

Primary Student Handbook

2026-2027



University Place School District

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University Place School District Primary Handbook

Welcome

We are excited to partner with you in making this another successful school year. This handbook provides information regarding rules, regulations, and expectations for all UPSD primary schools. For specific questions and concerns, please contact your home school.

Chambers Primary	253-566-5650	Principal Erin Gann egann@upsd83.org	Assistant Principal Catie Bartley cbartley@upsd83.org
Evergreen Primary	253-566-5680	Principal Dusty Broome dbroome@upsd83.org	Assistant Principal Kelsey Brookman kbrookman@upsd83.org
Sunset Primary	253-566-5640	Principal Britney Vaughan bvaughan@upsd83.org	Assistant Principal Jessie Sinclair jsinclair@upsd83.org
University Place Primary	253-566-5620	Principal Jennifer Wong jwong@upsd83.org	Assistant Principal Megan Aarsvold maarsvold@upsd83.org

Executive Director of Primary Education

William Keith
wkeith@upsd83.org
253-566-5600

School Hours

REGULAR DAY:

7:45: Breakfast begins
8:15: Start of student day
2:35: End of student day

LATE START WEDNESDAYS:

8:45: Breakfast begins
9:15: Start of student day
2:35: End of student day

District Visitors Policy

VISITORS

We welcome parents, guardians, and community members who have business with the school during normal school hours. ALL visitors, including UPSD district personnel, are required to sign in and out in the school office. This is clearly posted on all school doors. All visitors to the school must have a visitor badge or an employee badge. Students may not bring visitors to school. If your child forgets homework, lunch, musical instrument, etc., please bring the item(s) to the office and the office staff will deliver them to the classroom. Please note that flowers and balloons delivered to children at school will be held in the office until the end of the day in order to avoid classroom disruption. Balloons are prohibited on school buses.

VOLUNTEERS

Information about volunteering can be found [here](#). **Please note, to preserve the learning environment for all students, volunteers will not be allowed in classrooms without completing our volunteer application process and without prior arrangements being made with the building principal or designee.**

Attendance

STUDENT ATTENDANCE

Regular attendance at school is a critical component of student learning. Missing more than 10% of school, known as chronic absenteeism, puts students at a much higher risk of falling behind and feeling disconnected. When students are not at school, they do not have access to vital daily instruction as well as critical supports like counseling, trusted adults and connection with their peers. We encourage families to schedule appointments outside of the school day whenever possible and to plan for trips and vacations that align to the school calendar. If your student is struggling to attend school, please contact your student's counselor so that we can work together to make a plan.

The following information provides additional details about types of absences, how to excuse absences and information related to the Becca Bill and truancy.

ABSENCE DEFINITION

An absence from in-person learning is defined as: A student is absent when they are:

- a. Not physically present on school grounds; and
- b. Not participating in the following activities at an approved location:
 - i. Instruction;
 - ii. Any instruction-related activity; or
 - iii. Any other district or school approved activity that is regulated by an instructional/academic accountability system, such as participation in district-sponsored sports.
 - iv. On school grounds and not in assigned seating.

EXCUSED ABSENCES

Absences due to the following reasons must be excused:

- a. Physical health or mental health symptoms, illness, health condition or medical appointment for the student or person for whom the student is legally responsible. Examples of symptoms, illness, health conditions, or medical appointments include, but are not limited to, medical, counseling, mental health wellness, dental, optometry, pregnancy, and behavioral health treatment (which can include in-patient or out-patient treatment for chemical dependency or mental health);
- b. Family emergency, including, but not limited to, a death or illness in the family;
- c. Religious or cultural purpose, including observance of a religious or cultural holiday or participation in religious or cultural instruction;
- d. Court, judicial proceeding, court-ordered activity, or jury service;
- e. Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
- f. State-recognized search and rescue activities consistent with [RCW 28A.225.055](#);
- g. Absence directly related to the student's homeless or foster care/dependency status;
- h. Absences related to deployment activities of a parent who is an active duty member consistent with [RCW 28A.705.010](#);
- i. Absences due to suspensions, expulsions or emergency expulsions imposed pursuant to chapter [392-400 WAC](#) if the student is not receiving educational services and is not enrolled in qualifying "course of study" activities as defined in [WAC 392-121-107](#);
- j. Absences due to student safety concerns, including absences related to threats, assaults, or bullying;
- k. Absences due to a student's migrant status; or
- l. An approved activity that is consistent with district policy and is mutually agreed upon by the principal or designee and a parent or emancipated youth

A school principal or designee has the authority to determine if an absence meets the above criteria for an excused absence. School districts may define additional categories or criteria for excused absences.

As required by law, absences due to disciplinary actions or short-term suspensions will be excused. In addition, the principal may, upon request by a parent and/or guardian, grant permission in advance for a student's absence providing such absence does not adversely affect the student's educational progress. These absences and absences for vacation purposes are strongly discouraged and a [planned absence form](#) must be completed and submitted to the Attendance Office prior to absence.

UNEXCUSED ABSENCES

Any absence from school for the majority of hours or periods in an average school day is unexcused unless it meets one of the criteria above for an excused absence.

Unexcused absences occur when:

1. The parent, guardian, or adult student submits an excuse that does not meet the definition of an excused absence as defined above; or
2. The parent, guardian, or adult student fails to submit any type of excuse statement, whether by phone, e-mail or in writing, for an absence.

The parent/guardian will be notified, on the documented primary phone number, by the Auto Dialer on the day of an unexcused absence.

TRUANCY/SKIPPING

Truancy is a violation of State Law. A student who misses class without excuse or leaves campus without proper authorization will be considered truant from school. Students who skip class are subject to disciplinary action.

Truant students may not be allowed to make up work. Habitual trancies are subject to disciplinary action. In such cases, a parent/guardian will be notified of continued truancy, and a conference held with an administrator.

THE BECCA BILL

The Becca Bill addresses the issue of unexcused student absences from school. In compliance with that legislation, the following steps are followed:

1. Parents will be informed by either phone or written correspondence after one (1) unexcused absence for a student within any month during the current school year.
2. After three (3) unexcused absences in any month during the school year, a parent/guardian conference will be required.

3. Between the second (2) and seventh (7) unexcused absence, in a year, the school will administer a screener and take data-informed steps to reduce the student's absences.
4. On or after the seventh (7) unexcused absences in a month, the school shall enter into an agreement with the student and parent/guardian that establishes school attendance requirements, refer student to a Community Engagement Board, or File a petition under subsection 1 of [RCW 28A.225.030](#).
5. After a student has accumulated seven (7) unexcused absences in a month, and not later than fifteen (15) cumulative unexcused absences in a school year, the district is required to file a truancy petition with the court. The respondent to the petition will be the student if 12 years of age or older. ([RCW 28A.225.010](#))

ILLNESS DURING THE SCHOOL DAY

Students may not leave the school because of illness without parent/guardian authorization AND permission from either the school nurse, health room supervisor or school administrator. Students must check in at the health room before requesting to leave school due to illness.

EARLY DISMISSAL

Parents may call their school's office to request an early dismissal. Students missing any/all class time will be expected to make up any school work missed as a result of the dismissal.

ENTER ABSENCE REQUESTS IN FAMILY ACCESS

Parents/Guardians may now add an Absence Request in Family Access. This is possible for any family associated with a student, not just Family 1. Each entry requested by a parent or guardian must be processed by the school's attendance secretary. To add an absence request, follow these steps:

1. Log into Family Access; also accessible in the mobile app.
2. Select the Attendance tab.
 - a. For the browser version, click on Absence Requests, then Add Request next to the desired student.
 - b. For the mobile app, first select a student and then click Add Absence Request.
3. Complete the screen adding the date(s), unselect the All Day box to enter specific times. For example: late arrival, early, release, or an appointment in the middle of the day.
4. Required - Select the absence reason your student will miss school from the drop down.
5. Required - Enter a comment with additional information for the attendance office.
6. Optional - Copy this absence request to other students within your family.
7. Click Save or Submit.

Each day the attendance office will process absence requests entered into Family Access by parents/guardians. If they have any questions the office will contact parents/guardians either by phone or email. If not, the absence will be approved and recorded to your student's attendance record.

More detailed information about student attendance can be found in [Policy 3122: Excused and Unexcused Absences](#) which is located on the District's website.

Information for Students Who are Homeless

If your family lives in any of the following situations: In a shelter, motel, vehicle or campground; on the street, in an abandoned building, or other inadequate accommodations, or, doubled up with friends or relatives because you cannot find or afford housing; then, you have certain rights or protections under the McKinney-Vento Homeless Education Act. Please contact Executive Director of Primary Education, Willie Keith, for more information at (253) 566-5600 x3332 or wkeith@upsd83.org.

Students who qualify for services under the McKinney-Vento Act are entitled to services comparable to their housed peers. Services include transportation, access to educational programs to meet their needs, and free school meals. Homeless students may remain at the school where they attended prior to becoming homeless if it is in the best interest of the student and family. Please see [Policy 3115](#) for more detailed information.

Communication

Our administrators and teachers understand the importance of establishing and maintaining positive home and school communication. Therefore, we have several ways to let you know what is happening at school, including emails, automated messages, and letters. We are now using **ParentSquare for the majority of school-to-home communication**. Please contact the office if you are not receiving school information on a regular basis. Also, if your child resides in two households, you must add contact information in family 2 of their Skyward account so that both parents can receive communications. **Please let us know if your contact information has changed or if you need help making changes in [Family Access](#).**

Each UPSD staff member can be reached via email. MOST email addresses are the first letter of the employee's first name followed by the last name @upsd83.org (i.e. jsmith@upsd83.org). Employee email addresses can also be obtained through our district website.

Additionally, contact can be made via telephone. While teachers will be unable to answer the phone during the instructional day, our buildings are equipped with a voice messaging system. Parents may also leave messages before or after the school day. In most cases, responses to voicemail and email can be expected within a 24-hour period.

COMPLAINTS OR CONCERNS

The University Place School District is committed to providing strong customer service to our students, parents and community members. It is very important to us that all stakeholders are able share concerns or complaints about their experiences with University Place School District so that these concerns can be addressed immediately. In most cases, the school principal is the first person to contact when a student or parent has a complaint or concern related to a particular school. Principal contact information is available above and on each school's website.

The UPSD PROHIBITS retaliatory behavior of any kind against any complainant or any participant in the complaint process. Retaliation includes but is not limited to any form of intimidation, reprisal or harassment.

STUDENTS CALLING HOME

Students may use the telephones in the classroom at the discretion of the classroom teacher. The use of the office phone by students will be for emergencies only. Calling a friend to go home with them, for example, is not an emergency. Arrangements such as these must be made by the parent prior to the school day.

PARENTS CALLING INTO THE CLASSROOM

Phone calls to classrooms during the day are very disruptive to the learning process. Therefore, the office staff will interrupt a classroom with a phone call for emergencies only. Otherwise, messages will be taken and delivered to the classroom at lunch and just before the end of his/her school day. We know your message is important; however, the impact of that message must also be weighed against the disruption it may cause.

ACADEMIC AND REPORT CARD INFORMATION

Primary students receive two report cards each year (late January/early February and June). Additionally, students receive two progress reports each year (November and March). Parents will be informed of student progress in reading and math on each report card. Specific information regarding parent conferences will be provided as the year progresses.

READER BOARD

The school reader board highlights current important events at school. Be sure to check it out as you drive by.

DISTRICT CALENDARS

Each family will receive a copy of the [District calendar](#) by mail. Every effort will be made to ensure that this calendar is accurate.

School Supplies and Materials

Supply lists are posted on the district website. Students in need of supplies will be provided them by the school.

Scheduling of Classes

Creating balanced classes that account for the needs of *all* students is a critical priority. Therefore, all classroom placements are made by the building principal. Parents who wish to provide additional information about their child for consideration should talk to the principal. This will be factored into placement determinations.

Health and Physical Needs

Our goal is to provide for the health and safety of all students. When students attend in person, we will follow current Tacoma Pierce County Health Department recommendations and regulations regarding student health and safety.

IMMUNIZATION

Washington State Law RCW 28A.210.080 requires documentation of immunizations at the time of school enrollment for any child entering school (preschool - grade 12), attending in-person or online. Children not compliant with state vaccine requirements may be excluded from school. Please talk with your healthcare provider or the school nurse if you have questions about school immunization requirements.

- All immunization records turned in to schools must be medically verified.
- Proof of all required immunizations must be provided on or before the 1st day of school.

For school immunization requirements, refer to: <https://doh.wa.gov/community-and-environment/schools/immunization/families>

Your child cannot attend school in-person until valid immunization records are provided.

If you are requesting a medical, religious, or personal/philosophical exemption from one or more of the immunization requirements, you must provide the school a completed Certificate of Exemption, signed by a licensed healthcare provider and a parent/guardian. Per state law, personal/philosophical exemptions are not allowed for the MMR vaccine.

ILLNESS

In the event your child is seriously injured or becomes ill at school, we will call the parent, guardian or the person listed on the student emergency card. If we are unable to reach someone, the students will be retained in the health room. If the medical situation is serious, 911 will be called and the student may be transported to the hospital. If your child is ill, please keep them home and notify the school. If your child is showing signs of COVID-19, has tested positive for COVID-19, or has been exposed to a person with a positive test, please notify the school immediately, keep your student home and notify your child's physician. Please contact the school nurse if you have any questions. For specific illnesses and when to keep your child home, refer to: <https://www.tpchd.org/healthy-people/provider-resources/school-health-and-childcare-providers/preventing-illness>

DISTRICT ILLNESS PREVENTION INFORMATION

Please talk with your student about these important health and wellness habits:

- Remind your child to wash their hands correctly and frequently. Explain that hand sanitizer can be used if soap and water are not available.
- Teach your child to practice safe respiratory hygiene:
 - Cover your mouth when coughing or sneezing.
 - Use tissues and throw them away.
 - Wash your hands or use a hand sanitizer every time you touch your mouth or nose.
- Remind your child that masks can help prevent the spread of illness.
- Please keep your child home when ill.

To help reduce the spread of Influenza, Covid-19, RSV and other illnesses in schools, children should not come to school if they are experiencing illness symptoms and/or are too sick to participate in normal activities. If your child has any of these symptoms below, please keep them home until the symptoms subside:

- **Appearance/Behavior:** unusually tired, muscle or body aches, pale in color, irritable, lack of appetite; these may be signs of underlying illness.
- **Fever:** A temperature of 100.4°F or higher. Your child must be fever free for 24 hours (without the use of fever-reducing medications) before they can return to school.
- **Sore throat:** especially with fever and/or swollen glands.
- **Nasal drainage/Cough:** yellow or green nasal drainage, persistent nasal drainage and/or cough may prevent your child or others from being able to concentrate. They may expose others to illness, when secretions cannot be controlled.
- **Vomiting/Diarrhea:** your child must not have any episodes of vomit or diarrhea for a full 24 hours before they can return to school.
- **Rash:** any rash of unknown cause should be considered contagious. A note from a health care provider stating the rash is not contagious may be required before your child returns to school.

Children may be sent home without a fever if other illness symptoms are present. The school is not equipped for prolonged care of your sick student. We require that you or an emergency contact will pick up your sick child within the hour that you are called. Please notify your school of any changes to your emergency contacts, it is important to have a list of available contacts if we are not able to reach you.

For specific illnesses and when to keep your child home, refer to:

<https://www.tpchd.org/healthy-people/provider-resources/school-health-and-childcare-providers/preventing-illness>

HEALTH ROOM PROCEDURES

A trained registered nurse, licensed practical nurse, or health paraprofessional is present every day in our health room. Upon request, an on-call district nurse is available.

MEDICATION

School staff may not administer any medications, even pain relievers, unless provided by, and authorized by the parent and physician. **It is against state law for students to have any medication on their person while at school**, including pain relievers. Possession or distribution of medications can result in disciplinary action.

If it becomes necessary for a student to take any form of medication at school, according to state law, the following must be on file in the health room:

- **A written statement by the child's physician** identifying the medication, dosage, length of prescription, and written parent authorization for the school to administer this medication.
- All medication, with the dosage and the physician's name, must be brought to school **in the prescription bottle by an adult.**

Breakfast & Lunch

FREE AND REDUCED MEAL APPLICATIONS

Due to changes in state law, school breakfast and lunch will be free for all primary school students in UPSD for the 2025-2026 school year. **However**, accurately accounting for free and reduced price meal eligibility is **essential for other fee reductions, other sources of state and federal funding, and our ability to offer free breakfast and lunch in the future.** Therefore, we ask that all parents fill out a free and reduced lunch form every year. You will be automatically prompted to fill out this form when you log in

to [Family Access](#) in early August to complete your back-to-school update. If you have any difficulties with this process, please contact your school or our Nutrition Services department (253) 566-5700. Paper copies of this form are also available at our district office and in all of our buildings.

Money, Valuables, Cell Phones, Toys & Personal Items

Students are instructed not to bring money or valuables to school unless the money is for lunch or school activities. Sports equipment is not to be brought to school unless the student has been granted permission from a staff member. Any electronic devices, including cell phones, must be kept off and put away during the school day. Parents must pick up cell phones if confiscated. **PLEASE NOTE: The school will not be financially responsible for lost, stolen or damaged electronic devices or equipment brought to school by students.**

LOST & FOUND

Lost and found is located at each primary school. **Please put names in or on lunch cases, backpacks, coats, and water bottles.** Once each month, unclaimed items are given to charitable donations. Watches, jewelry, keys and other small items will be kept in the office until the end of the school year.

Birthday Parties / Celebrations

Each of our primary schools will acknowledge and honor student birthdays in ways that are meaningful, equitable, and reasonable. We ask that parents **not send treats or gifts to school for their child's birthday.** Instructional time will not be used for individual birthday celebrations and gifts or food items will not be distributed during class.

Student Safety, Privacy, and Transportation Policies and Procedures

WALKING STUDENTS

Students who walk to and from school should respect neighbors. Students must use sidewalks when available, stay off private property (including shortcuts), and use designated crosswalks. Students riding bicycles to school will be required to wear helmets while on campus.

PRIVATE TRANSPORTATION

If you provide your children's transportation, please keep in mind that intense traffic develops each day both before and after school. It is unlawful to block roadways or intersections even during these times. Further, families may not use bus zones to drop off or pick up children. When on school grounds, drivers must abide by all rules and traffic patterns deemed necessary by school administrators to ensure student safety. We also strongly encourage drivers to follow speed limits and yield to pedestrians when entering or exiting school grounds.

BUS RIDERS

It is our pleasure to offer transportation services to eligible families. However, riding district transportation requires safe and appropriate behavior from students. Student misconduct, specifically unsafe and disruptive behaviors, may result in a suspension from the bus. In these instances, the family will then be responsible for transportation to and from school. Unexcused absences and tardies will be assigned if students are unable to attend school as the result of a removal from the bus. For items left on the bus, please call the bus garage at (253) 566-5724.

All bus riders must:

- **Be Responsible**
 - Follow bus rules
 - Keep the bus clean
 - Take care of their personal belongings
 - Keep all electronic devices stored away
 - Sit in assigned seat
 - Wear a bus tag each day. Bus tags may be worn or attached to the student's backpack

- **Use Respect**
 - Use kind words
 - Help others
 - Follow directions the first time
 - Keep all food and drinks put away
- **Stay Safe**
 - Use quiet voices.
 - Stay seated and facing forward at all times
 - Keep hands, feet, and objects to themselves and inside the bus at all times
 - Wear seatbelts on buses that have them
 - Wait safely at designated stops for the bus to arrive. Students should not cut in line or push and shove from behind while the buses are loading.

STUDENT SAFETY

Students must always be supervised while on campus. This means that students are not allowed in classrooms or parts of the school without staff supervision. Students must report any suspicious activity and/or any reports of planned violence or weapons on campus to school authorities immediately.

Students must never arrive at school early or remain on campus unsupervised after dismissal. Please discuss with your child the importance of never getting into a car with strangers for a ride home or rumored emergency. Concerns, complaints or questions related to safety concerns should be made to the school principal.

NO CONTACT ORDERS OR PARENTING PLANS

It is the responsibility of the parent or guardian to provide the school with current, relevant parenting plans and no contact orders as they pertain to your child and his or her schooling. In the absence of a valid court order, schools will release students to custodial guardians present in our student system who provide appropriate identification and documentation.

GUIDANCE AND COUNSELING

University Place School District counselors subscribe to the American School Counselors Association (ASCA) Standards for Student Academic, Career and Personal/Social Development. The counseling program is proactive rather than remedial whenever possible. It complements core curricular offerings and the counselor maintains a collaborative relationship with other staff members. The counselor teaches guidance lessons in classrooms and consults with students, staff and families as needed under ASCA guidelines. Confidentiality is offered within guidelines recommended by ASCA.

Field Trips

Field trips are a continuation of classroom learning experiences. Permission slips must be signed and returned to school prior to the field trip or your child legally may not attend. **All students not attending trips must attend school.** An educational experience will be provided in lieu of the trip. Students not attending school will be marked as unexcused if missing the trip is the reason given for non-attendance. Any parent invited to attend as a chaperone must complete our [volunteer application process](#) before consideration.

School Photos and Yearbooks

More information about school photos and yearbooks will be distributed by individual schools. Individual student pictures are used in the school yearbook, for identification cards, and other school activities. Parents are provided the chance to purchase school pictures.

Lost/Damaged School Materials

Current [school board policy 3520](#) specifically states, "Students shall be responsible for the cost of replacing materials or property that are lost or damaged due to negligence... Fines or damage charges may be levied for lost textbooks, library books, or equipment."

These replacement costs shall include charging the actual replacement cost of the item PLUS a fee of 25% of that replacement cost. The additional 25% is to cover the cost of shipping, Washington State tax, plus the costs of adding a barcode, due date pocket slip, book jacket cover or laminate, security tag, and other incidental processing costs. Please note that report cards may not be issued to students at the end of the year if fines have not been resolved by the family.

If paying fines is a hardship for a family, they should contact the building principal or school counselor to discuss options.

School Closures Due to Weather

When the weather is inclement, listen to the local radio/television stations, or check our district website www.upsd83.org for school closure or emergency schedule announcements. If no announcement is made, school is on time. If school is closed, there will be no school for that day and all scheduled afternoon and evening activities will be canceled. If there is a two-hour delay, students must report to school by 10:15 am. See your [district calendar](#) for complete instructions.

In case of school closures or late starts, our ParentSquare system will notify families. Please make sure your phone numbers/emails are current and up-to-date with our office.

Emergency Plans

Plans have been developed to ensure maximum efficiency and safety during a variety of potential emergencies. Specific drills are scheduled throughout the year to teach and rehearse plans for fire, earthquake, lockdown, and shelter-in-place scenarios. In an age appropriate fashion, teachers discuss relevant procedures with students and reinforce the importance of safe, orderly conduct throughout the entirety of the drill. Students are expected to maintain appropriate classroom conduct during drills in order to learn these procedures and, if appropriate, evacuation routes.

In the event of a real emergency, it is important that students listen carefully to the directions of staff members and follow emergency procedures. To ensure the safety of all students, students will be released to parents in an organized fashion. Teachers have been instructed not to release students to parents from the classroom unless authorized by the office. In any emergency, always work with the office to pick up your child.

Rules, Responsibilities & Student Conduct Expectations

We are committed to establishing and maintaining a safe, orderly environment that supports learning for all students. Effective, practical, equitable and culturally responsive practices related to classroom management and schoolwide discipline are necessary to achieve this end. The school is committed to the use of research-based best practices in all of its efforts- including those related to classroom management and student discipline. We also believe that it is our responsibility to work with parents to help each student learn how to make good choices and treat others with respect.

The following rules and discipline related to student conduct detail both our expectations for student behavior and our response to behavioral violations. All rules listed here cover all school premises before and after school, during any sponsored activity, at school bus stops, and during any school field trip. Consequences may include a phone call home and/or other disciplinary action.

OUR SCHOOL RULES AND AUTHORITY APPLY:

1. At all times on any school district property;
2. On district-owned, district operated, and district chartered vehicles;
3. During any school or district-sponsored activity in any location, including online learning;
4. At school bus stops; and

5. Away from school grounds if the behaviors would directly affect the good order, efficiency, management, and/or welfare of the school.

DRESS AND APPEARANCE

Dressing appropriately for school is part of being a responsible student. We want our students to learn that certain kinds of dress are appropriate in some situations, but not in others. Students are asked to wear suitable clothing for school that does not disrupt or distract from the learning environment. The following expectations will be enforced at all times on school grounds and at all school-sponsored activities:

- Clothing and accessories must not contain/display offensive language, messages, pictures, or logos.
- Students wearing hats, hoods or head coverings that are not for a medical, religious or cultural purpose may be asked to remove them if they interfere with the learning process.
- Clothing must cover stomachs, backs, and undergarments.
- Clothing showing excessive skin is not allowed.
- Footwear must be worn at all times.
- Dress/accessories must not present health or safety issues.

Students who refuse to correct a dress code violation or who have multiple dress code violations will be subject to disciplinary action. When there is a question, administrators maintain the final say on any dress code violations regarding what is suitable for school. Please note: Closed-toed shoes must be worn on PE days.

STUDENT OFFICE REFERRALS

Serious student misconduct will result in a referral to the school office. In such cases, the administrator involved will notify the parent/guardian regarding corrective actions to be taken. Please note that students often meet with administrators to discuss issues and to solve problems. These visits may not be reported to parents unless there is a need to do so.

Responding to Conduct Violations Discipline and Other Forms of Discipline

When student behaviors violate rules and expectations for student conduct, students may be subject to disciplinary action. Discipline is any action taken by the district in response to behavioral violations. Other forms of discipline are actions used in response to problem behaviors and behavioral violations, other than classroom exclusion, suspension, expulsion, or emergency removal. School staff and administrators may impose a variety of other forms of discipline to respond to behavioral violations. The other form of discipline used will be dependent on the circumstances and impact of the behavioral violation. Possible other forms of discipline may include but are not limited to the following examples listed below:

- Alternative Classroom Location
- Alternate Passing time/schedule change
- Apology
- Behavior Contract or Plan
- Community Service
- Completion of a Learning Assignment
- Daily Check in/Check Out
- Detention
- Increase Supervision/Reduce Unsupervised Time
- Loss of Privileges
- No Contact Agreement
- Oral or Written Corrective Feedback
- Parent Conference/Contact
- Re-teaching Expectations
- Restorative Circle
- Student Conference with Principal or designee
- Threat Assessment

Unless a student's presence poses an immediate and continuing danger to others or an immediate and continuing threat to the educational process, staff will first attempt one or more interventions or other forms of discipline to support students in meeting behavioral expectations before imposing classroom exclusion, in-school suspension, or short-term suspension.

Student Searches

STUDENT SEARCHES

School administrators are responsible for ensuring safety and orderly operations at school and at school sponsored events and activities. To this end, school administrators have the authority to maintain order and discipline and to protect students from exposure to illegal drugs, weapons, and contraband. Principals, Assistant Principals and other designated staff are authorized to conduct reasonable searches of students on school property and at all school sponsored events and activities.

Students also possess the constitutional right to be secure in their persons, papers, and effects against unreasonable searches and seizures. School staff will take care to respect students' privacy while also taking appropriate action to ensure safety and maintain an environment conducive to learning.

SEARCHES OF BASKETS, DESKS, CUBBIES, AND OTHER SCHOOL-OWNED STORAGE SPACES

Students may be assigned cubbies or other school-owned storage areas for securing their books, school supplies, and personal effects. Cubbies, desks, and storage areas are the property of the school district. Cubbies and other spaces are subject to search in accordance with district policy. No student may use a cubbie, desk, or storage area to store any substance or object which is prohibited by law or school rules or which poses a threat to the health, safety or welfare of the occupants of the school building or the building itself.

More information regarding student searches and locker searches can be found in District [Policy 3230](#) - Student Privacy and Searches.

Classroom Exclusion, In-School Suspension, Short Term Suspension, Emergency Removal

CLASSROOM EXCLUSION

The exclusion of a student from a classroom or instructional or activity area for behavioral violations is subject to the requirements of [WAC 392-400-330](#) and [392-400-335](#). Teachers have statutory authority to impose a classroom exclusion.

Classroom exclusion does not include action that results in missed instruction for a brief duration when:

- A teacher or other school personnel attempts other forms of discipline to support the student in meeting behavioral expectations; and
- The student remains under the supervision of the teacher or other school personnel during such brief duration.

SUSPENSION

The denial of attendance in response to a behavioral violation from any subject or class, or from any full schedule of subjects or classes, but not including classroom exclusions, expulsions, or emergency removals is a suspension. Suspension may also include denial of admission to or entry upon, real and personal property that is owned, leased, rented, or controlled by the district.

- **In-school suspension** means a suspension in which a student is excluded from the student's regular educational setting but remains in the student's current school placement for up to ten consecutive school days, subject to the requirements in [WAC 392-400-430](#) through 392-400-475.
- **Short-term suspension** means a suspension in which a student is excluded from school for up to ten consecutive school days, subject to the requirements in WAC 392-400-430 through 392-400-475.

School administrators will also consider the following criteria when determining the length of a suspension: severity of behavior, impact or harm to students or staff, level of disruption caused by behavior, intent, and prior offenses of a similar nature. In accordance with [Student Discipline Policy and Procedure 3241P](#), these circumstances may include but are not limited to the following types of student behaviors:

- Being intoxicated or under the influence of controlled substance, nicotine, alcohol, or marijuana at school or while present at school activities;
- Bomb scares or false fire alarms;
- Cheating or disclosure of exams;
- Commission of any crime on school grounds or during school activities;
- Dangerous behavior that causes injury or causes a disruption to the school program;
- Dangerous use of a motor vehicle or endangering others on a bus;

- Defacing or destroying the property of another;
- Defiance of school authority;
- Disruption of the education process;
- Dress code violations that the student refuses to correct;
- Endangerment to self, other students, or staff, including endangering on a school bus;
- Extortion;
- Fighting: Fighting and instigating, promoting, or escalating a fight, as well as failure to disperse. Engaging in any form of fighting where physical blows are exchanged, regardless of who initiated the fight. This prohibition includes hitting, slapping, pulling hair, biting, kicking, choking, and scratching or any other acts in which a student intentionally inflicts or attempts to inflict injury on another;
- Gang-related activity including the use of gestures, language, or codes/symbols commonly associated with gang culture, violence or promotion of violence. Includes the presence of any gang-affiliated apparel (e.g. shoelaces, bandanas, belts) which by virtue of color, arrangement, trademark, symbol, or any other attributes indicating or implying membership or affiliation with such groups;
- Harassment/intimidation/bullying;
- Intentional deprivation of student and staff use of school facilities;
- Intentional injury to another;
- Intentionally obstructing the entrance or exit of any school building or room in order to deprive others of passing through;
- Lewd, indecent, and obscene behaviors;
- Possession of drug paraphernalia including vape and other delivery devices;
- Possession, use, sale, or delivery of illegal or controlled chemical substances (including prescription medication);
- Preventing students from attending class or school activities;
- Refusal to cease prohibited behavior;
- Refusal to leave an area when repeatedly instructed to do so by school personnel;
- Sexual misconduct that could constitute sexual assault or harassment on school grounds, at school activities, or on school provided transportation;
- Substantially and intentionally interfering with any class or activity;
- Theft or stealing including possession of stolen property;
- Threats of violence to other students or staff;
- Use or possession of weapons prohibited by state law and Policy 4210.

EMERGENCY REMOVALS

An emergency removal is an immediate removal of a student from school because the student's statements or behavior pose an immediate and continuing danger to other students or school personnel, or an immediate and continuing threat of material and substantial disruption of the educational process, subject to the requirements in [WAC 392-400-510](#) through 392-400-530

Note: A student who is suspended, emergency expelled, or expelled may not be on any district property, attend school events, or participate in school activities while they are suspended or expelled. Specific information about due process and parent notice for suspensions, emergency removals and expulsions is outlined on the district website at [Student Discipline Policy and Procedure 3241P](#).

Items Not Allowed on Campus ([RCW 9.41.280](#))

POSSESSION OF WEAPONS & DANGEROUS OBJECTS

Weapons of any kind are not permitted on school property, including on district provided transportation. Both state and federal laws regulate the possession of firearms and other dangerous weapons and objects at or near schools.

- Firearms: Any student who is determined to have carried a firearm onto, or to have possessed a firearm on, public primary or secondary school premises, public school-provided transportation, or areas of facilities while being used exclusively by public schools, shall be expelled from school for not less than one year under RCW 28A.600.010.
- Look-Alike Weapons: Look-alike weapons include but are not limited to, toy weapon, look alike weapon, pellet/BB/airsoft, paintball gun, etc. Look alike weapons may meet the definition of dangerous weapon under RCW 9.41.20 if they expel a projectile.

- Dangerous Weapons: Include but are not limited to slingshots, nun-chuk-a sticks, stun gun, sand clubs, throwing stars, metal knuckles, or a spring blade knife and are defined in RCW 9.41.250.
- Stun Guns and Tasers: Any portable device manufactured to function as a weapon, commonly known as a stun gun or taser or any device used or intended to be used as a weapon to injure a person by an electric shock, charge or impulse under RCW 9.41.280.
- Knives: Students are not allowed to possess knives of any kind on school property. Knives with a spring blade mechanism of any kind are considered dangerous weapons.
- Other dangerous objects and unsafe items include but are not limited to objects used to intimidate or injure, fireworks, explosives, razor blades, box cutters, laser pointers etc.

ADDITIONAL ITEMS NOT ALLOWED ON CAMPUS:

- Mace, pepper spray, and any other chemical sprays.
- Alcohol, drugs, tobacco products, lighters & matches, vaping pens and products
- Gum
- Toys and trading cards
- Heelies (wheels on the bottom of shoes), skateboards, scooters, and roller blades, are not allowed to be ridden on school district property.

Additional information can be found in [District Policy 3241P](#) or Washington [RCW 9.41.250](#).

Harassment, Intimidation & Bullying; Sexual Harassment; and Discrimination

OUR SCHOOLS PROTECT STUDENTS FROM HARASSMENT, INTIMIDATION, AND BULLYING (HIB)

We strive to make our school a safe and inclusive environment where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities. This section explains what HIB is, what to do when you see or experience it, and how our school responds to it.

What is HIB?

State law (RCW 28A.600.477(5)(b)(i)) defines HIB 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 status) or other distinguishing characteristics, when the intentional electronic, written, verbal, or physical act:

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

HIB often involves one student having, or appearing to have, more power than another student. While HIB often appears as repeated behaviors, it is important to take single serious incidents seriously. It usually happens more than once or is very likely to happen again. HIB is against the law in our schools.

HIB policy only applies to actions between students. It does not cover harassment, intimidation, or bullying of an employee, volunteer, parent/legal guardian, or community member.

How can I make a report or complaint about HIB?

Talk to any school staff member, start with whoever you feel most comfortable with, such as a teacher, counselor, coach, or other school staff. You can report HIB by telling school staff in person or in writing (written reports can be made in your home language; please ask your school or district for support with translation). You can make your report anonymously/without giving your name or confidentially (asking that your name not be shared with other students or parents/caregivers involved). No student will be disciplined based only on an anonymous or confidential report.

If a staff member learns about, sees, or hears HIB happening, they must act quickly to stop the behavior(s) and keep it or them from happening again. Our district also has a HIB Compliance Officer, Executive Director of Secondary Education, Lainey Mathews, who supports prevention and response to HIB. Contact information: (253) 566-5600, 3717 Grandview Drive West, University Place, WA 98466. lmathews@upsd83.org.

What happens after I make a report about HIB?

When you report HIB, school staff must act quickly to stop the behavior and prevent it from happening again. If you and the school agree the problem is resolved, then no further action may be needed. But, if you feel that you or someone you know is facing HIB that is unresolved, severe, or keeps happening, you should ask for an official HIB investigation by completing an Incident Reporting Form ([link to form](#)).

The school must also make sure that students who report HIB are not treated badly for speaking up. This is called retaliation, and it is not allowed.

What is the investigation process?

The HIB investigation begins if you submit the HIB Incident Report Form ([link to form](#)), and the incident meets the definition of HIB toward a student. When you submit the Incident Reporting Form, the HIB Compliance Officer or the staff member leading the investigation must notify the families of the students involved that a complaint was received. They must make sure a prompt and thorough investigation takes place. The investigation is usually finished within five school days. If it takes longer, the school will keep you updated, generally once a week, until it is done.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must share the results with you within two school days.

This response should include:

- A summary of what the investigation found
- A decision about whether the HIB was substantiated (found to have happened)
- Any steps the school will take to address the problem
- Clear information about how you can appeal the decision

If HIB is confirmed, the school will address it.

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

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

If you disagree with the school district’s decision, you may appeal. To appeal, send a written request asking the superintendent (or the person they’ve assigned) to review the investigation. They will send you a written decision.

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

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

What information may I have about other students?

Student privacy laws limit what the school can tell you about any intervention or discipline given to another student. You will be told whether HIB was found to have happened and that steps were taken, even if the details of those steps impacting all students involved cannot be shared.

For more information about the HIB complaint process, including important timelines, please see the district’s HIB Policy [[3207](#)] and Procedure [[3207P](#)], located on our website at www.upsd83.org.

How do I make a HIB complaint about a staff member?

This process is for concerns about one student harassing, intimidating, or bullying another student. If your concern is about a staff member’s behavior, ask your school for information on how to report it.

Our School Stands Against Discrimination

Discrimination can happen when someone is treated differently or unfairly because of a **protected status**, including their race, ethnicity, color, national origin, immigration or citizenship status, sex, gender identity, gender expression, sexual orientation, homelessness, religion, creed, disability, neurodivergence, 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 behavior that is threatening, harmful, or humiliating. It happens when the behavior is based on a student's protected status and is serious enough to create a **hostile environment**. A hostile environment is created when behavior 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], visit our district's website at www.upsd83.org.

What is sexual harassment?

Sexual harassment is unwelcome behavior or communication that is sexual in nature and seriously 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 accept unwelcome sexual behavior or communication to receive something in return, such as a better grade or a place on a sports team.

Examples of sexual harassment include:

- Pressuring a person for sexual actions or favors.
- Unwelcome sexual touching.
- Written, graphic, or electronic messages that are sexual in nature.
- Sharing sexually explicit texts, emails, or pictures.
- Making sexual jokes, spreading sexual rumors, or making suggestive comments.
- Physical violence, including rape and sexual assault.

Our school does not discriminate based on sex. We prohibit sex discrimination in all education programs, activities, and employment, as required by Title IX and state law.

To review the district's Sexual Harassment Policy [3205] and Procedure [3205P], visit our website at www.upsd83.org.

What should my school do about discriminatory harassment or sexual harassment?

When a school learns about possible discriminatory harassment or sexual harassment, it must investigate and take steps to stop the unwanted behavior. The school must address any effects of the harassment on the student at school, including eliminating the hostile environment, and prevent the harassment from happening 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 to report your concerns, ask questions, or learn more about how to resolve your concerns. If English isn't your first language, you can request an interpreter or prepare the complaint in your language. If you have a disability and need accommodations to make a complaint, let the school know your disability needs.

Concerns about **disability discrimination** should be made to the district Section 504/FAPE/ADA Officer, Kelly McClure, (253) 566-5600, 3717 Grandview Drive West, University Place, WA 98466. kmclure@upsd83.org

Concerns, complaints or questions related to any other form of **discrimination**, should be made to the district Civil Rights Compliance Officer/Affirmative Action Officer, Lainey Mathews, (253) 566-5600, 3717 Grandview Drive West, University Place, WA 98466. lmathews@upsd83.org

Concerns about **sexual harassment** should be made to the district Title IX Coordinator, Lainey Mathews, (253) 566-5600, 3717 Grandview Drive West, University Place, WA 98466. lmathews@upsd83.org

Concerns about discrimination based on **gender identity**, should be made to the district's Gender Inclusive Schools Coordinator, Lainey Mathews, (253) 566-5600, 3717 Grandview Drive West, University Place, WA 98466. lmathews@upsd83.org

To **submit a written complaint**, describe the behavior or incident that you believe may be discriminatory. 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 so the school district can investigate it promptly. You must submit your complaint within one year of the behavior or incident.

What happens after I file a discrimination complaint?

The Civil Rights Coordinator will give you a copy of the school district's discrimination complaint procedure. The Civil Rights Coordinator will make sure your complaint is investigated promptly and thoroughly. The investigation will be completed within 30 calendar days unless you agree to a different timeline. If exceptional circumstances require more time, the Civil Rights Coordinator will notify you in writing and tell you the expected date for the response.

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

- A summary of the investigation results.
- A determination of whether the school district failed to comply with civil rights laws.
- Any corrective actions or remedies that are needed.
- Information about how to 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 superintendent and then to the Office of Superintendent of Public Instruction (OSPI). More information about this process, including important timelines can be found in the district's Nondiscrimination Procedure [\[3210P\]](#) and Sexual Harassment Procedure [\[3205P\]](#).

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

Harassment, intimidation, or bullying (HIB) can be discrimination if it is based on a protected status. 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**.

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, whether or not they have legally changed their name.
- Update students' gender designation so they accurately reflected in school records.
- Provide students with access to restrooms and locker rooms that align with their gender identity.
- Ensure students can participate in sports, physical education classes, field trips, and overnight trips consistent with their gender identity.
- Keep students' health and education information private and confidential.
- Allow students to wear clothing that reflects their gender identity and enforce dress codes without regard to a student's gender or perceived gender.
- Create an inclusive, respectful environment and protect students from teasing, bullying, or harassment based on their gender or gender identity.

More specific information regarding the district's Gender-Inclusive Schools Policy [\[3211\]](#) and Procedure [\[3211P\]](#), can be found on our district website at www.upsd83.org. If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator: Lainey Mathews, (253) 566-5600, 3717 Grandview Drive West, University Place, WA 98466. lmathews@upsd83.org

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information included in the previous section.

OUR SCHOOL IS COMMITTED TO STUDENTS AND STATE LAW

Students have the right to learn in schools that follow state law and protect their rights. Willful noncompliance happens when a school district leader or school board member does something—or fails to do something—that they knew, or reasonably should have known, would violate state law. Under ESHB 1296, OSPI is responsible for investigating complaints about willful noncompliance and working to find fair solutions.

These laws include requirements related to:

- Civil rights and nondiscrimination (RCWs 28A.640 and 28A.642)
- Harassment, intimidation, or bullying (RCW 28A.600.477)
- Curriculum requirements and instructional materials policies (RCWs 28A.150.230, 28A.300.475, 28A.320.170,

28A.320.230, and 28A.320.235)

- Use of restraint or isolation (RCW 28A.600.485)
- Student discipline (chapter 28A.600 RCW)

How do I make a complaint about willful noncompliance with state law?

You must first use available complaint processes to try to resolve your concern. This means the available complaint processes start with your school district, even if the school district superintendent or a school board member is the subject of your complaints. School personnel are not allowed to retaliate for making a formal complaint.

If no available complaint processes are available, you must check OSPI's website for other OSPI complaint procedures at [How to File a Complaint](#), and follow any applicable processes. If none exist, or you have completed all other processes, you must send written notice to the district superintendent at least 30 calendar days before filing a complaint with OSPI.

Complaints to OSPI must be submitted within 30 calendar days after a final decision in the local complaint process, when one applies. The complaint must be in writing and include enough information to describe the concern and the actions or failures to act that may be willful noncompliance. You may send the complaint by mail, email, or hand delivery to OSPI.

When OSPI receives a complaint that meets the requirements for investigation, it will open an investigation. OSPI will send you written notice of the allegations under investigation. After the investigation is complete, OSPI will issue written findings to you and your school. These findings will state whether noncompliance occurred and may require the school to take actions to fix the issue.

Who else can help with HIB, Discrimination, or Willful Noncompliance Concerns?

Office of Superintendent of Public Instruction (OSPI)

All reports must start locally at the school or district level, even if the complaint involves the school or school district. School personnel should not retaliate against students or families for making a formal complaint.

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, as well as complaints alleging willful noncompliance with state law under ESHB 1296.

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

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

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

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

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

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

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

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

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

- Website: www2.ed.gov/
- Email: orc@ed.gov
- Phone: 800-421-3481

The above OSPI model student handbook language has been included in student handbooks and other required publications in accordance with RCW 28A.300.286

UPSD Discrimination and Sexual Harassment Complaint Procedures

DISCRIMINATION

University Place School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) has been designated to handle questions and complaints of alleged discrimination:

- Civil Rights Coordinator, Lainey Mathews, lmathews@upsd83.org, 3717 Grandview Drive West, University Place, WA 98466, and 253-566-5600
- Title IX Coordinator, Lainey Mathews, lmathews@upsd83.org, 3717 Grandview Drive West, University Place, WA 98466, and 253-566-5600
- Gender-Inclusive Schools Coordinator, Lainey Mathews, lmathews@upsd83.org, 3717 Grandview Drive West, University Place, WA 98466, and 253-566-5600
- Section 504 Coordinator, Kelly McClure, kmclure@upsd83.org, 3717 Grandview Drive West, University Place, WA 98466, and 253-566-5600

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a formal complaint (see below). For a copy of the district's nondiscrimination policy and procedure, contact your school or district office or on our website at www.upsd83.org.

SEXUAL HARASSMENT

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

Sexual Harassment as defined by Washington State Law RCW [28A.640.020](#):

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

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

Examples of Sexual Harassment:

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

Sexual Harassment as defined by Title IX Regulations:

Under Title IX Law, no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. Sexual Harassment is conduct on the basis of sex that satisfies one or more of the following:

- An employee of the recipient conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct;

- Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity; or
- Sexual assault, dating violence, domestic violence, or stalking as defined by the Clery Act.

You can report sexual harassment to any school staff member or to the district's Title IX Coordinator, who is listed above. You also have the right to file a complaint (see below). For a copy of your district's sexual harassment policy and procedure, contact your school or district office, or on our website at www.upsd83.org.

COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT

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

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

Complaint to the School District

Step 1: Write Out Your Complaint - In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the district should take to resolve the problem. Send your written complaint by mail, fax, email, or hand delivery to the district superintendent or civil rights compliance coordinator.

Step 2: School District Investigates Your Complaint - Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days-unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the district will notify you in writing to explain why staff need a time extension and the new date for their written response.

Step 3: School District Responds to Your Complaint - In its written response, the district will include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response-unless you agree to a different time period.

Appeal to the School District

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

Complaint to OSPI

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

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

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

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

For more information, visit www.k12.wa.us/Equity/Complaints.aspx, or contact OSPI's Equity and Civil Rights Office at 360-725-6162/TTY: 360-664-3631 or by email at equity@k12.wa.us.

Other Discrimination Complaint Options

Office for Civil Rights, U.S. Department of Education,
206-607-1600 | TDD: 1-800-877-8339 | OCR.Seattle@ed.gov | www.ed.gov/ocr

Washington State Human Rights Commission
1-800-233-3247 | TTY: 1-800-300-7525 | www.hum.wa.gov

Requirements as a Title 1 School (Targeted Assistance)

PARENTS RIGHT TO KNOW- PROFESSIONAL QUALIFICATIONS

If you have questions about the professional qualifications of your child's teacher, please contact your child's principal.

As a Title I school, we must meet federal rules related to teacher qualifications as defined in No Child Left Behind. These rules allow you to learn more about the professional qualifications of your student's classroom teacher and/or paraeducators (if applicable). At any time you may ask:

- Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching,
- Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

PARENTS RIGHT TO KNOW- CITIZEN COMPLAINT PROCEDURES

As a Title I school we must meet federal rules related to Citizen Complaint Procedures as defined in No Child Left Behind. A citizen complaint is a written statement that alleges a violation of a federal rule, law or regulation or state regulation that applies to a federal program. If you are interested in learning more about this process, you can find information on the OSPI website at: <http://www.k12.wa.us/TitleI/CitizenComplaint.aspx>. You can also request information about this process from the UPSD Educational Service Center.

Acceptable Use Policy

ELECTRONIC INFORMATION SYSTEM (K-20 NETWORK)

In consideration for the privilege of using the University Place School District network and in consideration for having access to the public networks, I hereby release University Place School District, the K-20 Network, and other intermediary providers, if any, and operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my, or my child's use, or inability to use, the K-20 Network including, without limitation, the type of damages identified in the University Place School District's Electronic Resources and Internet Safety Policy ([2022](#)) and Procedure ([2022P](#)). I also release UPSD and consent to my child's use of any district approved programs and apps, including but not limited to; YouTube, Google forms and docs, etc. Further, I agree that my child will abide by the District's Policy and Procedures, which we have reviewed and understand, and we acknowledge that failure to comply with the policy and procedures may result in revocation of network use privileges. I acknowledge and agree that University Place School District has the right to review, edit or remove any materials installed, used, stored or distributed on or through the network or District's system including e-mail and other electronic messages and I hereby waive any right of privacy which my child or I may otherwise have into such material.

UPSD Non-Discrimination Statement

The University Place School District complies with all federal and state laws, rules, and regulations and does not discriminate on the basis of race, ethnicity, color, creed, national origin (including language), sex, sexual orientation, gender expression, gender identity, religion, age, homelessness, immigration or citizenship status, neurodivergence, disability, veteran or military status, or the use of a trained dog guide or service animal in student education programs, co-curricular activities, and employment practices. The district is an equal opportunity/affirmative action employer encouraging application of qualified diverse candidates

and does not discriminate based on the protected classes identified above for employment and other opportunities. The University Place School District is committed to providing access to all District programs and activities and provides equal access to the Boy Scouts and other designated youth groups. For elevator access at school sites, contact the principal's office. The University Place School District is a drug-free/smoke-free workplace and educational setting. Direct inquiries regarding compliance, grievance, or appeal procedures, or concerns involving students, should be made to the District Affirmative Action Officer/Civil Rights Compliance Coordinator/ Title IX Coordinator/HIB Compliance Officer/Gender-Inclusive Schools Coordinator, Executive Director of Secondary Education, Lainey Mathews, lmathews@upsd83.org; or Section 504/FAPE/ADA concerns should be made to Executive Director of Special Services, Kelly McClure, kmclure@upsd83.org. Both can be contacted at (253) 566-5600, 3717 Grandview Drive West, University Place, WA 98466. Title IX inquiries may also be directed toward the U.S. Department of Education, Office for Civil Rights (OCR): <https://www2.ed.gov/about/offices/list/ocr/index.html>