able to successfully launch into their next level of career and education, near and far.

**\* Engage \* Connect \* Achieve \***

**Review of this handbook serves as a guide to all students about expectations at LCMS and LCHS.**

# Home of the Braves

## Alma Mater

La Conner High we're loyal to you  
And we will do our best for you,  
Through all our youthful days  
Our alma mater we'll praise,

And when our school days are o'er  
And the years go passing by,  
We'll be glad we have the memory of  
Our dear La Conner High.

(Note: The alumni association is among the oldest in the state. The Class of 2026 will be the 132nd class to graduate from La Conner. In graduating from La Conner High School, you will become part of a tradition of excellence.)

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**LA CONNER HIGH SCHOOL BIOGRAPHY 2025-26**

**ASB Officers**

**President** – Maeve McCormick **Vice Pres** - Izzy Villard **Secretary** – Aisley Zimmerman  
**Treasurer** – Kaleb Otis **Communications** – Finley Hancock  
**Advisor** – Bryan Milliren

**CLASS OF 2026 OFFICERS**

President - Marlin Bralens  
 Treasurer-Hadden Zimmerman

**CLASS OF 2027 REPRESENTATIVES**

Kellie Cayou-Lockrem, Jasio Borusinski

**CLASS OF 2028 REPRESENTATIVES**

Annika Keith, Julia Nelson

**CLASS OF 2029 REPRESENTATIVES**

Kason Williams, Sophia Edwards, Isabel Soto

**LCHS Athletics and Extra-Curricular Activities**

<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
Football – Kirk Melton Volleyball – Pam Keller Girls’ Soccer – Leslie Swanson Boys’ Soccer – Galen McKnight Cross Country – Co-op Cheer – Zanetta Cayou Pep Band – McKenzie Clark/Parker Rivas	Boys’ Basketball – Girls’ Basketball – Danny Crosby Boys/Girls Wrestling – with AHS Cheer – Kahneesha Casey Knowledge Bowl – Suzann Keith eSports –	Baseball – Andy Otis Softball – Loran James Track and Field – Peter Voorhees Boys’ and Girls’ Golf – Girls’ Tennis – with AHS

**Clubs**

Interhigh – Bryan Milliren  
 Key Club –  
 National Honor Society – Eric Crinklaw  
 Varsity in Volunteerism – Christine Valdez  
 Table Top Club –  
 LGBTQ+ –  
 Eagle’s Nest – Olimpia Zuniga  
 CTE Local Leadership – Julia Johnson

**La Conner Middle School ASB Officers**

President - Christian Shipley; VP - Josie Catubo; Treasurer - Grace Soto; Secretary - Madilynn Larson;

Advisor - Sarah Shipley

**LCMS Athletics and Extra-Curricular Activities**

<u>1st Season</u>	<u>2nd Season</u>	<u>3rd Season</u>
Volleyball – Aly Sehlin/Emily Souders Co-Ed Soccer – Vince Cicotte	Boys’ Basketball (Oct-Dec) – Greg Edwards/Ryan Pino  Science Olympiad – Vince Cicotte	Girls’ Basketball (Jan-Mar) – Joel Hingston/Bryan Milliren  MS Track (Mar-May) – Joel Hingston

## LA CONNER HIGH SCHOOL GRADUATION REQUIREMENTS

SUBJECT	REQUIRED	RECOMMENDED
	CLASSES OF 2020 AND BEYOND	
ENGLISH	4 credits	4 credits
SCIENCE	3 credits (2 lab)	4 credits
SOCIAL STUDIES	3 credits	4 credits
PE & HEALTH	2 credits (0.5 health)	2+ credits
MATHEMATICS	3 credits	4 credits
CAREER & TECH ED.	1 credits	2+ credits
FINE ARTS	2 credits	2+ credits
WORLD LANGUAGE	2 credits	2+ credits
ELECTIVES	4 credits	
<b>TOTAL MINIMUM REQUIRED CREDITS TO GRADUATE: 24</b>		

*\*The Washington State Personal Pathway now allows students who plan to take a technical career path, after completing high school, to substitute technical courses for certain other courses. Decisions regarding the Personal Pathway are made in conjunction with students, guardians, and the high school counselor before the end of sophomore year.*

La Conner Middle-High School Bell Schedule 2024-25 SY	
Monday/Tuesday/Thursday/Friday	Wednesday (Late Start)
Period 1 8:10-9:10 am	Period 1 9:30-10:10 am
Period 2 9:15-10:10 am	Period 2 10:15-10:50 am
Period 3 10:15-11:10 AM	Period 3 10:55-11:30 am
MS LUNCH 11:10 am-11:40 am HS Period 4 11:15 am-12:10 pm	MS LUNCH 11:30-12:00 HS Period 4 11:35-12:10
MS Period 4 11:45-12:40 pm HS LUNCH 12:10-12:40 pm	HS LUNCH 12:10-12:40 MS Period 12:05-12:40
Period 5 12:45-1:40 pm	Advisory 12:45-1:15
Period 6 1:45-2:40 pm	Period 5 1:20-1:55 pm
	Period 6 2:00-2:40 pm

\*\*Early Release Schedules will be posted in announcements on an A (1,2,3) and B (4,5,6) rotation.

\*\*Passing Time is 5 minutes

## COMMON FEES:

\*All fees subject to change

ASB Card (all levels)	\$30.00
HS Yearbook	\$20.00
MS Yearbook	\$25.00
HS Sports Fee	\$50.00/sport
HS Football Fee (additional)	\$50.00/season
MS Sports Fee	\$40.00
Band Instrument Rental (all levels)	\$50.00
Driver's Education (student)	\$500
Technology	\$40
Breakfast	Free
Lunch (student)	Free

**GENERAL INFORMATION:****Top 10 Tips to Succeed at La Conner Middle-High School!**

1. **Create a routine.** Middle-High School students NEED structure and consistency. Establish a consistent bedtime and turn off electronics before bed. Practice Mindful Breathing together instead. Start a morning ritual so your child can eat a healthy breakfast. Allow free time. Remember that teens also need time to unwind. Allowing them to replenish their energy levels will help foster their ability to manage stress and become resilient.
2. **Check-in daily about HW & upcoming projects.** Don't take "nothing" for an answer. Review your student's planner together and help them plan for due dates. Check Canvas for upcoming assignments and missing work. Check Canvas for current and missing work. Check Canvas for current grades. Follow up with your student's advisor if you have any questions or concerns about accessing assignments, homework, or grades!
3. **Cultivate your child's love of language.** Research shows that academic and career success are directly linked to literacy levels. Make sure your student is reading an appropriate level book they enjoy every day for at least 30-45 minutes. Read a book next to them, ask them about the content, themes, and vocabulary they are reading, have discussions about current events that integrate more complex vocabulary.
4. **Read through this La Conner Middle-High School Handbook together.** Reinforce our school's focus on persistence and grit. Help your child understand that work can be challenging and it's OK to struggle. Make sure they know they need to ask for help if they are lost or overwhelmed.
5. **Build relationships with Counselors, Teachers, and Administration.** While we pride ourselves on constant contact with families, please check in on how your student is progressing. Let us know if any major changes or losses have occurred.
6. **Acknowledge your student's efforts and feelings.** Show confidence in your child's abilities and praise them for their successes. If your student shares that they are working their hardest and their grades are still below your expectations, collaborate with your student's teachers and school counselor to see what supports are available. Openly discuss your student's feelings about school and activities. Encourage solution-oriented and growth-mindset thinking.
7. **Make it clear that all school rules and policies must be followed.** Students need to hear consistent expectations from all the adults working to support their success.
8. **Know your student's friends and their parents.** Peer relationships are a major part of student development. Allow your student independence, but be informed about who they are spending time with both in-person and online. Have conversations about what emotions these friends bring up in your student. Know who will be supervising your student when they are away.
9. **Attend Student-Led Conferences.** SLCs teach students how to articulate their growth and areas still in need of progress. Help support them by being there. SLCs take place in November.



- 10. Get Involved!** Participate in the Booster Club, chaperone trips, volunteer for art programs, volunteer in classrooms and for sporting events, and attend school/community events. Our kids are AMAZING for a reason...they have dedicated families. Contact the office to find out more!

### **Student Expectations**

Students at LCMS-HS are responsible for their learning as well as for creating a positive school culture. All LCMS-HS students are expected to do the following:

- **You must attend all of your classes and complete all classwork and homework on time.** This is absolutely essential. If you do not complete your work you should expect to seek support as needed to finish important projects, tests, and tasks.
- **You are expected to ALWAYS be courteous, kind, and safe.** When you are on the street surrounding the school and when you enter the building. Maintain full respect for home and business owners when you are traveling to and from our school. Your social media presence impacts our community as well. Remember, you represent LCMS-HS!
- **When you enter the building in the morning, you must do the following:**
  1. **Manage your electronics: cell phones, headphones, electronic games.** All electronics must be turned off, and stowed in designated areas/bags.
  2. **Food and drinks are not permitted outside of the cafeteria.** Students may only carry water in sealable non-glass bottles in the classrooms.
- **Hall passes** will be administered by teachers and staff for the use of the bathroom, water fountain or main office through use of the planners. Hall passes must be carried by the student at all times. If you need to go to the Nurse, your teacher must provide you with a pass to the main office where they will write and record the pass. The **bathroom is closed** during the first and last 15 minutes of each class. No passes will be administered during this time.
- **Fire and Evacuation Drills, as well as Lockdown Drills,** are expected to occur on a regular basis. Students should follow the procedures set by their teacher. **All drills are a safety precaution and are taken extremely seriously.**
- **Textbooks, Laptops, and iPads are considered school property** and are to be treated with respect. Textbooks that go home will be signed or checked out. If textbooks are returned in poor condition, families will be charged to replace the text at its full cost. All of the above will apply to library books and class novels as well.
- **Field trips are a crucial part of the La Conner MS-HS learning model.** At LCMS/HS we take advantage of the many opportunities we have to offer to strengthen the understanding of key concepts and topics covered within our curricula. Field trips will help students make important connections between content and everyday life. All students must have a signed consent form

from a guardian to leave school grounds and participate in any field trip activity. Students who choose not to go on the field trip will be required to complete an alternate assignment to make up for the lost learning.

- **Lockers at LCMS/HS are considered a privilege** that each student will be granted after signing the locker contract at the beginning of the school year. Students are only allowed to go to their lockers during designated times. Any member of the administrative team reserves the right to search lockers if there is an immediate safety risk.

### **Academic Integrity**

Students are expected to conduct themselves honorably concerning academics. This includes but is not limited to refraining from all forms of cheating including academic dishonesty, utilization of math-solving applications, and plagiarism. Violations may result in loss of credit on assignment or for the course, guardian contact/conference, documentation in the student's file, discipline, and/or suspension. This policy holds regardless of whether or not a student is in the classroom or an online environment.

### **Activity Requirements**

To participate in ASB-sponsored activities, students (and parent/guardians) must be sure these conditions are met (complete in Final Forms):

- ASB card purchased & activity fee paid (if applicable)
- Proof of insurance in order and on file (students may purchase School Insurance as a primary or secondary policy)
- Current medical release (physical) on file with the athletic department
- Current athletic/activity code signed and on file

### **Associated Student Body (A.S.B.)**

Each level, middle and high school, has an individual A.S.B. made up of all students and guided by advisors. Regular meetings are held to help plan activities and generate cooperation among grades. Officers are elected in school-wide balloting. The elected A.S.B. officers have a highly active role in organizing school activities. They are also responsible for authorizing the expenditure of the A.S.B. funds collected. A.S.B. officers are expected to serve as positive role models for all students and to adhere to eligibility guidelines. The primary focus of A.S.B. is to improve the school climate by doing the following:

- Unify & promote student and building activity
- Aid in the internal operation of the school
- Learn the values of a working democracy
- Appreciate diversity & collaboration

**A.S.B. Cards**

Students who wish to participate in extracurricular activities or attend any school dance must purchase an Associated Student Body card for \$30.00. If a student qualifies for free and reduced lunch, A.S.B. cards no cost. Students are required to be photographed for an A.S.B. card. This is for identification even if they are not planning to purchase a photo package or participate in activities. Your student will benefit from an A.S.B. card as home game admission for the regular season will be free; admission to away and post-season play will be at a reduced amount.

**A.S.B. Elections**

Elections in the spring will be held following a week of campaigning. Candidates are responsible for their own posters and handouts. All posters and campaign information must be removed on Friday after the election.

Voting will be by secret written or online ballot. In case of a tie, in a contest with 3 or more candidates, a run-off election will take place the following school day and candidates will be given the opportunity to speak before the group again. If a tie occurs in a contest between two candidates, a simple re-vote will be taken. Names of newly elected officers will be announced before the end of the day.

**Athletic/Extracurricular Eligibility – Middle-High School**

School-sponsored activities must support and not compete with the academic focus of the school. To ensure that students are meeting their academic responsibilities:

- 1) To compete in athletics/activities, a student must be passing all classes. Grades will be checked every week to determine eligibility beginning in mid-September. Ineligible athletes will not be allowed to compete until the eligibility requirement is met. Students must have no failing grades, good citizenship (0-2 minor referrals and NO major referrals), and consistent attendance (0-2 unexcused tardies and 0-1 unexcused absences). The La Conner staff will work with athletes who fall into a conditional or probationary status for grades, attendance, and discipline.
- 2) To participate in athletics, a student **must** have a physical exam, a signed eligibility policy statement, an insurance waiver, and a medical release form on file in the Athletic Director's office (completed through Final Forms).
- 3) Each athlete **must** pay a \$40.00 (MS)/\$50.00 (HS) fee per sport/extracurricular activity and purchase an A.S.B. card (\$30.00).  
*\*HS Football fee is \$100.00*
- 4) **To practice or compete** a student **must** attend all academic classes on each given day. Students requiring an exception to this requirement should contact the Athletic Director.
- 5) Participants are expected to attend all practices, participate with the team in mind, and exhibit good attitude and sportsmanship. If a coach feels a student is failing to act accordingly, the student may be removed from participation for a suitable time.
- 6) Students who ride the bus to a game and want to ride home with their parents **must** present a completed ***Release of Student form*** to the Athletic Director 48 hours before leaving.

- 7) **Classroom behavior and school decorum may be tied to athletic participation.** Chronic misbehavior will result in a principal/parent/student/coach conference.
- 8) Students must have 7 HS/8 MS (football-12) practices to participate in interscholastic sports.

### **Attendance**

Attendance will be taken every day in **each** class.

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 **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 on a regular basis
- **Our goal is for kids to participate in the learning environment as much as possible**

**\*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 tardies or absences (see link for the WA state law).*

***\*\*<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 tardies 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.

### **Student Behavior**

#### **Student Discipline - [Policy 3241](#)**

"Discipline" means any action taken by the school district in response to behavioral violations. Discipline is not necessarily punitive, but can take positive and supportive forms. Data show that a supportive response to a behavioral violation is more effective and increases equitable educational opportunities.

- Engaging with families and the community and striving to understand and be responsive to cultural context
- Supporting students in meeting behavioral expectations, including providing for early involvement of parents
- Administering discipline in ways that respond to the needs and strengths of students and keep students in the classroom to the maximum extent possible
- Providing educational services that students need during suspension and expulsion
- Facilitating collaboration between school personnel, students, and parents, and thereby supporting successful reentry into the classroom following a suspension or expulsion
- Ensuring fairness, equity, and due process in the administration of discipline
- Providing every student with the opportunity to achieve personal and academic success
- Providing a safe environment for all students and for district employees.

**Behavior Expectations**

<i>Location</i>	<i>Expectations</i>
<i>General</i>	<ul style="list-style-type: none"> <li>• Follow directions from staff members the first time</li> <li>• Remain on campus during the school day</li> <li>• Phones/earbuds/smart watches are off and away for the entirety of the school day</li> <li>• Check all medications with the nurse</li> <li>• Wear clothing defined as appropriate in board policy (see below) and that also covers the genitals, buttocks, cleavage, and undergarments</li> <li>• Use school-appropriate language</li> <li>• Remain only in designated student areas</li> <li>• Off Limits: Sports Fields &amp; Track (unless supervised by a staff member))/Parking Areas/Staff-Only Areas</li> </ul>
<i>Classroom/Instructional Settings</i>	<ul style="list-style-type: none"> <li>• Arrive to class on time</li> <li>• Give your best effort and have a growth mindset</li> <li>• Ask for help from peers or staff when needed</li> <li>• Complete assigned work yourself</li> <li>• Complete all assignments by the due date</li> </ul>
<i>Hallways</i>	<ul style="list-style-type: none"> <li>• Keep pace at a walking speed</li> <li>• Continue moving during transition times; help reduce crowding</li> <li>• Use a hall pass or teacher note when out of class during instruction time</li> </ul>
<i>Property</i>	<ul style="list-style-type: none"> <li>• Keep your school supplies well-stocked</li> <li>• Bring all needed supplies to class each day</li> <li>• Bring your computer charged each day for class use</li> <li>• Use only your own belongings, unless given specific permission</li> </ul>
<i>Meal Times</i>	<ul style="list-style-type: none"> <li>• Stay in designated areas</li> <li>• Use appropriate trash/recycling bins</li> <li>• Clean up your area after you finish</li> </ul>
<i>Personal Relations</i>	<ul style="list-style-type: none"> <li>• Take responsibility for your actions and words</li> <li>• Keep hands and body to yourself</li> <li>• Use respectful, positive language toward others</li> <li>• Treat those different than yourself kindly</li> </ul>

<b><u>Minor Behaviors (Classroom Managed)</u></b>	<b><u>Major Behaviors (Office Managed)</u></b>
<ul style="list-style-type: none"> <li>• Cellphone/Electronics Violations</li> <li>• Cheating and plagiarism</li> <li>• Classroom Disruption (e.g., wandering, blurting, making noises)</li> <li>• Defiance (brief or low-intensity failure to follow directions or talk back.)</li> <li>• Inappropriate Language or Comments, (engages in low-intensity instances of inappropriate language e.g., Swearing quietly, not at a person)</li> <li>• Unsafe Behavior/horseplay</li> <li>• Dress Code Violations</li> <li>• Public displays of affection (e.g., kissing, hand-holding, hugging)</li> <li>• Tardiness/Leaving class without permission</li> <li>• Unprepared for class (e.g., not bringing laptop, charger, and supplies to class)</li> <li>• Misuse of property (e.g., Writing on desk, chair, etc. that is easily cleaned or restored)</li> </ul>	<ul style="list-style-type: none"> <li>• Serious violation of personal space (e.g., inappropriate touching)</li> <li>• Vandalism</li> <li>• Students in unauthorized areas</li> <li>• Weapons</li> <li>• Bomb Threat/Dangerous Behavior/Fighting</li> <li>• Harassment, intimidation and bullying (HIB)</li> <li>• Theft or possession of items not belonging to you</li> <li>• Extreme disrespect or rudeness toward anyone</li> <li>• Tobacco, Alcohol, Drugs Use</li> <li>• Skipping class (Truancy)</li> </ul>

**What happens when negative student behaviors occur?**

Please be aware that engaging in any of the above behaviors will result in consequences, potentially including any from the below list. Restorative solutions and consequences will be at the discretion of the school administration or designee (staff member).

- Counseling/consultation with administration
- Loss of privileges
- Community service
- Restorative practices
- Detention – Lunch detention, After school detention, Saturday School
- Short-term suspension (ISS, OSS)
- Expulsion (major safety violation)

**After School Plan**

Students/Athletes are not to be in the building after school hours unless they are attending study hall or are actively visiting with a teacher.

**Aviation, Shop Elective, and Auto Mechanics**

The School District requires students taking shop and aviation be covered by insurance as they will be working with potentially dangerous equipment.

**Bus**

School District [Policy 6600](#) does not provide for transportation for students on any other bus route other than their own. Students who need to ride on a bus other than their regular route must provide a parent/guardian note to the office for a bus pass. The bus pass shall be given to the bus

driver notifying the driver that the student has permission to ride. Only in case of emergency, approved by the principal, will students be able to ride on alternate routes. All bus behavior is guided by the same consequences as in the school building. The bus driver and/or other district employee(s) are the authority in charge, in the same way as the teacher is in charge in the classroom.

### **Canvas**

Canvas is our online learning management system (LMS). Students will access all of their assignments, pre-recorded videos, messages from teachers, and grades for all classes on Canvas. Student participation in Canvas courses should follow the same expectations of any in-person class with regard to school-appropriate language, online participation, and interactions with peers and instructional staff.

### **Cell Phones - Telecommunication Devices**

LCSD Board [Policy 3245](#)

Telecommunication devices will be turned on and operated only before and after the regular school day.

### **Student Technology Guidance**

#### **La Conner Middle-High School**

#### **Cell Phones, Smartwatches, Earbuds, etc.**

- Students may bring cell phones to school, but they must be turned off and stowed away in designated areas/bags. **Students will not be able to access their electronics at any point during the day.** This includes smartwatches and other devices that may be connected to a cell phone.
- Students who need to contact their families should ask for a pass to the main office and use the phones there.
- Families that wish to contact their child should call the main office at 360-466-3173.

#### **Computing Devices, E-readers**

- Students may receive written permission from their teacher to use personal computing devices such as laptops or e-readers. Only students with written permission from a teacher or administrator may use these devices during the school day.
- Students are responsible for their own electronics. The school will not replace any damaged or missing items.
- Students who misuse electronics will lose permission to use them in school.



**Electronics Confiscation**

- If students fail to follow the electronics policy, their device(s) will be confiscated and handed into the main office. The first time, the device will be checked into the office and returned to them at the end of the day. The second time (and third time), the device will be checked into the office, the student will be assigned after-school reflection time, and the student's guardian will be contacted to pick up the device. If the issue continues, a parent-guardian conference will be scheduled to discuss the next steps.

**Counseling Services**

La Conner Middle and High Schools offer a full-time school counselor. This individual supports student learning by providing the following benefits to all students:

- A. Registration, scheduling, and program adjustment
- B. Parent and student conferences as requested
- C. Administration and interpretation of achievement tests
- D. Course information for the following year
- E. Multi-disciplinary team member for assessment of students with special needs
- F. Personal counseling as appropriate and as available for such needs as peer relationships, drug/alcohol problems, academic and social concerns, etc.
- G. Referrals to community agencies for continuing counseling services if needed
- H. Consultation with parents, teachers, staff, and community agencies
- I. Notification of career and training opportunities, scholarships, financial aid, and post-high school education
- J. Information regarding achievement and aptitude tests.
- K. Communication of opportunities for students to attend conferences regarding post-high school information including High School/College Conferences, Career Fairs, Minority College Conferences, etc.
- L. Counseling for special concerns: eating disorders, children of alcoholic parents, social skills, and study concerns.

(Students and parents are invited to make appointments with the counselor by calling the front office at 466-3173.)

**Class Change Policy**

*Students will have the first five (5) school days of the new semester to request a schedule change. To do so, they must fill out and submit to the school counselor an LCSD Schedule Change Request Form. Schedule changes will NOT be made for the following reasons:*

- *To have classes with friends*
- *Student does not like his/her teacher*
- *Student is failing the class*
- *Class is considered "too hard"*

*If a student chooses to drop a class after the first 10 days of the semester, the student will receive an NC on their transcript. Parents will be contacted before issuing the NC. There may be exceptions to this policy based on placement issues and/or student transfers. Changes that occur outside the 10-day window must be approved by admin, the teacher, parent/guardian, and the counselor.*

Closed Campus - [Policy: 3242](#)

*Students will remain on school grounds from the time of arrival until the close of school unless officially excused.*

**Deliveries to the School**

*Deliveries of items to the school such as; food, flowers, balloons, and other large items should be delivered to the office. These items will not be allowed in the classroom during the day and will have to remain in the office. If it is a food or drink item, it should be delivered to the office and given to the student during their designated lunch time.*

**Dress Code**

Students are expected to adhere to the accepted dress code of La Conner School District whether online or in-person. Dress that is not consistent with preserving an academic focus shall be avoided. Please refrain from wearing:

- Gang-related attire: bandanas, wallet chains, identified brand names.
- Clothing that advertises or mentions drugs/alcohol/tobacco.
- Clothing that exhibits vulgar or lewd language or pictures.
- Clothing that is intentionally offensive to a person's race, religion, or sexual orientation.
- Revealing attire: including, but not limited to, sagging pants, exposed armpits, exposed navels, displayed underwear, skirts or shorts above mid-thigh, and tops with spaghetti straps.
- Students may wear appropriate hats

**Drug-Free/Smoke-Free/Electronic Smoking Device/Weapon-Free Campus**

The La Conner School District, by state law and district policy, is a drug, smoke, and weapons-free campus. This applies to all students, employees, and visitors and applies during all school events. The board recognizes the effects resulting from the abuse of alcohol and the use of controlled illegal, addictive, or harmful substances (including anabolic steroids) in the school, home, and community. While the primary obligation to seek assistance rests with the student and his/her parents or guardians, school administrators, and counselors work with the home and community to develop and implement a comprehensive prevention and intervention program. Additional procedures and consequences due to violation are found in the discipline policy detailed in the following pages and the athletic/activity code.

**Emergency Procedures (Vector and Standard Response Protocol)**

*Full information at the following link: [LCSD Safety](#)*

**Fines/Fees**

State law and school policy allow the school to charge students for lost or damaged school property. Students are expected to be responsible enough to keep track of items and mature enough to take care of them; items may include books, tools, uniforms, technology, and other school property. If charges are not paid before the office closes for summer vacation, your final grades will not be released to parents, other school districts, or colleges and universities.

**Food In The Building**

The cafeteria is designated as the location for both breakfast and lunch while on campus. Food is not permitted in classrooms or hallways with the exception of teacher-sponsored or curriculum-driven activities. Students may bring a water bottle to classes. Students are responsible for cleaning up their own garbage within the building and in the cafeteria. Failure to clean up your eating area may result in disciplinary measures, including being assigned to clean the designated area for a number of days. The staff reserves the right to ban food and drink from the building entirely if students do not take responsibility for the cleanliness of school areas. Please take pride and keep your areas clean.

**Food Service**

La Conner Schools offer a healthy breakfast and lunch each day. The rules pertaining to breakfast and lunch service have been put in place by the Washington State Office of Public Instruction, Skagit County Health Department, and the USDA. If you have questions about meals, seconds, or salad bar, the kitchen staff will be glad to discuss these with you. Breakfast and lunch are FREE for all students enrolled in La Conner School District. This is because we are part of OSPI's Community Eligibility Program (CEP). If your family qualifies for free and reduced lunches we ask that you please fill out the Child Nutrition Eligibility & Education Benefit Application Form to ensure that we receive federal and state funding for all education programs and to ensure reduced or waived student fees.

**Grade Reporting, On-Line Access, And Grading Procedures**

Final grades are placed on the transcript for credit twice a year at the end of each semester. In addition, students and parents/guardians are encouraged to access grades online using Canvas. Questions regarding student academic progress should be directed to the student and their teacher.

**Habits of Work**

*Document is a work-in-progress based on Mastery-based learning and employability skills*

**Homework Requests**

When students are away from school on an excused absence, parents/guardians may request homework. If the absence is pre-planned, the student needs to complete a pre-planned permission sheet where teachers can assign homework for the days that will be missed. If a student is ill we ask that the homework request be made prior to 8:45 a.m. to ensure assignments are received that afternoon for pick up. Please make every effort to pick up the requested

homework. **Teachers will post weekly assignments on Canvas the Friday before they are assigned, ensuring that students will have access to homework and class activities during any eventuality.**

### **Insurance**

Applications for school insurance are available in the school office. Students who are not covered by personal insurance policies must purchase school insurance if they plan to participate in extracurricular activities. **It is the responsibility of the parent/guardian and student to be certain that the insurance is appropriate for the sport and that the coverage is active.**

### **Late to Class/Tardy**

**1st Tardy – Verbal warning by staff**

**2nd Tardy – Parent contact**

**3rd Tardy – After-school Reflection (2:45-3:45 Tues-Thurs)**

**Excessive Tardies or Failure to Serve - Admin conference with student/parent; Student loss of privileges/Restorative Practices/Detention**

### **Lockers**

The building principal or the principal's designee will make frequent and unannounced locker and bag checks. Students should keep lockers neat and free of non-essentials.

### **Lost and Found**

Lost and Found items are kept in the main office and gym. Unclaimed items will periodically be donated to charitable organizations. It is important to label belongings in order to facilitate a return.

### **Medication - Policy 3416**

Parents are encouraged to give medication outside of school hours whenever possible. If a student must take medicine during school hours, the prescription or over-the-counter medication must be sent in the **original container** with the student's name, dosage, physician and directions indicated. A *Medication Form* must be completed by the parent and signed by the physician, stating the exact dates and times the medicine is to be taken. The school can receive medication brought in by parents only. State law requires that this form be filled out by the parent/guardian and left on file in the middle school office In the case where a child might have an occasional headache that can be simply treated, a parent must still come to school to administer the medication -- even if it is just aspirin.

### **Northwest Career & Technical Academy (Skills Center) – Transportation**

All students attending NWCTA will be expected to ride the school bus to and from their Skills Center campuses daily. Exceptions to this will be limited and up to the discretion of district administration. Students returning to the high school campus from the Skills Center(s) must report to their assigned classes upon arrival. Students enrolled in Skill Center must attend their designated NCTA program.

**Parking And Driving**

Students' motor vehicles are for transportation to and from school. Cars are not to be driven during school hours without the permission of a parent/guardian and the principal or designee. **Students are not to be in the parking lot without permission from the office and/or a teacher.**

- Student drivers are to park in the student parking area in their numbered/designated spot (in front of the middle school/south end of the elementary school). **Students parked in front of the middle school must use the following traffic pattern from 2:30-3:00 PM daily: drive north on N 6th Street, turn right at the west side of the gym, turn left, and proceed south on N 6th Street.**
- Students are expected to drive and park responsibly at all times.

**Release of Student Form**

Students who ride the bus to games, field trips, or other activities, and wish to ride home with a parent, **must sign out with the coach on the checkout sheet before leaving for the event.** This should be done 48 hours before the event when practicable.

**Residence**

To attend La Conner schools, a student must reside within the school district's boundaries, unless permission has been received from the superintendent of the resident district and from the superintendent of the La Conner School District.

**Running Start**

Running Start is a state-legislated option allowing prepared high school students to simultaneously earn college and high school credit by taking college coursework at their local community or technical college. Information regarding Running Start may be obtained from the school counselor. Students who are on campus for an online Running Start class should sign in and remain in the student library for the duration of the course.

**School Calendar/Bulletin**

The school calendar is available online. The daily bulletin provides updated information and is available in the office or on the middle and high school websites.

**School-Sponsored Events/Activities**

Students shall observe all school rules and policies while attending school-sponsored events regardless of the time or place at which they are conducted. Student/parent(s) who have not signed a dance contract will not be allowed to participate in the dance. Violations of proper standards of behavior or violations of school policy shall result in the student being removed from the event or activity and may warrant further disciplinary action. These guidelines are especially applicable to athletic activities and school dances. Remember, any time you are at an event, you represent all of us at La Conner Middle and High Schools! Demonstrate pride in yourself, your school, and your family.

**Sexual Harassment - Policy 3205**

Sexual harassment is a form of discrimination that violates the Washington law against discrimination, Chapter 49.60 RCW, and federal laws, including the 1972 Civil Rights Act and Equal Employment Opportunities Act. Sexual harassment substantially compromises the attainment of educational excellence. Such behavior by staff, students, volunteers, or visitors will not be tolerated. Any student, district employee or volunteer who knows of or suspects sexual harassment is compelled to report the action to the building principal or any district administrator. This includes “sexting”. Confidentiality will be maintained to the highest degree possible. Where appropriate, immediate corrective action will be taken. A complete copy of the policy is available at the high school and district offices.

**Substitute Teachers**

We welcome substitutes to our school as guests to our school assigned the challenging job of continuing student learning during staff absences. Consequently, students will treat them with respect. Failing to respect substitutes, or follow their directions, will be met with appropriate consequences.

**Substance Policy****Vape Sensors:**

*Vape sensors have been installed in student restrooms in both the middle and high school. When vaping is detected in the air, an alert is sent to the administration. If a student is in the restroom at the time of the alert, the following will take place:*

- **First alert** – Letter outlining support emailed to the student with an option for education
- **Second alert** – Lunch group meeting or parent contact/meeting
- **Third alert (and beyond)** – Parent contact; Parent meeting; Referral to counseling for education and support; Health staff intervention; Accountability contract; outside Substance-use Assessment; Disciplinary action possible

**Nicotine/Alcohol/Marijuana/Other Drugs:**

**Under the influence:** Confiscation and parent contact>Sent home the remainder of the day>Return the next day>Parent meeting>Substance Use Intervention Education>Counselor notifies Admin completed or not completed>Disciplinary action possible

**Possession, not under the influence:** Confiscation and parent contact>Sent home the remainder of the day>Parent Meeting>Substance Use Intervention Education>Counselor notifies Admin completed or not completed>Disciplinary action possible

**Illegal/Street Drugs:** Contact Law Enforcement

**No proof:** Parent Contact>Admin will notify the counseling team

*\*The Prevention/Intervention Counseling Staff provides education not treatment*

*\*\*Law enforcement may be contacted after the first offense*

*\*\*\*All students sign an extracurricular activity contract. A first offense will result in a 2-week suspension from all extracurricular activities. A second offense will result in suspension for the remainder of the school year.*

**Technology/Internet Policy 2022**

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are public. General school rules

for behavior and communication apply. The network is provided for students to conduct research and communicate with others. Independent access to network services is provided to students who agree to act in a considerate and responsible manner. **Parent permission is required for all students. Access is a privilege, not a right. Access entails responsibility.**

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly.

Parents must give students written permission to use the La Conner School District Internet network and students must agree to the rules and sanctions pertaining to using the network.

The following are not permitted:

- Sending or displaying inappropriate messages or pictures
- Using obscene language
- Harassing, insulting, or attacking others
- Damaging computers, computer systems, or computer networks
- Violating copyright laws
- Trespassing in others' folders, work, or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes
- Cyberbullying or "sex-ting"

### **Telephone Calls**

A phone for student use is located in the office. We ask that students keep the use to a minimum and not use the phone during class time. The phone should be used to call home for emergencies or to return messages and is not to be used for social or personal purposes. The office will accept calls from parents/guardians and take messages. However, we will not disrupt classes to get the message to the student. We do not guarantee delivery of the message as the student is called to the office between classes and may or may not respond to the request. We ask parents/guardians to please try to arrange outside campus appointments ahead of time so your student is aware they need to leave. Parents: Please do not text or call your child during school hours; wait until after school hours or leave a message in the office for your student to return the call.

### **Title IX – Nondiscrimination And Affirmative Action**

La Conner School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, honorably discharged veteran or military status, sexual orientation, gender expression, gender identity, the presence of any sensory, mental, or physical 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 staff have been designated to handle questions and complaints of alleged 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

### **Visitors**

All visitors to LCMS-HS are asked to register in the office and receive a visitor pass. Student visitors and “shadowing” are not allowed unless part of a pre-planned school-sanctioned event (i.e.: InterHigh). Adults who wish to volunteer on campus will be required to undergo a background check after providing some minor personal information.

### **Volunteer Procedures:**

Find volunteer information and forms at the following link: [Volunteer at LCSD](#)

### **Withdrawal From School**

Parents need to call or send a letter to the office with their student, in advance, if moving from the school attendance area. The secretary will give the student a *Withdrawal Form* for each teacher's signature. This form must be returned to the school office and it will be kept on file. If there are any lost or damaged books or outstanding fines, records will not be released to the new school.

### **Yearbook**

Each year, if possible, both the middle and high schools produce a yearbook. Yearbooks may be purchased from September through the last day of school in June. There is no guarantee that the quantity purchased will meet the demand. It is suggested that students not wait to purchase the books until the last week of school.



**Student Rights**

- **Freedom of expression:** Students may express their personal opinions. That freedom does not allow personal attacks, profanity, or interference with another person's right to express themselves.
- **Right to assemble:** Students may assemble peacefully. Any gathering that interferes with the operation of the school or classroom is prohibited.
- **Right to petition:** Students may petition appropriate authorities when they feel they have been treated unfairly.
- **Freedom of the Press:** Students may express their opinions in writing. They must take full responsibility for the content of their publications by identifying themselves as authors or editors of the publications. They are not allowed to make personal attacks or publish libelous or obscene material.
- **Freedom from unreasonable search and seizure:** Students may be secure in their persons, papers, and effects against unreasonable searches and seizures. School authorities may conduct general searches and specific searches of a student's belongings if there are reasonable grounds to believe the student possesses something illegal. Items such as weapons, fireworks, firearms, or items that may threaten life or safety or the educational process may be seized and removed. The student should be present, if possible.
- **Equal education opportunity:** Students may not be discriminated against because of national origin, race, religion, economic status, sex, pregnancy, marital status, previous arrest, physical, mental, or sensory handicap.
- **Distribution or posting of materials:** Students may distribute or post materials on school premises only after receiving the approval of the building principal. Please put all information on bulletin boards in the hallway. Once the event being promoted has ended, it is the student's responsibility to remove and dispose of the postings.
- **Right to Appeal Process:** Any parent or student aggrieved by the imposition of discipline shall have the right to appeal as defined in the La Conner School District Board Policy.

**Our District's Tip Reporting Service**

Safety is one of our district's top priorities, that's why we're now using Vector Alert, a tip reporting system that allows students, staff, and parents to submit safety concerns to our administration in five different ways:

1. **App:** Search for "Vector Alert" in the App Store to download for free
2. **Phone:** 360.244.4621
3. **Text:** Text your tip to 360.244.4621
4. **Email:** 1356@alert1.us
5. **Web:** <http://1356.alert1.us>

Easily report tips on bullying, harassment, drugs, vandalism, or any safety issue you're concerned about. Tips may be submitted anonymously too. Thanks in advance for helping to make our school community a safer place to work and learn! We appreciate your support.

## 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](mailto: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](https://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.