



**2021-2022**

**North Central  
Student/Parent  
Handbook**

*North Central  
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**Red and Black**

**Oh Red and Black, dear Red and Black**  
**our hearts are true to you.**  
**On field and track we'll never lack,**  
**and win thee honors too.**  
**From dear Spokane through every land,**  
**the name of our school cry.**  
**We're through and through North Siders true,**  
**North Central High**  
**N-O-R-T-H C-E-N-T-R-A-L**  
**We're through and through North Siders true,**  
**North Central High!**

## Spirit Pride Tradition

North Central's history is rich with spirit, pride, and tradition. Since the school opened its doors in 1908, students have walked the halls and proudly declared their enthusiasm for the wide variety of activities, teams, clubs and classes. Getting involved will make you a part of the rich traditions of North Central. Grab a friend and take part in a play, join a team, participate in clubs, and sign up for fun and interesting classes. You only go through high school once, so make it four of the best years of your life!

## Academics

### Grading, Progress Reports, & Report Cards

Grading is scheduled at the end of each quarter period, with final grades to be recorded at the semester.

1. Report cards are issued at the end of each quarter.
2. Only semester grades are used to compute a cumulative grade point average.
3. Letter grades are used to designate pupil's progress.

A progress report is issued to each student during mid-quarter, approximately four weeks into the quarter. Ordinarily these reports will give a general approximation of progress and not an exact grade. Only semester grades are used to compute a cumulative grade point average. Letter grades are used to designate a pupil's progress. Parents should contact teachers directly or through e-mail as achievement concerns arise.

### Graduation Requirements

To have a College and Career Ready Transcript, NC strongly recommends that you exceed the minimum required courses and take classes that will prepare you for your post-high school experience. See the chart below for the required credits and the recommended **T-2-4** credits.

Subject	Recommended T-2-4	Required
Mathematics*	<b>4.0</b>	3.0
English	4.0	4.0
Social Studies	3.0	3.0
Science	<b>4.0</b>	3.0
Career & Technical	1.0	1.0
Fitness	1.5	1.5
Health	0.5	0.5
Visual & Performing Arts	1.0	1.0
World Language~	<b>2.0</b>	0.0
Electives	3.0	5.0
<b>TOTAL MINIMUM</b>	24.0	22*

~World language is not a high school graduation requirement, but it is required for admission to most 4 year universities.

\*In math, students must complete algebra and geometry, plus at least one additional year of higher math.

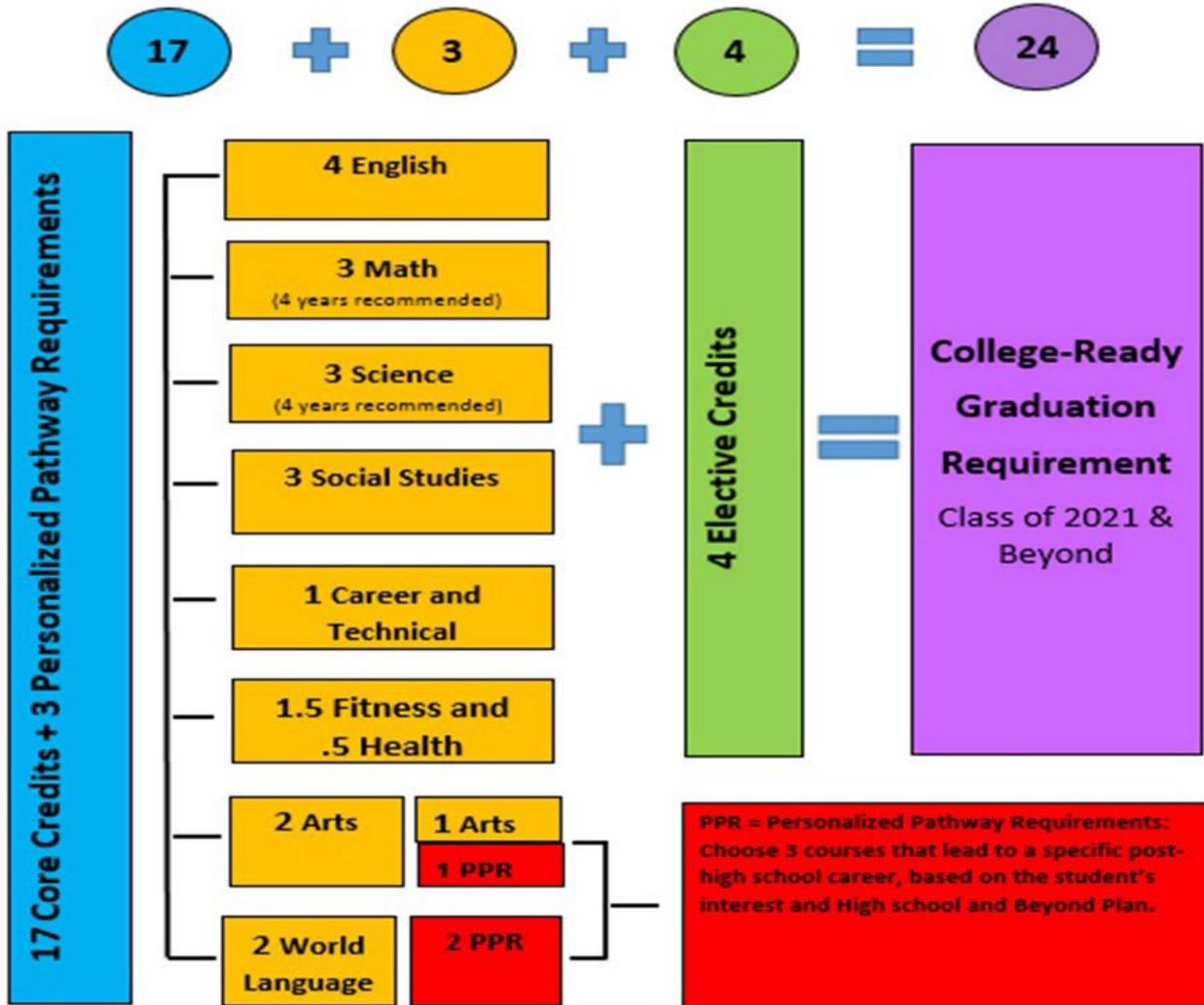
Schedule an appointment with your counselor to develop a four year course plan that prepares you for your future and finds your passion. 354-6310

For classes 2021 and beyond, 24 credits will be required to graduate.

## How Do the 24-Credit Graduation Requirements Add Up?

24-Credit T-2-4 Ready Graduation Requirements:

*For the class of 2021 and beyond*



### Additional Requirements

In addition to the credit requirements, students must complete the following: 1) A High School and Beyond Plan 2) Pass all required State Testing. See your counselor for specific requirements for your graduating year, as the requirements are different for most years.

New information from recently passed ESHB 2224 and the Office of Superintendent of Public Instruction: "Students can meet the assessment graduation requirement – known as earning a Certificate of Academic Achievement (CAA) – by passing the English Language Arts and math tests. Alternative ways to earn a CAA if students do not meet standard on the assessments include:

- Achieving a minimum score on the SAT or ACT as determined by the State Board of Education;
- Achieving a minimum score on an Advanced Placement or International Baccalaureate test;
- Completing a dual credit course such as Running Start or College in the High School; or
- Taking and passing a locally determined course based on the student’s High School and Beyond Plan, and passing a locally created assessment at the end. Emphasis is placed on transition courses which give students significant advantages as they approach college placement decisions.”

**Note:** North Central expects all students to enroll in six (6) classes every semester and take four (4) years of high school math and science. For additional information, please check with your counselor and/or see:

<http://www.spokaneschools.org/parents>.

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### Withdrawal from Class

- A student may DROP and/or ADD a class (if available) during the first two weeks of a semester.
- A student may DROP a class after the end of the second week to the end of the sixth week with a “W” on the transcript (with written permission from parent) provided they would still be enrolled in six (6) classes.
- A student may DROP a class after the end of the sixth week of the semester with an F on the transcript (with parent permission and involvement) provided they will still be enrolled in six (6) classes.
- Extenuating circumstances will be dealt with on an individual basis.

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### Academic Interventions

North Central offers several academic interventions to support students as they progress through high school. The opportunities we provide are designed to meet the needs of specific groups of students. Please contact your counselor for more information. 354-6304.

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### Credit Deficiency

To be on track for graduation, students should have completed the following credits:

- Entering 10<sup>th</sup> grade should have a min of 6 credits.
- Entering 11<sup>th</sup> grade should have a min of 12 credits.
- Entering 12<sup>th</sup> grade should have a min of 18 credits.

North Central and Spokane Public Schools offer a variety of credit retrieval options. Please see your counselor for more information. 354-6304.

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### Academic Awards & Honors

#### *Latin Honor System Class 2020 & Beyond*

##### **Summa Cum Laude:**

- Earns a 4.3 weighted GPA based on 7 semesters.
- Wear a Summa Cum Laude medallion at graduation.
- Special notation in the graduation program.
- Opportunity to submit a speech:
  - Two speeches will be selected, by a graduation committee, which meet the below criteria:
    - Addresses the Theme
    - Appropriately represents the whole NC community
    - Speaks to the Audience
    - 2 minutes or less in length

##### **Magna Cum Laude:**

- Earns a 4.1 weighted GPA based upon 7 semesters.
- Wear a Magna Cum Laude medallion at graduation.
- Special notation in the graduation program.

**Cum Laude:**

- Earns a 3.8 weighted GPA based upon 7 semesters.
- Wear a Cum Laude medallion at graduation.
- Special notation in the graduation program.

*Spokane Scholars*

- The highest achieving student from each subject area, English, Social Studies, Science, Fine Arts, World Language, and Mathematics

*Washington State Honors*

- Top 10% of all seniors statewide, based on cumulative GPA and SAT or ACT scores.

*AP Scholar with Distinction*

- Average grade of 3.5 on all Advanced Placement exams
- Grades of 3 or higher on five or more of these exams
- Wears red cord at graduation

*AP Scholar with Honor*

- Average grade of at least 3.25 on all Advanced Placement exams
- Grades of 3 or higher on four or more of these exams

*AP Scholar*

- Average grade of 3 or higher on three or more Advanced Placement exams

*PSAT National Merit Scholar*

- Highest PSAT test scores in critical reading, math reasoning and writing skill. Test MUST be taken in the junior year.

*National Honor Society*

- Cumulative GPA of 3.5 or higher in 10<sup>th</sup> grade (minimum 2 semesters)
- Cumulative GPA of 3.5 or higher in 11<sup>th</sup> and 12<sup>th</sup> grades
- Wear a gold cord for graduation

*Greater Spokane League Athletic Scholar*

- Outstanding female and male athlete of the year
- Wear a medallion at graduation

*Associate of Arts Degree – through the Running Start Program*

- Eastern Washington University
- Community Colleges of Spokane
- Wear a silver cord at graduation

*NCHS Department Awards*

- Outstanding students in all academic areas.

### AVID

- Cumulative GPA 3.0 or higher
- Has been in AVID minimum of 3 years, including senior year
- Taken 3 years of Honors/AP classes
- Accepted to a community college or 4-year university
- Wear a royal blue cord for graduation

### AP Capstone

- Pass both years of AP Capstone
- Score a 3 or higher on the AP exam
- Wear a green cord at graduation

### Military

- Signed with the Army, Navy, Airforce, Marines, Coast Guard, or National Guard
- Wears a red, white, and blue cord at graduation

### Grading Scale

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Percentage	Letter Grade	Grade Point*	Honors Class Rank Weighting	AP/IB Class Rank Weighting
93 – 100	A	4.0	4.5	5.0
90 - 92	A-	3.7	4.2	4.7
87 - 89	B+	3.3	3.8	4.3
83 – 86	B	3.0	3.5	4.0
80 – 82	B-	2.7	3.2	3.7
77 – 79	C+	2.3	2.8	3.3
73 – 76	C	2.0	2.5	3.0
70 – 72	C-	1.7	2.2	2.7
67 – 69	D+	1.3	1.8	2.3
60 – 66	D	1.0	1.5	2.0
Below 60	F	0	0	0

\*Spokane Public Schools Official High School Grading Scale Based on WAC 392-415-050

### Homework Center

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Our Community in Schools partner runs the Homework Center. Students are expected to follow all school rules.

It is located in the library from 2:30-4:30, Monday through Thursday and is open to all students in need of completing their schoolwork. An activities bus is provided at 4:30, *only for those students that stay after to work with a teacher or in the Homework Center.*

### Running Start

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Application process and deadlines for Running Start are in the early spring during registration. New applications will not be accepted after June 1. Students will be released to participate in the Running Start program based on certification of 11th or 12th grade level and college admission requirements. Students should be on-track to graduate and are encouraged to have a 3.0 GPA in order to participate in Running Start. Grade level placement is based upon credits earned. Placement is as follows:

*Junior standing:* Minimum of 12 credits and a recommended 3.0GPA

*Senior standing:* Minimum of 18 credits and a recommended 3.0GPA

Home based instruction students will be released by the high school for Running Start participation once the student has been determined to have achieved 11th grade status using placement criteria established in District Procedure No. 3121. Students and parents must meet with the Running Start counselor prior to enrollment in Running Start. See Mrs. Trepus.

## Weighted Transcript

**What is a weighted transcript?** Transcripts include grade point average (GPA) points for each class a student has attempted. The GPA points vary depending on the grade earned by the student. In Spokane Public Schools, the following 4.0 scale indicates points earned for the letter grade received:

A = 4  
B = 3  
C = 2  
D = 1  
F = 0

A *weighted* GPA assigns higher points for grades earned in Honors courses and even higher points for grades earned in Advanced Placement (AP) courses. In Spokane Public Schools, the following scale indicates points earned for the letter grade received:

Honors Courses	AP Courses
A = 4.5	A = 5
B = 3.5	B = 4
C = 2.5	C = 3
D = 1.5	D = 2
F = 0	F = 0

To calculate a student's cumulative GPA, all points earned for all courses attempted are totaled and then divided by the number of courses attempted. A *weighted* transcript includes a student's cumulative *weighted* GPA.

### Comparison weighted GPA examples:

Honors Pathway		Weighted Honors Pathway		AP Pathway		Weighted AP pathway	
Eng. 10 Honors	A = 4	Eng. 10 Honors	A = 4.5	AP English	A = 4	AP English	A = 5
World History Honors	B = 3	World History Honors	B = 3.5	AP US History	B = 3	AP US History	B = 4
Geometry Honors	C = 2	Geometry Honors	C = 2.5	AP Calculus	C = 2	AP Calculus	C = 3
Chemistry Honors	D = 1	Chemistry Honors	D = 1.5	AP Biology	D = 1	AP Biology	D = 2
Weights	B = 3	Weights	B = 3	Weights	B = 3	Weights	B = 3
Choir	A = 4	Choir	A = 4	Choir	A = 4	Choir	A = 4
Total points	17	Total points	19	Total points	17	Total points	21
Points ÷ 6	2.8	Points ÷ 6	3.2	Points ÷ 6	2.8	Points ÷ 6	3.5
GPA	2.8 = C	GPA	3.2 = B	GPA	2.8 = C	GPA	3.5 = A

**How and when do you request a weighted transcript?** Call the Student Office to request a Weighted Transcript. You may request a weighted transcript at any time although it is typically requested in the senior year for the purpose of college admissions.

**Why are AP and Honors courses weighted differently than other courses?** Honors courses offer the same curriculum as regular classes but are more rigorous because they cover additional topics in greater depth and are instructed at a faster pace. Students are expected to be self-motivated in their learning coupled with a strong work ethic. The same applies to AP courses that use college curriculum taught in the high school. Students in AP courses must take a rigorous national exam in May to demonstrate their learning in order to receive college credit. Additional grade points are given for Honors and AP courses to reward students for taking challenging coursework in high school.

**Why would a student want a weighted transcript?** Students who choose to challenge themselves academically in Honors and AP courses are making a commitment to work harder. Typically, this means more homework and more course content taught at a faster pace than regular courses. A weighted GPA encourages students to push themselves academically. It also rewards students with additional grade points for taking challenging coursework as opposed to taking less rigorous coursework to protect their GPA.

**Will a weighted transcript increase the chances for a student to be admitted to a college or university?** The college and university admissions process is different across the nation. Some colleges and universities accept a weighted transcript and some do not. College admissions officers will overwhelmingly state that taking advanced-level coursework is much more impressive than basic-level coursework. Colleges can only accept so many students, therefore, a weighted transcript demonstrates a student's work ethic and may make the difference between being accepted or denied.

**Will a weighted transcript improve a student's chance to earn scholarships?** Depending on the specific guidelines of the scholarship, it could improve a student's chances of earning a scholarship. Students who choose to challenge themselves by taking the most difficult courses in high school demonstrate the work ethic that is attractive to scholarship selection committees.

**How do I know if the weighted transcript is calculated accurately?** For each class, the transcript clearly shows the credit earned, the credit attempted, and the grade points earned. The weighted transcript includes a chart showing the additional grade points possible in Honors and AP courses.

**Why must a weighted transcript be a special request from students and parents?** Washington State law requires all school districts in the state to use a standardized transcript and does not allow weighted grades to be included as part of the standard. State law does however, permit school districts to attach supplemental information to the transcript as attachments or addendums to the transcript.

## Attendance

**Attendance Hotline: 354-6309**

When leaving a message, please leave the following information:

1. Please spell the first and last name of the student.
2. State your name and relationship to the student.
3. Leave your daytime phone number for verification.
4. Give a brief reason for the absence.

### Attendance Policy

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Under the Washington State Compulsory Attendance Law, parents or guardians have the primary responsibility for keeping their students in regular attendance.

Unless previously excused, the absent student's parent or guardian must call the 24-hour Attendance Hotline listed above. If there is an unexcused absence, the computer phone system will attempt to call the home to leave a message. Student absences must be cleared by a parent/guardian note or call within two (2) school days after the absence, or the absence will remain unexcused and considered a truancy.

### Becca Bill - Mandatory Attendance Law

The "Becca Bill" (SB 5439) is our state's truancy law. It is intended to stop truancy before it becomes a problem. Schools and families should work together as a team to ensure school attendance and student safety. However, if a student has unexcused absences, this law requires schools and school districts to take the following actions:

1. One (1) unexcused absence: The school will inform the parent when there is one unexcused absence. This can be done by the district's automated calling system or a personal phone call home.
2. Three (3) unexcused absences: A letter is mailed home. The school may also schedule a meeting with the parent/legal guardian and student to discuss the causes of the unexcused absences and find solutions to prevent further absences working as a team.
3. Five (5) unexcused absences within a month OR ten (10) unexcused absence within a school year: The school district is required by law to file a Stay Petition with the Juvenile Court.

4. Community Engagement Board: referral to a Community Engagement Board will be made upon the filing of a Stay Petition. This board is a group of citizens who help resolve truancy cases away from the court.
5. Amended Petition: If attendance does not improve after intervention efforts have been tried, the school will file a petition requesting student be court ordered to attend school. If the court order is violated, a Contempt Hearing will be scheduled and sanctions imposed such as community service, electronic monitoring or time spent in juvenile detention. A parent may also be fined up to \$25.00 for each day of unexcused absence.

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### **15 Percent Rule**

District policy states that once a student's total absences, both excused and unexcused, reach 15 percent, the school may require a doctor's note for any subsequent absences to be excused.

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### **Prearranged Absences**

Before planning an extended absence (three days or more) of a student, parents should consider the following:

- Students need to attend as many classes as possible to receive the best grade attainable, so it is reasonable to expect that an extended absence could severely affect the student's grade.
- Teachers cannot be required to pre-teach work which would be missed or accept make-up work after a date established before leaving.
- Teachers cannot always be expected to provide multiple assignments in advance. However, if an occasion arises where an extended absence is unavoidable:
- The student should pick up the Pre-Arranged Absence Form from the Attendance Office one to two weeks prior to the absence.
- The parent/guardian should fill out the form and sign it.
- The student should take the form to all of his/her teachers and notify them that assignments are needed.
- The student and teachers can work out a time when it is convenient for assignments to be picked up.
- The student needs to hand in the completed form to the Attendance Office before he/she leaves school for the prearranged absence.

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### **Early Dismissals**

A student who needs to leave school during the school day must obtain an early dismissal slip from the Student Office before leaving the building. *STUDENTS MUST CHECK OUT THROUGH THE ATTENDANCE OFFICE. FAILURE TO DO SO WILL BE CONSIDERED A TRUANCY AND WILL NOT BE CLEARED.*

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### **Truancies**

Students arriving to class more than ten minutes after the final bell (without a teacher/office pass) will be considered truant. Arriving to class less than ten minutes late will be considered tardy. The Home Calling System will call each night to notify parents of absences. A Behavioral Intervention Letter will be mailed home to notify parents of two unexcused days. The school will notify parents and file a petition with the BECCA Law Court when a student has met the BECCA criteria for unexcused absences. Students that are truant may face progressive discipline ranging from lunch detention to suspension.

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### **Preventing Truancy**

Student safety and academic progress are important to both parents and educators. Here are some tips to prevent absences:

Communicate with your student frequently

- Talk about family expectations regarding school attendance.
- Discuss family expectations for earning a high school diploma.
- Praise positive behaviors and achievements in school.
- Look for attitudes from your youth that indicate unhappiness with school or fear of attending school. Listen to what they say and ask questions.

Communicate with your school frequently

- Ask the school about their policy and procedures on excusing absences from school.
- Respond quickly when the school notifies you of an unexcused absence.
- Learn how you can check your student’s attendance.
- Immediately address issues of concern about your student with the school. Start with the teacher or counselor.

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### **Tardies**

Being tardy to class not only affects the student’s educational experience but also disrupts the educational process for others. Being on time to class is a North Central expectation. Students who find themselves tardy to class are still required to go to class.

Unsupervised students are not allowed in the hallways during class. Failure to be on time may result in progressive disciplinary action.

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### **Forgery**

Students involved with forging notes or passes, or using the phone system to excuse their own absences will be subject to progressive discipline and will be placed on the “no note” list. Any subsequent absences will need to be verified by the parent.

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### **Closed Campus**

North Central is a closed campus for all students. Once students arrive on campus in the morning, they are to stay on campus for the entire school day unless they have checked out through the Attendance Office. By 2:45 p.m., all students must be off campus or be under the supervision of an adult. Failure to comply with the closed campus policy will result in progressive discipline.

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### **Homework Requests**

Homework requests should be made if a student is absent for a minimum of three consecutive days by calling the Student Office at 354-6310. Requests made at the start of the day will be available for pick-up at the end of school the following day. You may also call or email teachers directly for homework. Teachers will accept late assignments unless the absence is unexcused or the teacher has previously established a deadline for the assignment or project. No make-up work will be allowed for unexcused absences.

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## **Student Expectations**

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### **Academic Integrity**

In order to learn and grow, students must be honest with themselves and with others. North Central High School strives to support students in learning and being honest. In order to promote academic honesty, teachers will make their expectations clear and explicit about plagiarism and cheating. At the beginning of the year and again second semester, teachers will discuss academic integrity with their students to help them understand its importance. Teachers will explain what is meant by the terms **plagiarism** and **cheating**.

***Plagiarism: The practice of taking someone else’s work or ideas and passing them off as one’s own***

***Cheating: An act of dishonesty in order to gain an advantage; possession of unauthorized material, submission of another student’s material for credit, false claims or fabricated references, copying off of someone else’s work, or passing answers to another student***

To avoid plagiarism, teachers will help students develop writing topics over time and provide support and a schedule for students to further define these topics. Teachers will work towards lesson design and assignments that require focus and depth. English teachers and content teachers will teach research and citation skills, showing students how to evaluate their sources and demonstrating paraphrasing, summarization, and synthesis skills.

A student's responsibilities to avoid plagiarism include speaking to the teacher when struggling, clearly documenting sources of information, and submitting work that represents their own ideas and effort.

Consequences will follow the North Central High School Intervention Process that is consistent with district policy (SPS Policy No. 3240). Each incidence of academic dishonesty will result in a step of this progressive intervention process.

#### Step 1 – First Incident

- The teacher will discuss the incident with the student, call parent/guardian to discuss the occurrence with a parent, and email an administrator who will enter the information in PowerSchool. The student's resubmitted assignment will be assessed a late score deduction.
- The student will be required to redo the assignment outside of class time. The due date will be determined by the teacher and student and reflect grade reporting time requirements. If the new assignment is not turned in by the required date, the assignment will not receive credit.

#### Step 2 – Second Incident

- The teacher will discuss the incident with the student and call parent/guardian to discuss the occurrence.
- In addition, the teacher will refer the student to an administrator for further action including a presentation on the importance of academic integrity. Upon completion of this presentation, the assignment will be completed outside of class and assessed a substantial late score deduction.

#### Step 3 – Third Incident

- The teacher will notify the student and parents that the student will be referred to student-services for progressive discipline intervention, including the possibility of receiving no credit for the assignment.

The effectiveness of this policy relies on teachers working together to inform students that we care about authentic learning, and that cheating and plagiarism are not permitted at NCHS.

### **Student ID**

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All students will be issued a school picture ID card. These are to be in the students' possession at all times during school and at all school activities. Student ID cards must be presented to any school authority who requests to see it (i.e., teacher, administrator, security officer, bus driver, etc.). There is a \$5.00 replacement fee for a lost card.

### **Bus Conduct**

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To ensure safe and comfortable transportation, students must act responsibly when riding their bus. All school policies apply to conduct on school buses. Failure to follow them may result in suspension from school and/or denial of bus-riding privileges. Students must register each year to be able to take the bus. They will be issued a Z pass, which must be on them whenever they ride the bus.

### **Dress**

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Students are expected to present themselves in a manner that is appropriate for school and a workplace setting. Our school welcomes any fashion style that does not disrupt the educational process. Attire and accessories that advertise, display, or promote an unsafe, violent, discriminatory, disrespectful, gang affiliation, or illegal activities are not acceptable. Please see Procedure 3224 on the Spokane Public Schools website for more information

<https://weba.spokaneschools.org/polpro/View.aspx?id=627>.

**North Central P.R.I.D.E.**

In order to promote a positive climate, North Centrals is implementing a school-wide management plan to create a school climate that is consistent from classrooms to hallways. P.R.I.D.E. educates students in self-discipline and provides staff support for student expectations.

NC PRIDE				
Perseverance	Respect	Integrity	Discipline	Excellence
Holding to a course of action despite obstacles  • Stay positive • Set goals • Learn from mistakes	To show consideration, appreciation, and acceptance  • Respect yourself • Respect others • Demonstrate appropriate language and behavior	Adherence to an agreed upon code of behavior  • Be responsible • Do your own work • Be trustworthy and trust others	Managing one’s self to achieve goals and meet expectations  • Strive for consistency • Attend class daily; be on time • Meet deadlines; do your homework	Being of finest or highest quality  • Do your personal best • Exceed minimum expectations • Inspire excellence in others

**Self-Discipline**

Students are to become familiar with the school’s rules, regulations, and policies; every student will make every effort to abide by them. Always be courteous to those who teach you, as well as to each other. It may become necessary at times for a student to be sent to the administration offices because of habitual discipline offenses or because of a major offense. In such cases, the administration will use whatever corrective measures are necessary within the federal and state guidelines and according to Spokane Public Schools Board policy. Individual teacher rules and expectations will be provided at the beginning of each semester.

**Intervention Policy**

Unless such behavior warrants immediate removal from class and a referral to the office, the following is the procedure for issues that merit discipline:

- 1st Level: Teacher will discuss issue with the student.
- 2nd Level: Teacher will discuss with student and contact parents/guardians informing them of the behavior issue.
- 3rd Level: Counselor or administrator will be contacted regarding the issue.
- 4th Level: Administrator will be contacted and intervention will occur. Alternative placement may be considered depending on the severity of the situation.

**Student Behavior, Rules of Conduct, Restorative Practices, and Corrective Actions**

This Procedure implements the Board’s Policy of focusing on responsible, respectful and safe student behavior. The Procedure describes how the District tries to balance the needs of students who violate rules of conduct, the needs of those affected by such behavior, and the needs of the overall school community. Such balancing is based on the requirement in RCW 28A.600.020(1) that student discipline rules be "interpreted to ensure that the optimum learning atmosphere of the classroom is maintained, and the highest consideration is given to the judgment of qualified certificated educators regarding conditions necessary to maintain the optimum learning atmosphere."

The Procedure addresses rules of conduct. It also provides that individual schools may have their own rules of conduct, which are adopted by the Board and incorporated here. Students who violate the rules of conduct may be subject to restorative practices and/or corrective action.

There is a wide variety of restorative practices. Examples of restorative practices may include, but are not limited to:

- Mediation,
- Apologies,
- Relationship building,
- Affective statements,
- Community building circles,
- Restorative dialogues/making agreements,
- repairing harm circles,
- Restorative conferences, and/or
- Restitution

There are four types of corrective action:

- Discipline,
- Suspension (both short and long-term),
- Expulsion (including emergency expulsions), and
- Emergency removal from class, subject or activity.

Students who receive discipline, suspension or expulsion are entitled to certain procedural and grievance/appeal rights. Those rights are also described in this Procedure. Restorative practices and emergency removals are not considered discipline. They do not have grievance or appeal processes. The Procedure also classifies violations of rules in terms of seriousness. Violations of certain less serious rules will result in “discretionary discipline”. For violation of those rules, long-term suspension and expulsion are not permitted. Violations of other more serious rules are considered “exceptional misconduct” and “non-discretionary discipline” offenses. For those violations, suspensions are allowed even if other forms of corrective action may not have previously been imposed. For a full description of the procedure go to <https://weba.spokaneschools.org/polpro/View.aspx?id=636> on SPS’s website, which includes policy 4210 on the Regulation of Dangerous Weapons on School Premises and 3240, Student Behavior, Rules of Conduct, Restorative Practices and Corrective Actions.

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## Safety

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### Crisis Drills

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Signal: Intercom announcement or will signal a crisis or drill. Students need to go to the nearest room and stay away from doors/windows. The all clear signal will be given over the intercom in the case of a drill.

### Fire Drills

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These are necessary and required by law.

1. The fire drill signal requires everyone in the building to move to designated evacuation areas without exception.
2. Students are expected to take fire drills seriously and follow directions at all times.
3. Instructions for exiting are posted in each room.
4. Students should exit and move away from the building.
5. The all clear signal will sound to allow students to return to class.

### First Aid

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School personnel are trained to handle first aid for minor injuries. In case of serious injury or illness, parents will be contacted immediately. If parents cannot be reached, and a parental consent form has been checked authorizing the school to seek emergency treatment, the child will be taken by ambulance to a hospital. Please make sure your emergency phone number is on file.

### Harassment, Bullying, Intimidation

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Washington State law prohibits harassment, intimidation, or bullying (HIB) in our schools. The law and Policy and Procedure 3207 defines harassment, intimidation or bullying as any intentionally written message or image—including those that are electronically transmitted—verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental, physical or sensory handicap, or other distinguishing characteristics, when an 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. Schools are required to take action if students report they are being bullied, and any district staff member can take the report. Individuals who believe there has been a violation of policy are encouraged to contact their building administration or HIB/Student Civil Rights Officer, Dr. Adam Swinyard.

To report a violation with the Spokane Public Schools you can file a formal complaint online:  
[http://swcontent.spokaneschools.org/cms/lib/WA01000970/Centricity/Domain/27/1949\\_001.pdf](http://swcontent.spokaneschools.org/cms/lib/WA01000970/Centricity/Domain/27/1949_001.pdf).

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### **Life Threatening Health Conditions**

Washington state law (RCW 28.10 Section 1) requires that all students with life threatening health conditions have the needed medical orders, medication/equipment and a nursing care plan in place before the child may attend school. Forms are available in the Public Office.

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### **Loss or Damage of Property**

A student or his/her parent or guardian shall be responsible for the cost of school property that is lost or damaged. A student's grades, transcripts, and diploma may be withheld until restitution is made. The student or his/her parent or guardian may appeal the imposition of a charge of damages to the principal, superintendent, and Board of Directors in accordance with the due process described in Policy 9375.

The school district continually strives to make our schools a safe place, for both students and their personal belongings. Unfortunately, incidents sometimes occur which can result in damage or loss of personal property owned by or in the possession of students. *Accordingly, parents are reminded that Spokane Public Schools cannot be responsible for loss or damage to personal property brought to school by students. Thus, any personal belongings brought to school are at the student's own risk. If the value of an item is such that you cannot afford its loss, please make certain that your child does not bring the item to school. The school does not assume liability for lost or stolen articles.*

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### **Lost and Found**

If you have lost or found an item, contact the Business Office (for valuables such as phones, glasses, keys), 354-6239, or the Communities in Schools (items such as clothing, school supplies), 354-6179. Lost and found will be cleaned out quarterly.

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### **Medication**

According to Washington state law and District Policy, if it is necessary for your child to receive oral medication (prescription or non-prescription) during school hours, a medication request form must be filled out and signed by both the physician and parent. These forms are available in the Public Office or on-line at [www.spokaneschools.org/parents](http://www.spokaneschools.org/parents) (Health Services). All medication must be kept in the original pharmacy container and will be kept in a locked location. To ensure safety, parents are encouraged to have an adult deliver the medication to school. If the parent wishes a student to carry his/her own medication, it is with the recognition that it is the student's and parent's responsibility/liability.

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### **NC Cares**

NC has available both an email and phone number to anonymously report bullying, harassment, or a concern such as a sexual assault, concern for the physical or mental well-being of another student. Posters are also posted throughout the school. These are monitored only when school is in session and is not intended to replace 911.  
[nccares@spokaneschools.com](mailto:nccares@spokaneschools.com) and 354-6181.

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### **Restrictive Health Concerns and Elevator**

If your child develops a health condition restricting school activities, e.g. broken bones, sprains or other short term disability, the Student Office and student's counselor should be notified immediately, followed by written instructions from your doctor. A student who is unable to use the stairs should report to the business office for an elevator key. Parent approval for short term use or a doctor's note for long term use is required. There will be a \$25 key deposit, which will be refunded upon return of the key.

The key MUST be turned in by the due date given to you by the business office or you will lose your deposit. The student who requires elevator access may have one classmate only accompany him/her in the elevator to assist with carrying school materials only. This student shall be designated ahead of time and will sign this agreement.

## General Information

### After School Sports

All high school sports require a current physical exam, accident insurance or a waiver signed by a parent, an activity card, activity contract, and the individual sport contract. Activity buses will leave daily at 5:30 pm beginning the first day of school. School rules apply to all school-sponsored events. Students in 7<sup>th</sup> /8<sup>th</sup> grades will need to see their home middle school to participate in after school sports.

### ASB Officers and Leadership

Students who wish to run for a school-wide ASB officer position (ASB President, Vice President, Secretary, Treasurer, 5<sup>th</sup> Executive) must qualify and be enrolled in the Leadership Class for the upcoming school year. Leadership Class is a class that many students apply for and not all will be accepted. Potential and current leadership students are assessed based upon a rubric that is available for preview through the Leadership teacher. A panel made up of counselors and administrators will select the students. Students will be notified of selection into the Leadership class in Spring, with ASB elections after.

### Bell Schedule

- 0-Hour courses are conducted before school.
- 7th- and 8th- Hour courses are conducted after school and meet daily from 2:35-3:30 p.m.

MONDAY, WEDNESDAY, FRIDAY	
Zero Hour	6:50 - 7:55
1st Period	8:00 - 9:00
2nd Period	9:05 - 10:00
3rd Period	10:05 - 11:00
4th Period & Lunch <i>1st Lunch 11:00 - 11:30</i> <i>2nd Lunch 12:00 - 12:30</i>	11:05 - 12:30
5th Period	12:35 - 1:30
6th Period	1:35 - 2:30
TUESDAY, THURSDAY	
Zero Hour (Tues.)	6:50 - 7:55
1st Period	8:00 - 8:55
2nd Period	9:00 - 9:51
Advisory	9:56 - 10:16
3rd Period	10:21 - 11:12
4th Period & Lunch <i>1st Lunch 11:12 - 11:42</i> <i>2nd Lunch 12:08 - 12:38</i>	11:17 - 12:38
5th Period	12:43 - 1:34
6th Period	1:39 - 2:30
EARLY RELEASE FRIDAY	
Zero Hour	6:50 - 7:55
1st Period	8:00 - 8:45
2nd Period	8:50 - 9:33
3rd Period	9:38 - 10:21
4th Period <i>1st Lunch 10:21 - 10:51</i> <i>2nd Lunch 11:09 - 11:39</i>	10:26 - 11:39
5th Period	11:44 - 12:27
6th Period	12:32 - 1:15



## **Book Fines**

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Student is responsible for the care and the return of all books. At the time of check out, if the student finds that a book has been damaged, the book needs to be returned the same day for repair or the student will be charged for the damage. Fees vary depending on severity of damage.

## **Bookroom**

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The Bookroom is open to students before and after school, during both lunches, and the passing time allowed between periods. During this time, students may purchase supplies and check in or check out textbooks/novels. North Central Student ID is required for all bookroom transactions. Defaced or damaged IDs must be replaced at a cost of \$5.00 at the Business Office before book checkout.

All books have been inspected for damages. Damages found have been noted in the Destiny system. Please inspect all books upon receipt. If you discover any damages, return it IMMEDIATELY to the Bookroom for a replacement. Books that are checked out to you are YOUR RESPONSIBILITY. Any damages not already noted will be fined to your account upon check in. Damages include, but are not limited to, writing, stains, liquid damage, and dog-eared pages and cover damage. Fines will also be assessed for books turned in with post-it notes on pages and books left on the counter (not physically checked in).

## **Business Office**

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The Business Office is open to students before and after school, during both lunches, and the passing time allowed between periods. The Business Office handles all school district funds from such organizations as publications, athletics, clubs, A.S.B., bookroom, library, band, orchestra, choir, etc. Students can also deposit lunch account monies, pay fees and fines, purchase GSL cards, school insurance, yearbooks, t-shirts, sweatshirts, hats and blankets from the Business Office. The Business Office cannot cash checks, nor can they give cash back on checks written for more than the amount due. Adult/family sports passes can also be purchased in the Business Office. The Business Office is closed daily for one hour after second lunch. North Central Student ID is required for all Business Office transactions.

## **Dances**

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*School dances are for high school students only.* All school policies are followed at dances. Infractions are dealt with in the usual manner. The North Central community is committed to providing a safe, fun, and respectful environment at our school dances. A Student Expectation Form must be signed at the time a ticket is purchased. Students are to refrain from dancing in a sexual nature. Students who exhibit inappropriate dancing behaviors during a dance will be asked to leave without a refund. Students will not be re-admitted to a dance after leaving the assigned area.

North Central Student ID is required with a ticket for admission to all dances. Only current North Central students may attend mixers. Students from other schools who attend our date dances must provide picture ID and must be pre-registered in the Business Office by 3:00pm on the last school day before the dance. Guests must be of high school age or under 21. School rules apply to all school sponsored events.

## **E-mail Addresses**

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To promote better communication, we are asking parents to provide your e-mail addresses. This will create another avenue for teachers to keep parents more fully informed about student progress. Our goal is to strengthen communication and our partnership with parents. We no longer send a hard copy newsletter. All newsletters are done electronically.

Please email this information, including your student's name to [EricaL@spokaneschools.org](mailto:EricaL@spokaneschools.org).

## Family ID

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If you are involved in a sport or activity, you must register with the new Family ID. This is a secure registration platform that provides an easy, user-friendly way to register for activities, while helping us to be more administratively efficient and environmentally responsible. When you register through FamilyID, the system keeps track of your information, so you only have to enter it once for multiple uses, family members and programs.

### TO REGISTER FOR AN ACTIVITY

1. Go to [spokaneschools.org/north-central](http://spokaneschools.org/north-central)
2. Click the Activities drop down on top
3. Click Registration and then New to Family ID or Click on Family ID
4. Open an account using a valid email and password of your choice
5. Within minutes, you will be sent a link to begin registration
6. After selecting your program and completing registration - CONFIRM REGISTRATION
7. You will see a confirmation page and you are IN!

FamilyID provides registration support seven days a week by phone, email and chat.

If you do not have Internet access, you can use a computer at your student's school. The first time you register, it is recommended that you use a computer. After that, registrations can easily be done on your phone. If needed, paper packets are still available in the school office.

If you have any questions, feel free to call the North Central Business Office at 509-354-6239.

## Fees and Fines

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**Absolutely no scholarships, college applications, requests for records will be processed until all fines and fees are cleared. There are no exceptions.**

Student Insurance – Application available in the Business Office

GSL Activity Sticker	\$40.00*	(Replacement cost \$40)
7/8 <sup>th</sup> Grade ASB	\$8.00	
Student I.D. Card Replacement	\$ 5.00	
Yearbook, Tamarack	\$36; \$41 with name on the cover if purchased before Jan. 1 <sup>st</sup>	
Middle School IST Yearbook	price TBD	

*All prices are subject to change.*

\*All athletes, music students, debate, and dance team members are required to purchase a GSL card if in high school, 7/8<sup>th</sup> graders need to purchase an ASB card to participate in ASB sponsored clubs.

Spokane Public Schools will assess a fee of \$25.00 on all returned or otherwise dishonored (NSF) checks. Until the check amount and fee are paid, we will no longer accept payment from you by personal check.

## Field Trips and Extracurricular Event Travel

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As a policy of Spokane Public Schools, instructional field trips and extracurricular events held at locations away from school campuses may be included as an optional part of the School District's programs as a means to provide diverse, quality educational experiences. School rules apply to all school- sponsored events.

## **Fight Song**

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### RED AND BLACK

Oh Red and Black, dear Red and Black our hearts are true to you.  
On field and track we'll never lack, and win thee honors too.  
From dear Spokane through every land, the name of our school cry.  
We're through and through North Siders true, North Central High  
N-O-R-T-H C-E-N-T-R-A-L  
We're through and through North Siders true, North Central High!

## **Food Pantry and Clothing Bank**

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NC has a Food and Necessities Pantry, and a Clothing Bank that is open to all NC students and their families. If you are in need of food, personal hygiene items, school supplies, or clothing please see your school counselor for access.

## **GSL Pass**

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High school students only may purchase a GSL/ASB card from the Business Office. The cost is \$40.00 for students. Middle school students that participate in debate or dance will be required to purchase a GSL card. This entitles the holder to attend regular season athletic events and to attend dances and other in-school activities at a discount rate or at no additional cost

Please note that the Parent GSL cards are available from "Tickets West" or the Business Office. They cost \$76.00, and will admit one adult and all of their children 8th grade and younger. You can also go to the Arena ticket office to purchase if they do not have a computer available or wish to pay cash or check.

*Prices are subject to change.*

## **Lockers**

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Students who wish to check out a locker for the year can do so in the Student Office. Lockers are the property of the school district. As property of the school, school officials may inspect lockers.

Lockers are not to be written upon or in any way vandalized by students. The cost of repairing any damage to a locker will be charged to the student. Lockers should be for book use only – valued items of any sort should not be kept in lockers.

## **Lunch and Breakfast**

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As a reminder, North Central has a closed campus and students will need to stay on school grounds, in the designated areas during lunch. The cost of breakfast for middle and high school students is \$1.85 for full price and free for reduced. The cost of lunch is \$3.40 for full price and \$0.40 for reduced price.

## **Messages and Deliveries**

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Delivering messages to students in class interrupts the educational setting. Only messages from parents/guardians of students will be delivered to class. Students and parents/guardians are asked to cooperate to minimize requests for messages to students during the school day. *The Student Office will no longer accept food deliveries for students from vendors.*

We also ask that parents/guardians please minimize texting to your student during the school day so students can focus on their academics.

## **Parent Advisory Committee**

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The PAC is a monthly discussion group open to all parents. Topics of discussion include current issues on campus. Meetings are generally on the fourth Monday of each month at 6:30pm in the library. Please call the Public Office if you have questions at 354-6300.

## **Parking**

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*Students will be required to register their vehicle with the business office to include, make, model, color, license number of the vehicle and name of the driver if they plan to park in the Student Lot (north side of the building). Upon registration, the student will be issued a sticker to be placed in the lower passenger side of the rear windshield so that it is visible to the outside. If a vehicle parked in the student lot does not have the sticker it is subject to enforcement, which may include*

fines/and or school discipline. Students may not park in the south lot under any circumstances. Parking in the student lot is on a first come, first serve basis. If no parking spots are available students will need to park in the surrounding neighborhood so long as they are parked legally. Students are encouraged to car pool as much as feasible or use the bus if available.

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### **PowerSchool**

Spokane Public School's online student information system provides parents and students with real-time access to your student's schedule, attendance, and grades. PowerSchool is Internet based so you are able to login from any place you have Internet access. If your student is moving up from a SPS middle school, your user name and password remains the same. If you have lost your password, contact [GretaC@spokaneschools.org](mailto:GretaC@spokaneschools.org).

The following list describes some, but not all, of the access screens:

- Attendance: The last 2 weeks attendance is displayed on the left hand side. Gray areas indicate non-school days and blank cells mean the student was present.
- Grade: Final and current grades are shown to the right of the class. Click on a blue letter grade to see a listing of the individual assignments and scores that make up the grade.
- Total Attendance: The two columns on the far right show total absences and tardies for the current term. Click on a blue number to see the dates of that attendance.
- Grade History: Displays quarter and semester grades for your student for the current term. To view your student's graduation progress click on the blue link.
- Attendance History: Displays attendance for your student for the current term. A dash represents a non-student day. A dot represents no class that day. Blank represents present.
- Email Notifications: Parents can sign-up to have grades and attendance sent to an email account. Update or add more email addresses.

PowerSchool Access: [www.spokaneschools/northcentral.org](http://www.spokaneschools/northcentral.org) or <https://powerschool.spokaneschools.org/public/>

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### **Visitors**

The school accepts only those adult visitors who have legitimate business at school. Visitors are expected to come to the Public Office to register electronically and obtain a visitor's badge upon entering the campus; including all 7/8<sup>th</sup> grade family visitors. When business is completed, the visitor should return the badge to the Public Office and promptly leave campus. Guests or visitors of students, including younger brothers and sisters, are not allowed at school.

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### **Volunteers**

North Central is always in need of parent volunteers who wish to give of their time on an hourly, weekly, or occasional basis. Help is needed in the classrooms, the bookroom, the offices, the health room, as dance chaperones and for special projects. If you would like to be involved at any level, please contact the North Central Public Office at 354-6300.

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### **Wheels on Campus**

Wheels are not allowed on the NC campus. Skateboards and roller blades (skates) that are used for transportation to North Central will need to be stored in your locker during the entire school day. Bikes will need to be walked while on campus and stored at one of the bike racks throughout campus.

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## **Extracurricular Activities**

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### **ASB/GSL**

High school students may purchase the combined GSL/ASB card, which allows discounts on school-sponsored events and admittance to varsity athletic events (except for playoffs). The ASB/GSL card is required for sports, choir, band, orchestra, drill team, cheerleading, etc. Parents or guardians of 7/8th graders may purchase an adult GSL pass for \$76, which includes free admission for all children under high school age when admitted with an adult.

## Athletic Eligibility

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To be eligible to compete in high school interscholastic athletics, you must meet the following criteria:

1. Age: Under 20 years old at the start of a sport season and having six years of eligibility after entering or being eligible to enter 7th grade.
2. Enrolled and regularly attending North Central High School full time as a 9-12 grader.
3. Maintain passing grades: must maintain passing grades in 5 out of 6 classes and must have passed at least five classes in the previous semester. To remain eligible, a student must be passing 5 out of 6 classes, and be enrolled in at least six classes or an approved equivalent.
4. Residence: must reside with parent/guardian at a residence located within the school district.
5. Previous Semester: must have been in regular attendance the previous semester.
6. Students must have passed a physical exam within the past 24 months and have it on file at the school.
7. Drug Use: cannot use, provide others, or possess a controlled substance or illicit drugs, and cannot have violated the school's policies on alcohol, tobacco or social media.
8. Sign a Co-Curricular Contract.
9. Purchase a GSL card.
10. Medical waiver signed saying you have medical insurance or purchase school insurance.

Students in 7/8<sup>th</sup> grade that are interested in athletics must contact their home middle school for details.

### Full Non-Discrimination

Spokane Public Schools complies with all federal and state rules and regulations and does not discriminate in the admission, treatment, employment, or access to its programs or activities on the basis of age, sex, marital status, race, color, creed, national origin, the presence of any sensory, mental, or physical disability, to the use of a trained guide or service animal by a person with a disability, sexual orientation including gender expression or gender identity, or honorably discharged veteran or military status. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities, and provides equal access to the Boy Scouts and other designated youth groups.

Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX/Staff Civil Rights Officer, ADA Officer, Harassment, Intimidation, Bullying (HIB)/Student Civil Rights Officer and/or 504 Compliance Officer.

The following **Civil Rights Compliance Coordinators** have been designated to handle questions and complaints of alleged discrimination:

- Civil Rights Coordinator and Title IX Coordinator: [Jodi Harmon](#), 509.354.7344
- Section 504 Coordinator: [Melanie Smith](#), 509.354.7284

#### Other district contacts:

- ADA Officer: Stephanie Busch, 509.354.5993
- Affirmative Action Officer: Nancy Lopez-Williams, 509-354-5651
- AHERA Officer: Robert Findley, 509.354.7143
- ALE Officer: Heather Bybee, 509.354.7361
- Certification Officer: Cindy Coleman, 509.354.7318
- Claims Agent: Rebecca Doughty, 509.354.7298
- Contract Officer: Cindy Coleman, 509.354.7318
- Copyright Compliance Officer: Mark Martell, 509.354.7212
- Equal Opportunity Officer: Nancy Lopez-Williams, 509-354-5651
- Harassment, Intimidation, Bullying (HIB)/Student Civil Rights Officer: Melanie Smith, 509.354.7284

- Personnel Officer: Nancy Lopez-Williams, 509-354-5651
- Public Records Officer: Terri LeFors, 509.354.7395
- Safety/OSHA/WISHA Officer: Rebecca Doughty, 509.354.7298
- Secretary, Board of Directors: Adam Swinyard, 509.354.7268

**Address:** 200 N Bernard Street, Spokane 99201-0282.

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Officer, listed above. You also have the right to file a complaint (see below).

- [Spokane Public Schools Policy 3210: Nondiscrimination](#)
- [Spokane Public Schools Procedure 3210: Nondiscrimination](#)

## Unlawful Discrimination

Allegations of discrimination should be reported to your child's teacher or principal immediately. This will allow the school the opportunity to address your concerns and resolve the situation as soon as possible. Unlawful discrimination is the unfair or unequal treatment of a person or a group because they are part of a defined group, known as a protected class. Discrimination can occur when a person is treated differently, or denied access to programs, services or activities because they are part of a protected class. Discrimination can also occur when a school or school district fails to reasonably accommodate a student or employee's disability. A protected class is a group of people who share common characteristics and are protected from discrimination and harassment by federal and state laws. Protected classes defined by Washington state law include: sex, race, color, religion, creed, national origin, disability, sexual orientation, gender expression or identity, honorably discharged veteran or military status, or the use of a trained dog guide or service animal. If you are unable to resolve your concerns with your child's teacher or principal, contact Melanie Smith, Harassment, Intimidation, Bullying (HIB)/Student Civil Rights Officer, (509) 354-7284, [MelanieSm@spokaneschools.org](mailto:MelanieSm@spokaneschools.org) to discuss your concerns or to file a complaint. If you cannot resolve your concern with the school, you may wish to file a formal complaint with the school district. Procedure 3210 provides the procedure for filing a discrimination complaint. **There are three (3) steps: Step 1:** Complaint to School District Superintendent, **Step 2:** Appeal to the School Board, and **Step 3:** Complaint to OSPI. The instructions on how to follow these steps may be found at [k12.wa.us/policy-funding/equity-and-civil-rights/complaints-and-concerns-about-discrimination](http://k12.wa.us/policy-funding/equity-and-civil-rights/complaints-and-concerns-about-discrimination).

## Sexual Harassment

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on school campus, on the school bus, or off-campus during a school-sponsored activity. 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, or 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. You can find a copy of the district's policy and procedure 5011 on the district's website [www.spokaneschools.org](http://www.spokaneschools.org), at your school, or Human Resources. Individuals who believe there has been a violation of policy are encouraged to report to any school staff member, contact their building administrator, or contact Jodi Harmon, Title IX/Staff Civil Rights Officer, at (509)354-7269. Further information and instructions on how to file a formal complaint can be found at <https://spokaneschools.org/domain/182>.

### 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 officers: Title IX/Staff Civil Rights Officer, Jodi Harmon, (509) 354-7269 \*Harassment, Intimidation, Bullying (HIB)/Student Civil Rights Officer, Melanie Smith, (509) 354-7284 \*504 Compliance Officer, Melanie Smith, (509) 354-7284 \* ADA Officer, Stephanie Busch, (509) 354-5993 \* Affirmative Action Officer, Nancy Lopez-Williams, (509) 354-5651 \* Equal Opportunity Officer, Nancy Lopez-Williams, (509) 354-5651

### **Complaint to the School District**

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.
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.
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 do not agree 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. You can do this in the following methods.

- Email: [Equity@k12.wa.us](mailto:Equity@k12.wa.us)
- Fax: 360.664.2967
- Mail or hand deliver: PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

### **Harassment, Intimidation or Bullying (HIB)**

Washington State law prohibits harassment, intimidation, or bullying (HIB) in our schools. The law and [Policy and Procedure 3207](#) defines harassment, intimidation or bullying as any intentionally written message or image— including those that are electronically transmitted— verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental, physical or sensory handicap, or other distinguishing characteristics, when an 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. Schools are required to take action if students report they are being bullied, and any district staff member can take the report. Individuals who believe there has been a violation of policy are encouraged to contact their building administration or HIB/Student Civil Rights Officer, Jodi Harmon 354-7306. Further information and complaint forms can be found at [spokaneschools.org/nondiscrimination](http://spokaneschools.org/nondiscrimination).

The translations will appear on this web page: <https://www.spokaneschools.org/Page/3955>

Spokane Public Schools complies with all federal and state rules and regulations and does not discriminate in the admission, treatment, employment, or access to its programs or activities on the basis of age, sex, marital status, race, color, creed, national origin, 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, sexual orientation including gender expression or gender identity, or honorably discharged veteran or military status. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities and provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding compliance and/or grievance procedures may be directed to the school district’s Title IX/Staff Civil Rights Officer, ADA Officer, Harassment, Intimidation, Bullying (HIB)/Student Civil Rights Officer and/or 504 Compliance Officer. Officers: \*Title IX/Staff Civil Rights Officer, Jodi Harmon, (509) 354-7344 \*Harassment, Intimidation, Bullying (HIB)/Student Civil Rights Officer, Jodi Harmon, (509) 354-7344 \*504 Compliance Officer, Jodi Harmon, (509) 354-7344 \* ADA Officer, Stephanie Busch, (509) 354-5993 \* Affirmative Action Officer, Nancy Lopez-Williams, (509) 354-5651 \* Equal Opportunity Officer, Nancy Lopez-Williams, (509) 354-5651 \*200 N. Bernard Street, Spokane, WA 99201-0206