

Brewster High School 2024-2025 STUDENT HANDBOOK

Welcome to Brewster High School. Home of the Bears. We are looking forward to you becoming a part of an outstanding tradition.

Work hard in your classes and take advantage of all the extracurricular activities that interest you. Participation in all aspects of Brewster High School life will give you a richer school experience. If you have any questions, please feel free to ask. All the staff at Brewster is here to help you. Have a great year!

THE MISSION OF BREWSTER HIGH SCHOOL STAFF IS TO CONNECT, SUPPORT AND ENSURE THAT ALL STUDENTS ARE FUTURE READY.

Our motto for this school year is No Excuses: Pursue Challenges, Overcome Obstacles, Solve Problems and Expect More.

Brewster Bears are dedicated to building a positive and safe culture that is inclusive, supportive, motivational, and collegial. We are contributing members to the Brewster High School community and the Brewster community, at large. We value the relationship between the citizens of Brewster and Brewster High School and aim to represent the school, district, and community in a positive light. Brewster Bears are engaged, accountable, and demonstrate outstanding character, leadership, and a growth mindset.

Student Conduct Guidelines

The staff of Brewster High School care about our students and want to provide a safe and productive environment for learning and school activities. To accomplish this, we cannot allow abusive or disruptive behavior. The following pages include guidelines for consequences which will occur for the listed infractions. These guidelines are in effect throughout the school day and during all school-sponsored activities including lunch. The administration reserves the right, based on the seriousness of the violation, to determine the severity of the consequence to be imposed.

Students shall comply with school district policies and rules as well as directions of employees in charge of them during any period when they are properly under the authority of the school district. This will also apply to any Brewster School District authorized activity away from the district including evening and weekend activities.

Office Staff/ Hours/ Phone Numbers

Monday – Friday 7:30 AM – 4:00 / Main Office (509)-689-3449

Registrar: Christina Talavera ext. 4410

Attendance Secretary: Mayra Pamatz ext. 4411

School Administrative Staff

Superintendent- Lynnette Blackburn - lblackburn@brewsterbears.org

High School Principal - Jake Johanson- jjohanson@brewsterbears.org

High School Alternative school and CTE Director- Gina Kelly- gkelly@brewsterbears.org

District Social Worker- Lupe Galvan- ggalvan@brewsterbears.org

Athletic Director- Travis Todd - ttodd@brewsterbears.org

Special Education Director/Title- Bonny Theis- btheis@brewsterbears.org

Federal Programs Director- Jessica Garcia- jgarcia@brewsterbears.org

I GENERAL INFORMATION AND POLICIES

ACCIDENTS Any accident that occurs in the building, on the grounds, at practice sessions, on the way to or from school, or at any other school sponsored event must be reported immediately to your teacher, coach, supervisor, or administrator. This policy is designed for your protection as well as the school's.

CHANGE OF ADDRESS Any change of address or telephone number should be immediately reported to the office.

CLASS TRANSFER GUIDELINES The following guidelines pertain to currently enrolled students who wish to change classes: Students transferring classes must obtain permission from parent/guardian and counselor within 10 school days after the start of the semester.

The guidelines do not affect students new to the district, students moving up in the same subject area (e.g., Algebra I to Algebra II) or students transferring at the request of a teacher, counselor, or administrator.

OPEN CAMPUS REGULATION: Brewster School District will have open campus; student will have the privileges to leave campus for lunch with parent or guardian approval. Brewster High School has the right to revoke the lunch pass if the student fails to return to class on time in accordance with the Brewster High School policies and procedures.

Academic Day is considered as 8:00 AM-2:50 PM and students are expected to be attending a full day schedule.

DANCE REGULATIONS: Dances are open only to Brewster High School students. Guests of our students will be permitted to attend a school dance if their host or hostess secures a permit from the office before school is dismissed within 24 hours (if dance is on a Friday) of the dance. Guests must be of high school age. **No one 21 or older will be allowed to attend school dances.** Students will not be permitted to re-enter the dance once they have left. All rules and regulations pertaining to school apply at dances, except for dress code policy.

DRESS CODE:

UPPER HALF - Tops must have sleeves, fit properly (correct size) and be worn as designed.

ALLOWED

1. Hand-sized logo or writing.
2. Shirt specifically sponsored/funded by the school or district. Including team issued gear or clothing from a school approved fundraiser.
3. Shirt showing pride having Brewster, BHS, or Bears printed on it.
4. Any shirt earned or purchased at Washington State academic/athletic/club competitions or earned for school-sanctioned community service projects (i.e., Cancer Walk-a-thon).
5. Any shirt representing college/university/post-high school training (military, technical school).
6. Any shirt representing a club or group that focuses on community service, engagement of youth, learning experiences outside of the classroom (i.e., Boy Scouts, Youth Groups, community service experiences).

LOWER HALF – Must fit properly and be worn as designed.

ALLOWED

1. Hand-sized logo or writing.
2. Team/club issued clothing.
3. Must be the correct size and worn as designed.
4. Shorts/skirts/dresses must be longer than mid-thigh.
5. Leggings/spandex can be worn under an article of clothing but must be a solid color.
6. Footwear must be worn.

UNACCEPTABLE DRESS

- a. *Clothing that shows exposed undergarments, revealing styles, and see-through clothes.
- b. *Anything that condones/glamorizes violence (including clothing that depicts weapons), alcohol, drugs, gangs, sexual connotation, or obscenity of any kind.
- c. *Sharp jewelry, pocket chains, long belts, or bandanas.
- d. Clothing with rips or tears when skin is exposed or exposed midriff.
- e. Leggings or spandex as only coverage of the lower half.
- f. Pajamas and sleepwear.
- g. Hats, hair nets, hoods, caps, or other hair covering, ponchos, trench coats/dusters, or other bulky clothing.

*a-c is never allowable, d-g may be allowed on an administrative approved free day (i.e., spirit week).

Disclaimer: Dress code can be modified by administration to ensure school safety and a productive learning environment.

EXTRA-CURRICULAR PROGRAM: Brewster High School provides a diverse extra-curricular program of athletics and activities. All school rules apply at every athletic event and activity (unless specifically stipulated otherwise). Qualifications for participation/attendance may exist including but not limited to required attendance in school the day of an event and academic eligibility.

FINE LIST: Prior to participating in any extra-curricular activity, receiving a diploma, or having records transferred to another school district, all fines must be cleared through the office. Students are issued textbooks for many of their classes. Students and their parents are responsible for replacement of lost books or for damage to books incurred while issued to the student. Damage to Chrome Books is also subject to fines. Insurance can be purchased through any of the offices. See Chromebook Guidelines and Check-out Form for details.

GRADING: Quarter grades are a nine-week combination of daily class grades including assignments, quizzes, test scores, assigned reports and participation if appropriate. Semester grades are an accumulation and combination of all the grades earned throughout an eighteen-week period including a possible semester final exam. Report cards are issued at the end of each quarter and semester. A class syllabus will be provided by each teacher with grading policies and procedures specific to that class.

GRADUATION REQUIREMENTS: Graduation requirements have been established in order that students may acquire the skills, knowledge, and aptitudes necessary for lifetime learning. Each semester of course works successfully completed equals .5 credit per course. Students are encouraged to explore nontraditional as well as traditional education and training. To earn a Brewster High School diploma and participate in graduation.

ceremony, students must have completed at least 21 credits in a traditional high school or college setting. Students can complete up to four credits (8 classes via online retrieval methods) to be eligible to “walk” at graduation.

At the request of the student and the student’s parent or guardian, high school credit earned before high school may be transcribed with a nonnumerical grade, such as “pass” or “credit”. A nonnumerical grade will not be included in the student’s high school grade point average calculations. High School credit earned prior to high school and transcribed with a nonnumerical grade will apply to fulfilling high school graduation requirements. Before the end of eleventh grade, a student and the student’s parent or guardian must inform the school if they do not want credit for the course or courses taken before attending high school or if they want the credit to be transcribed with a nonnumerical grade.

Successful participation in interscholastic athletics may be substituted for physical education requirements if a student is taking a full load of classes each semester throughout their four years. Successful participation is defined as season long participation without loss of time due to ineligibility or disciplinary measures. Waivers for any credit must be submitted to the counselor in writing not less than 90 days (one semester) prior to the planned graduation date. One semester of required PE may be waived for two athletic seasons successfully completed, up to 1.0 total credit. **Credits will not be awarded for athletic participation.** Physical education credits must be waived by the high school principal.

CREDIT RETRIEVAL: options for students not “on track” should be taken during summer school. Course work is offered as an online program with proctored tests for course work students have attempted but have failed. If a student has not retrieved enough credits to get

back on track for graduation, the student can be allowed to enroll in a credit retrieval option during the school year; however, the student will be charged \$150/class if the course is not completed by the assigned due date.

If a student falls off track and the credit retrieval process no longer will ensure graduation, the student will be transferred to Brewster Alternative School. Any student attending the Brewster Alternative School must have zero credit deficiencies before transferring back to Brewster High School

Students will not be allowed to participate in graduation ceremonies until they have successfully completed all Washington State and Brewster School District requirements for receiving a diploma.

The Valedictorian and Salutatorian: awards are given to the top two graduating students as determined by class rank over the first seven semesters of high school. Class rank will be determined by carrying GPA to no more than two decimal places in case of ties. To qualify, a graduating senior must take classes on campus at BHS for a minimum of 50% for each his/her junior/senior years or 100% his/her senior year. At least 2/3 of the student's credit total must generate GPA points to qualify for academic awards. Pass/Fail grades do not count as part of the 2/3 credit requirement.

HALL PASSES: Hall passes will be required for **any** student who is released from class during any class period. This planner will serve as the student's hall pass and if lost, will cost \$10.00 to replace. Faculty members and administrators will ask students for hall passes when those students are encountered in the halls during class hours. Students in the halls or non-classroom areas without hall passes will be judged truant/absent from the class to which they are assigned.

HOMEcomings ACTIVITIES/COMPETITIONS: sponsored by Brewster High School may only be attended by Brewster High School Students and athletes who are members of an in-season Brewster High School sport team.

ILLNESS: When students become ill and need assistance, they are expected to report directly to the high school office. Every attempt will be made to contact parents so the student can be released or escorted home. Students must sign out in the office before leaving the school. Failure to follow these instructions may result in the student being marked truant.

LOCKERS: All students will be issued a locker upon request. It is each student's responsibility to keep the locker orderly and clean. Lockers are the property of the school and will be inspected periodically. As school property there is no expectation of privacy or security for the individual student(s). Lockers may be searched at any time by school authorities without permission of the student. Fines will be levied at year's end for lockers, which will require cleaning and or repairing. The minimum fine will be \$10.00. Valuables should be left at home, but if a student brings them to school, they assume all responsibility as not all lockers are able to be secured. These procedures hold true for locker room lockers as well.

MEDICATION: Students who take prescribed medicine during regular school hours need to give their medication to the school nurse. A medication release form must be completed by the student's physician and placed on file in the building with the nurse before medication may be dispensed. School nurses can assign office employees to assist in dispensing medication.

To reduce disruptions to classes, messages will only be taken from parents and guardians and delivered between class periods or the last period of the day for a student. Students are not to be excused from a class to make or take telephone calls, except in case of an emergency or when previously approved by the office. Any food, gifts or items not directly related to school success will be delivered to students during lunch and the end of the school day. Any items a student may need for class will be delivered between classes.

NON-EDUCATIONAL ELECTRONIC DEVICE: The use or possession of electronic equipment which includes cell phones, iPods, MP-3 players, pagers, earbuds/earphones etc. are not permitted on school campus between 7:30-4:00. Such items will be confiscated if they are used during instructional time. The school will not be responsible for the safety or security of these possessions nor actively pursue recovery of lost or stolen items.

Please also be aware that under Washington law, use of cell phones for the purpose of sending or viewing pictures with nude or sexual content, or to harass or bully others, may be criminal conduct that leads to police involvement. Such uses are also prohibited by school rules and may be cause for serious discipline.

PARKING LOT: Violators are subject to disciplinary action. If you need to use or access your car during the school day you must receive permission from the office. Any act of recklessness or reckless driving will be immediately reported to the local police. Students must park in the upper parking lot.

School parking lots are school property. Students who have submitted to the office a copy of their valid driver's license and current proof of insurance will be issued a school parking pass and have permission to park on school grounds. Students should also understand that for reasons of student health and safety and in return for the privilege of parking on campus, students' vehicles may be searched at any time.

RUNNING START/COLLEGE IN THE HIGH SCHOOL/DUAL CREDIT: This program allows juniors and seniors to take courses for high school and college credit concurrently on campus in some instances, at community college and vocational technical institutes at no to minimal tuition cost to the student. Students interested in this program should see the counselor for information and applications. Sophomores interested in participating in College in the High School Courses are responsible for their own tuition and fee payments.

Dual Credit is a program that allows students to earn college credit for taking certain high school classes that align with college degree programs. Current Dual Credit coursework is offered in the English department at Brewster High School. Dual credit in the agricultural and business programs are currently being pursued.

TELEPHONES: The office phones are for business and emergency use only. Classroom telephones are not for student use unless under the direct supervision of a staff member.

VISITORS

Visitors for students are not allowed in any Brewster High School class. No person may visit, enter, or remain on a public-school campus or grounds without the express consent of the administration. Persons without such permission who insist on remaining on campus after

verbal warning or who return following such warning will be referred to the legal authorities for prosecution on charges of criminal trespass and/or creating a disturbance. Arrangements must be made ahead of time with the instructor/counselor and main office if there is a clear academic reason for a classroom visit. All visitors must check in at the high school office.

II. ATTENDANCE AND TARDY POLICY

A. ATTENDANCE POLICY (WAC 392-400-325)

Regular school attendance is necessary for the mastery of the educational program provided for our students at Brewster High School. When a student is in the school on a consistent daily basis, he or she can receive the benefit of participation in the learning opportunities which many times are impossible to make up, at least in their entirety. Research shows there is a direct relationship between good attendance and successful academic achievement. Excessive absences, even when excused, may have a significant and adverse effect on a student's academic performance and progress toward graduation. These expectations prepare students for the transition into life after Brewster High School. The laws of the State of Washington (RCW 28A.225.010) specify that parents shall cause their children to attend school. They further state it is the responsibility of students to be regular and punctual in their attendance.

Absences will be excused upon notice from the student's parent/guardian or health care professional within 48 hours of the day of the student's return to school.

A full-day's attendance is required for participation in extracurricular activities (practice or games) on that day. The following absences will clear a student for extra-curricular activities on that day:

1. Participation in a district or school approved activity or instructional program.
2. Illness, health condition or medical appointment (including, but not limited to, medical, counseling, dental, or optometry) with a doctor's note.
3. Family emergency including, but not limited to, a death or illness in the family; approved by principal or athletic director.
4. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
5. Court, judicial proceeding, or serving on a jury.
6. post-secondary, technical school or apprenticeship program visitation, or scholarship interview.
7. State-recognized search and rescue activities consistent with RCW 28A.225.055.
8. Absence directly related to the student's homeless status.
9. Absences related to deployment activities of a parent or legal guardian who is an active-duty member consistent with RCW 28A.705.010;
10. Principal (or designee) and parent, guardian, or emancipated youth mutually agreed upon approved activity. The school principal (or designee) has the authority to determine if an absence meets the above criteria for an excused absence.

Unexcused daily absences

Any absence from school is unexcused unless it meets one of the criteria above for an excused absence. Students may not be able to make up work missed during an unexcused absence.

A tardy becomes an absence when a student is more than five (5) minutes late to class. Leaving campus at any time during the school day without checking out or failing to submit any type of excuse statement signed by the parent/guardian is also defined as truancy. The school reserves the right to authenticate all excuses including calling doctors, dentists, etc.

B. STUDENTS

1. Students are responsible for all communication with office staff regarding absences. Acceptable written or verbal notification regarding the absence must be made by a parent/guardian, upon return to school. A written request for excuse is not necessary in the event of a completed and approved pre-arranged absence form on file in the office.
2. Students and parents should pre-arranged absences for doctor and dentist appointments, family events/trips, and college visitations. Pre-arranged absence forms are available in the attendance office. Arrangements may be made by bringing a parental request at least twenty-four hours (24-hr.) prior to the absence. The office will issue a special permit to be signed by all the teachers involved before leaving school. Pre-arranged absences are excused and will qualify a student for participation in extracurricular activities.
3. Students who elect to use the district bus services to school will not be marked tardy should the bus arrive late. Students who elect to find their own transportation to school assume full responsibility for arriving on time.
4. Any students who are absent due to illness, in school suspension or unexcused are not permitted to attend or participate in any after school activities, including extra-curricular practices and games.

III. STUDENT RIGHTS AND RESPONSIBILITIES CODE

A primary responsibility of the Brewster School District and its professional staff is the development of an understanding and appreciation of our representative form of government, the rights, and responsibilities of the individual and the legal processes whereby necessary changes are brought about.

Recent court decisions have indicated clearly that young people in the United States have the right to receive a free public education in a drug free, safe, and secure environment. Any deprivation of the right to a free public education may occur only for good and sufficient cause and in accordance with due process of law. It is a prime directive that the school district maintains a drug free and weapons free environment. In addition to other rights established by law, each student served by the school district possesses the following rights:

1. An equal educational opportunity and prohibit discrimination in Washington public schools based on sex, race, creed, religion, color, national origin, sexual orientation including gender expression or identity, veteran or military status, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability.
2. Freedom of speech and press, peaceful assembly, and redress of grievances subject to reasonable limitations upon time, place, and manner of exercising such rights.
3. Freedom from unreasonable searches or seizures.

4. Freedom from unlawful interference in their pursuit of an education.
5. A drug and weapons free school environment. The School Board has supported and encouraged the use of random searches by law enforcement drug dogs as a deterrent to drugs being brought to school. These searches are conducted several times a year.

Administrators and teachers also have rights and duties. The teacher is required by law to maintain a suitable environment for learning and administrators have the responsibility for maintaining and facilitating the educational program. Together with the cooperation and support of parents, conditions within the school setting must help students learn.

IV. DISCIPLINE PROCEDURES AND CONSEQUENCES

1. Every teacher and principal shall have the authority to discipline any pupil for disruptive or disorderly conduct while under his/her supervision or control, provided that no teacher, administrator, or other school employee shall mistreat or abuse any pupil by administering any unreasonable or corporal punishment. The only physical force that shall be used by any school employee is that physical force considered reasonably necessary to restrain the pupil from disruption of the educational process or from injuring himself or herself, others, or property.
2. Every principal shall have the authority to impose discipline, suspension, or expulsion for sufficient cause and in accordance with applicable rules and procedures. This authority as related to removal of a student from school during normal school hours is contingent upon prior notice to parent(s) or legal guardian.

The school will observe student's fundamental rights and will administer discipline in a manner that does not:

1. Unlawfully discriminate against a student based on sex, race, creed, religion, color, national origin, sexual orientation, gender expression, disability, or the use of a trained dog guide or service animal.
2. Deprive a student of the student's constitutional right to freedom of speech and press, the constitutional right to peaceably assemble and to petition the government and its representatives for a redress of grievances, the constitutional right to the free exercise of religion and to have the student's school free from sectarian control or influence, subject to reasonable limitations upon the time, place, and manner of exercising the right.
3. Deprive a student of the student's constitutional right to be secure in the student's person, papers, and effects against unreasonable search and seizures.
4. Unlawfully interfere in a student's pursuit of an education while in the custody of the school district; or
5. Deprive a student of the student's right to an equal educational opportunity, in whole or in part, by a school district without due process of the law. Brewster High School's Student Handbook/Code of Conduct is annually approved by the District Superintendent.

DISCIPLINARY PROCEDURES FOR THE HANDICAPPED The handicapped student are subject to the same treatment under the statement of Student Rights, Responsibilities, and Regulations, as the non-handicapped student with some modifications. (The statement of Student Rights, Responsibilities, and Regulations is a restatement of those specific rights and responsibilities set forth in the Washington Administrative Code.

RULES AND CONSEQUENCES Compliance with standards of conduct is mandatory and the following rules and regulations apply during regular school hours, at school-sponsored activities either at home or away and on any property adjacent to the school or property which the school has control or authority over.

BREWSTER SCHOOL DISTRICT DRUG/ALCOHOL/NICOTINE/TOBACCO POLICY A student shall not knowingly possess, use, transmit, manufacture, be under the influence of, or show evidence of having used any electronic cigarette or paraphernalia related to evidence/vaping device (filled or empty), alcoholic beverage, illegal chemical substance, or opiate. Compliance with this rule is mandatory and students violating this rule shall be subject to long-term suspension/expulsion; all such substances will be confiscated, and law enforcement will be notified. This suspension/expulsion may be reduced if the student, with parental approval, agrees and pays to undergo a district-approved assessment, release the results to the district and follow the recommendations from the assessment. In addition, the possession of large quantities, the delivery or sale of drugs or alcohol constitutes exceptional misconduct. Illicit drugs and unlawful possession and use are illegal and harmful. This policy is in effect at all school-sponsored events, including but not limited to field trips or athletic events. Any student who violates this policy shall be aware that counseling is available. Possession or use of any dangerous drug (or look-alike) or explosive as defined hereafter. Students shall also be aware that it is illegal to distribute prescription medication. Misconduct pursuant to WAC 180-40-225 and 250, which has occurred on a frequent basis of such a serious nature to have a disruptive effect on the operation of school(s) will warrant long-term suspension or expulsion without resort to other forms of corrective action or punishment.

In accordance with Brewster School District policy, the use of tobacco products is prohibited on school premises and/or school-sponsored activities, as stated in state law 28A.210.310.

Violators may have suspensions/expulsions reduced if the student, with parental approval, agrees and pays to undergo an assessment by a district approved agency with release of information to the district and the recommendations made are followed.

EXCEPTIONAL MISCONDUCT POLICY Exceptional misconduct will be determined by the administrator in charge or his/her designee and shall be in keeping with the chronological age, mental maturity and state and federal laws pertaining to the student involved.

Exceptional misconduct includes, but is not limited to:

1. Refusing to follow reasonable directions of staff.
2. Possession or use of any dangerous weapon (or look-alike) or explosive as defined hereafter. Firearms are prohibited on campus or off campus and at school-sponsored activities. The school district reserves the right to consider what is dangerous and a threat to student safety. Many weapons beside guns are considered illegal and are prohibited from being on school property. Weapons that are illegal include, but are not limited to, sling shots, metal knuckles, knives with spring blades, knives with blades that drop by gravity force, daggers, nun chucks, throwing stars, air guns that propel BBs, pellets or other projectiles with compressed air or gas and spring-loaded BB or pellet guns. The use of instruments as weapons is prohibited.

3. Gang related fighting and graffiti on school property or at any school activity.
4. Flagrant defiance of authority.
5. Assault, threat or assault and battery of school personnel and/or any other person on campus.
6. Attempts or succeeding at substantial destruction or defacing of school property.
7. Bomb threats or similar acts of terrorism.
8. Delivery, manufacture, or sale of a controlled substance or any substances purported to be drugs, alcohol, or dangerous inhalants.
9. Threatening or verbal abuse, fighting, harassment, intimidation or fighting words.

Weapons and facsimile weapons will be cause for immediate mandatory expulsion of not less than one year and referral to local police. Violators of this policy will be disciplined on a case-by-case basis depending on the seriousness of the violation, prior violations, and other factors.

Searches may be conducted with reasonable suspicion of a student and/or his or her possessions. This is notification that a search will be conducted. It is suspected that a student possesses a dangerous weapon and/or illegal drug paraphernalia. Students need to be aware that there is no expectation of privacy in certain areas, i.e. lockers and desks. This is in accordance with RCW 28A.600.210-240.

NOTE: **Per State Law**, the possession or use of a firearm is to result in immediate expulsion for one (1) calendar year and police notification.

Dangerous Weapons/Explosives: The possession of, including manufacturing, delivery, disposing of, or furtively carrying with an intent to conceal, any firearms or other dangerous weapons, is prohibited on school property, real or personal, that is owned, rented, or controlled by the district or any school-sponsored activity on or off premises.

HARASSMENT, INTIMIDATION AND BULLYING PROHIBITED The Brewster School District is committed to a safe and civil education environment for all students, employees, volunteers, and patrons free from harassment, intimidation or bullying on campus, adjacent to school grounds, school sponsored activities, and bus stops. "Harassment, intimidation, or bullying" means: Any intentional written, verbal for physical act, including but not limited to one shown to be motivated by any of the characteristics in RCW 9A.36.080(3), race, color, religion, ancestry, national origin, gender, sexual orientation, or mental or physical act: One which physically harms a student or damages the student's education; or 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.

CHEATING / PLAGIARISM / ACADEMIC DISHONESTY Students are expected to conduct themselves honestly and with integrity in their work. All forms of cheating and plagiarism are prohibited. Behavior that is unacceptable includes, but is not limited to:

- Copying another student's homework.
- Working with others on projects that are meant to be done individually.
- Looking at or copying another student's test or quiz answers.
- Allowing another student to look at or copy answers from your test or quiz.
- Using any other method to get/give or quiz answers.
- Taking a test or quiz in part or whole to use or to give others.
- Copying information from a source without proper attribution; and
- Taking papers from other students, publications, or the Internet.
- Presenting a product not original or produced by the student as their own.

GANG ACTIVITY Gang activity, as determined by the administration, is prohibited on and off campus and at school sponsored events. Students will not wear clothing or be in possession of paraphernalia or behave by word or deed in ways that show affiliation to gangsters or any other anti-social law-breaking association. Students shall not imply gang membership or affiliation by written communication, marks, drawing, design, or emblem upon any school or personal property or on one's person. Specific rules are subject to change as style and dress changes dynamically. Students will be updated on these changes.

Brewster High School Progressive Discipline Chart

Repeated and excessive discipline will result in students being placed on a disciplinary contract.

ATTENDANCE

Offense		Consequences
Tardies – Tardies are comprehensive per semester.	3 rd offense 4 th -6 th offenses 7 th -9 th offenses 10+ offenses	Student conference, parent notified via letter. Up to 90 minutes of before or after school detention, parent notification Up to 3 days of ISS, parent notified, possible parent meeting. Parent/Student Meeting to establish Attendance Contract, discuss transfer to alternative school

<p>Truancy – is documented as an unexcused absence. Truancies are comprehensive per year.</p>	<p>1st-2nd offenses 3rd offense 7th offense 8th offense</p> <p>10th offense 15th offense</p> <p>Repeated offenses</p>	<p>In a 30-Day Period Parent notification Attendance letter sent home. Parent/Student meeting to establish Attendance Contract, Notice of School Attendance assigned File stay with judicial court, student assigned to truancy board.</p> <p>In a Year Parent/Student meeting to establish Attendance Contract, Notice of School Attendance assigned File stay with judicial court, student assigned to truancy board.</p> <p>Progressive judicial paperwork, served with contempt</p>
<p>Absences – An absence is defined as missing more than 50% of the school day.</p>	<p>Each offense</p> <p>10th offense 15th offense Repeated offenses</p>	<p>Parent notification</p> <p>In a semester Parent/Student meeting to establish Attendance Contract, Notice of School Attendance assigned File stay with judicial court, student assigned to truancy board. Progressive judicial paperwork, served with contempt</p>

GENERAL BEHAVIOR

Offense		Consequences
<p>OFF-Off Campus</p>	<p>1st offense 2nd offense 3rd offense 4th offense Repeated offenses</p>	<p>Student conference, parent notification 60 minutes detention, parent notification 1 day of ISS, parent notification 3 days of ISS, parent notification Progressive up to 10 days of ISS, possible suspension, parent/student conference</p>
<p>DEP-Disruption of Education Process is to be recorded for students who are causing a disruption of the classroom process(es) and interfering with the learning of others. WAC 148-120-110 (4)</p>	<p>1st offense 2nd offense 3rd offense 4th offense 5th offense Repeated offenses</p>	<p>Student conference, parent notification 60 minutes detention, parent notification 1 day of ISS, parent notification 3 days of ISS, parent notification 5 days of ISS, counselor referral, parent notification Up to long term suspension, parent/student conference, possible transfer to alternative school</p>
<p>Misconduct at Assemblies/School Activities</p>	<p>1st Offense 2nd offense</p>	<p>Removal from assembly, student conference, parent notification Up to removal from all future assemblies, parent/student conference</p>
<p>School Dress Code Violation</p>	<p>1st offense 2nd offense 3rd offense 4th offense 5th offense Repeated offenses</p>	<p>Student conference, returned to class when clothes are changed, parent notification 30 minutes of detention, parent notification, confiscation of clothing if appropriate 90 minutes of detention, parent notification, confiscation of clothing if appropriate 1 day of ISS, parent notification, confiscation of clothing if appropriate. 3 days of ISS, confiscation of clothing if appropriate, parent student conference Up to 5 days of ISS, parent notification, confiscation of clothing if appropriate, possible suspension and/or transfer to alternative school</p>
<p>GA-Gang Related Activity</p>	<p>1st Offense Repeated Offenses</p>	<p>Up to 5 days of ISS, counselor referral, parent notification Up to 10 days of OSS, counselor referral, parent/student conference Long term suspension/expulsion, authorities notified</p>
<p>IL-Inappropriate Language or obscenity, lewd conduct</p>	<p>1st offense 2nd offense 3rd offense 4th offense 5th offense Repeated offenses</p>	<p>Student conference, parent notification 60 minutes of detention, parent notification 1 day of ISS, parent notification Up to 3 days of ISS, parent notification Up to 5 days of ISS, parent/student conference Up to suspension, parent notification</p>

THE-Theft, Possession of Stolen Property, Unlawful Entry	1 st offense 2 nd offense Repeated Offenses	Restitution, up to 5 days of OSS, authorities notified at the discretion of the victim Restitution, up to 10 days of OSS, authorities notified at the discretion of the victim Restitution, long term suspension/expulsion, authorities notified at the discretion of the victim
VAN-Vandalism or Willful Destruction of School Property	1 st offense 2 nd offense Repeated Offenses	Restitution, up to 5 days of ISS, parent/authorities notified. Restitution, up to 5 days of OSS, parent/authorities notified. Restitution, long term suspension, parent/authorities notified, possible threat assessment

ACADEMIC

Offense		Consequences
CH-Cheating, Forgery, Academic dishonesty, Plagiarism, Falsification of School Records	1 st offense 2 nd offense Repeated Offenses	Student Conference, 0 on assignment-Must redo assignment, parent notification, 60 minutes of detention. 2 days of ISS, 0 on assignment-redo at teacher's discretion, parent notification Up to 5 days of ISS, 0 on assignment, parent notified, possible removal from class

DRUGS AND ALCOHOL

Offense		Consequences
ZD-Under the Influence or in the Possession of Drugs and/or AL-Alcohol, Distribution of a Controlled Substance, Drug Paraphernalia, Illicit Drugs, T-Tobacco (use or possession of tobacco or vapor smoking devices or paraphernalia)	1 st offense 2 nd offense Repeated Offenses	Up to Long Term Suspension, authorities notified. Long term suspension, Drug & alcohol assessment, authorities notified. Long term suspension/expulsion, authorities notified

HARASSMENT, SEXUAL HARASSMENT, INTIMIDATION, BULLYING, OR THREATENING BEHAVIOR

Offense		Consequences
HAR- Harassment to Other Student(s), Bullying	1 st offense 2 nd offense 3 rd offense 4 th offense Repeated offenses	Student conference, parent notification 90 minutes of detention, counselor referral, parent notification Up to 5 days of ISS, counselor referral, parent/student conference, possible threat assessment Up to 5 days of OSS, counselor referral, parent notification, possible threat assessment long term suspension/expulsion, possible threat assessment
HAR- Harassment to Staff	1 st Offense	Long term suspension/expulsion, authorities notified, possible threat assessment
HAR – Sexual Harassment	1 st Offense	Long term suspension/expulsion, authorities notified, possible threat assessment

INAPPROPRIATE USE OF MATERIALS, CELL PHONES, INTERNET, AND OTHER ELECTRONIC DEVICES

Offense		Consequences
ED – Electronic device on campus during school hours (7:30am-4:00pm)	1 st Offense 2 nd Offense 3 rd Offense 4 th offense 5 th offense	Immediate confiscation, warning issued, and device turned over to office for student to pick up at the end of the day, student conference. Immediate Confiscation, device turned over to office, parent conference. Immediate confiscation, device confiscated for 1 week, parent notification. Immediate confiscation, device confiscated for 1 month, parent notification. Immediate confiscation, device confiscated until end of semester/year, parent notification

Computer or Internet Infractions (use for other than educational purposes)	1 st offense 2 nd offense 3 rd offense 4 th offense Repeated offenses	Reminder of contract, student conference, parent notification 60 minutes of detention, parent notification 120 minutes of detention, parent notification Parent conference, up to 3 days of ISS, confiscation of device Up to OSS, confiscation of school issued device, parent notification
POR-Pornography	1 st offense 2 nd offense 3 rd offense	Confiscation of materials, depending on severity, parent/student conference, parent notification Up to 3 days of ISS, counselor referral, parent notification, confiscation of school issued device Up to OSS, possible psych referral for addiction. *All child pornography will be reported directly to authorities, possible threat assessment

VEHICLES

Offense		Consequences
PV-Parking Violations	1 st offense 2 nd offense 3 rd offense	Student conference, warning ticket Loss of parking privileges on campus, 60 minutes of detention, parent notification Vehicle towed at owner's expense

VIOLENCE

Offense		Consequences
THE-Threat, Assault (Verbal or Physical)	1 st Offense Repeated Offenses	5 days of ISS, parents/authorities notified, counselor referral, possible threat assessment 3 days of OSS, parents/authorities notified, counselor referral, possible threat assessment long term suspension/expulsion, parents/authorities notified, counselor referral, threat assessment
Fighting or Instigation of a Fight	1 st offense 2 nd offense Repeated Offenses	3-5 days of OSS, possible emergency expulsion, counselor referral, parent/authorities notified, possible threat assessment. 5-10 days of OSS, possible emergency expulsion, counselor referral, parent/authorities notified, possible threat assessment. Long term suspension
A-Arson &/or Explosive Devices	1 st Offense	Restitution, up to emergency expulsion, authorities notified for investigation, threat assessment

WEAPONS

Offense		Consequences
In possession of or use of a non-gun weapon ZWK-Knife, Dagger (S)	1 st Offense	Emergency expulsion, authorities notified for investigation; threat assessment

In possession of or use of a gun or gun look-alike ZW-Weapons other (S) ZWH-Handgun ZWM-Multiple Firearms (S) ZWR-Rifles/Shotguns (S) ZWW-Firearm/Others (S) ZWO-Other Firearms (S)	1 st Offense	Expulsion, authorities notified for investigation.
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Emergency Removal/Emergency Expulsion Provision:

1. Emergency Removal: A student may be removed immediately from a class subject or activity by a certificated teacher, an administrator, or persons designated by the administrator and sent to the building principal/assistant principal or a designated school authority. The teacher or administrator must have good and sufficient reason to believe that the student's presence poses an immediate and continuing danger to the student, or students, or school personnel or an immediate and continuing threat of substantial disruption of the educational process.
2. Emergency Expulsion: A student may be expelled immediately by a school district superintendent or school administrator in emergency situations noted in emergency removal. An emergency expulsion will continue until rescinded by the superintendent or his or her designee or until modified or reversed according to the hearing and appeal provisions set forth in law. WAC 180-40-290.

Expulsion: Expulsion means a denial of attendance of any single subject or class or any full schedule of subjects or classes, a denial of

attendance at any other type of activity conducted by or on behalf of a school district, for an indefinite period. An expulsion also may include a denial of admission to or entry upon real and personal property that is owned, leased, rented, or controlled by the school district. All expulsions are subject to the following conditions and limitations: **Mandatory expulsion of one calendar year for weapons possessions.**

Any student who has been suspended or expelled has the right to make an application for re-admission. School officials shall notify the student's parents or guardians and the appropriate law enforcement agency of known or suspected violations of this policy. Students who violate this policy shall be subject to discipline, including a one-year expulsion for a violation involving a firearm. However, the superintendent may modify the one-year expulsion on a case-by-case basis.

Students on school property at any time, or at any school related activity/events while on suspension/expulsion, without prior permission from school admission, may be assigned additional consequences and/or reported to the authorities for criminal trespass.

VI. SCHOOL SEARCH AND SEIZURE POLICY

1. Personal Searches A student shall be free from searches of his/her clothing and other personal property unless there is reasonable suspicion to believe that something is concealed that may be of immediate danger to other students or the staff and/or is in violation of school rules or is otherwise unlawful. School officials shall request the student to remove all items from pockets or other personal effects. If the student refuses and there is no immediate danger, school officials shall refrain from a search until the parent is available. In the event the parent is not available and there is reason to believe that the student is in violation of a civil law, the school official may consult with a law enforcement official regarding the appropriateness of a search. The school official may also proceed with the search if he/she has reasonable cause to believe that the student is in violation of a school rule or engaged in unlawful activity or poses an immediate danger to him/herself, other students, or the staff.

2. Locker Searches School lockers, desks, and storage areas are and shall remain the property of the school district. Authorized employees may inspect a student's locker, desk or storage area when such employee has reasonable suspicion to believe that the locker, desk or storage area is used for the storage of contraband, a substance or object in which the possession is illegal, stolen goods, contains material or objects which are banned by school or district policy, or any material which poses a hazard to the safety and good order of the schools. No student may use a locker, desk, or storage area as a depository for a substance or object which is prohibited by a school rule or the law or which constitutes a threat to the health, safety or welfare of the occupants of the school building or the building itself. No right or expectation of privacy exists for any student as to the use of any school locker.

3. Seizure of Illegal Materials If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to the proper legal authorities for ultimate disposition.

4. The Sheriff and/or Police will occasionally search Brewster Schools with the use of a dog that has been specially trained to locate and identify illicit drugs.

VII. STUDENT DUE PROCESS PROCEDURES, GRIEVANCE, HEARING AND APPEAL PROCEDURES

The administrators and teachers of Brewster Junior/Senior High School desire to treat each student fairly and firmly in instances of misbehavior. Parent understanding, support and cooperation are essential to their efforts.

The Board of Directors in their policy and the State of Washington in its laws and codes support this mutual understanding, support and cooperation of the school and the home. To this end, procedures are provided for discipline situations including various types of suspensions. Similarly, hearing, grievance and appeal procedures at the building level, district level and with the Board of Directors are provided for all serious offenses of long-term suspensions, emergency expulsions, and expulsion.

The essence of what the law provides in terms of grievance procedures for DISCIPLINE AND SHORT-TERM-SUSPENSION is listed below for your information.

1. Parents and students have a right to an informal conference with the building principal or designee for the purpose of resolving the grievance. 2. If the differences are not resolved, parents and students have the right to present their grievance in writing to the superintendent upon two school business days prior notice.

Note: The discipline action or the short-term-suspension will continue during the grievance procedure unless the principal or his/her designee elects to postpone such action.

Because problems are best resolved at the building level, hearings for LONG-TERM-SUSPENSIONS, EMERGENCY EXPULSIONS, AND EXPULSIONS are held at the building level initially. If the differences are not resolved at that level, it is possible for a district level hearing to be held. In general, the law provides for:

1. A written notice relating an opportunity for a hearing will be delivered in person or by certified mail (within 24 hours in cases of emergency expulsions). The notice will:

- a. Be in the predominant language of the family.
- b. State the alleged misconduct and the rules violated.
- c. State the corrective action proposed.
- d. State the right of the student to a hearing and the time limit within which parents/student must reply. 2. A request for a hearing will be accepted in writing within three school business days (ten days in cases of emergency expulsions). If the request is not received within the three days (ten days - emergency expulsion), the student waives his/her right to a hearing and the corrective action will be imposed.

Note: The discipline action or the suspension/expulsion will continue during the grievance procedure unless the principal or his/her designee elects to postpone such action.

3. If a request is received, the hearing will be scheduled as soon as possible.

4. Students and parents have a right to:

- a. Inspect any evidence in advance of the hearing.
- b. Be represented by legal counsel.
- c. Question and confront witnesses.

- d. Give their explanation of the alleged misconduct.
- e. Present relevant evidence and witnesses.
5. A written decision stating the hearing officer's conclusions and the form of corrective action to be imposed will be provided to the student and parents.
6. Appeals may be made to the Board of Directors within three school business days after the date of the hearing decision. The Board will schedule and hold an informal conference to review the matter.
7. Any appeal of the Board's decision must be to the courts.

FERPA ANNUAL NOTIFICATION The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect for access. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of a student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the Brewster School District to amend a record that they believe is inaccurate or misleading. They should write to the school principal; clearly identify the part of the record they want changed and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right of the hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

Brewster HS is a school-wide Title 1 school. Parents have the right to ask about teacher qualifications. A report card is always published on OSPI's website at <http://reportcard.ospi.k12.wa.us/> and a hard copy is also available upon request.

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

Title IX Coordinator, Civil Rights Compliance Coordinator, 504 Coordinator

Jessica Garcia Address: PO BOX 97 Brewster, WA 98812 Telephone #: 509 689-3449 Email: jgarcia@brewsterbears.org

BREWSTER HIGH SCHOOL IS A VIOLENCE-FREE, WEAPONS-FREE AND DRUG-FREE ZONE. ANY VIOLATION WILL RESULT IN SERIOUS CONSEQUENCES. THE ENVIRONMENT AT BREWSTER HIGH SCHOOL MUST BE SAFE FOR ALL STUDENTS AND STAFF.

DISCLAIMER School expectations and consequences published in this handbook are subject to such changes as may be needed to ensure continued compliance with federal, state, or local regulations. They are subject to such review and alteration as becomes necessary for the routine operation of the school. Not all rules of behavior can be written and inserted in a handbook. However, we expect all students to follow reasonable expectations and not violate the rights of others.

OSPI Model handbook language.

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

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

What is HIB?

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

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

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

How can I make a report or complaint about HIB?

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

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our district also has a HIB Compliance Officer ([Jessica Garcia jgarcia@brewsterbears.org](#)) that supports prevention and response to HIB.

What happens after I make a report about HIB?

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

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

What is the investigation process?

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

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

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

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

For the student designated as the "targeted student" in a complaint:

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

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

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

For more information about the HIB complaint process, including important timelines, please see the district’s [HIB webpage](#) or the district’s [HIB Policy \[3207B\]](#) and [Procedure \[3207P\]](#).

Our School Stands Against Discrimination

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

What is discriminatory harassment?

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

To review the district’s [Nondiscrimination Policy \[5010B\]](#) and [Procedure \[5010P\]](#) visit [\[brewsterbears.org\]](#).

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 our education programs and employment, as required by Title IX and state law.

To review the district’s [Sexual Harassment Policy \[5011B\]](#) and [Procedure \[5011P\]](#) visit [\[brewsterbears.org\]](#).

What should my school do about discriminatory and sexual harassment?

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

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

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

Concerns about discrimination:

Civil Rights Coordinator: [Jessica Garcia Federal Programs Director, PO Box 97 Brewster, WA 98812;](#)
jgarcia@brewsterbears.org 509-689-3418

Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator: [Jessica Garcia, Federal Programs Director, PO Box 97, Brewster, WA 98812;](#)
jgarcia@brewsterbears.org 509-689-3449

Concerns about disability discrimination:

Section 504 Coordinator: [Kayla Johanson](mailto:Kayla.Johanson@brewsterbears.org), School Psychologist, PO Box 97, Brewster, WA 98812;
kjohanson@brewsterbears.org 509-689-2581

Concerns about discrimination based on gender identity:

Gender-Inclusive Schools Coordinator: [Jessica Garcia](mailto:Jessica.Garcia@brewsterbears.org), Federal Programs Director, PO Box 97, Brewster, WA 98812;
jgarcia@brewsterbears.org 509-689-2581

To **submit a written complaint**, describe the conduct or incident that may be discriminatory and send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights coordinator. Submit the complaint as soon as possible for a prompt investigation, and within one year of the conduct or incident.

What happens after I file a discrimination complaint?

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

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

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

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

If you do not agree with the outcome of your complaint, you may appeal the decision to **the superintendent**, 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 an HIB complaint – what will my school do?

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

Who else can help with HIB or Discrimination Concerns?

Office of Superintendent of Public Instruction (OSPI)

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

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

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

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

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

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

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

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

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

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

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

Our School is All-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 All-Inclusive Schools Policy [3211B] and Procedure [3211P], visit [www.brewsterbears.org]. If you have questions or concerns, please contact the All-Inclusive Schools Coordinator:

[[Jessica Garcia, 509-689-3449; jgarcia@brewsterbears.org](mailto:jgarcia@brewsterbears.org)]

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