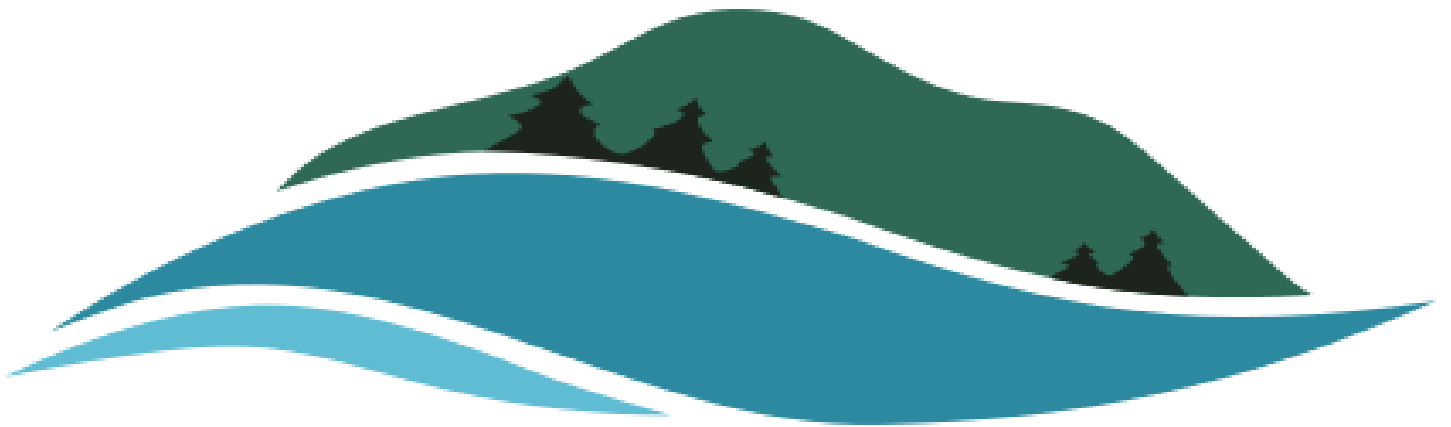


# **Handbook**

## **2024-2025**



# **Pend Oreille River**

## **School**

### **Newport School District**

## TABLE OF CONTENTS

<b>School Mission, Values and Rules</b>	<b>4</b>
<b>District &amp; School Staff Contact Information</b>	<b>5</b>
<b>School Schedule &amp; Basic School Information</b>	<b>6</b>
<b><u>SCHOOL POLICIES &amp; PROCEDURES</u></b>	
<b>Accidents</b>	<b>7</b>
<b>ASB Cards</b>	<b>7</b>
<b>Audio/Communication Equipment</b>	<b>7</b>
<b>Bullying &amp; Respect</b>	<b>7</b>
<b>Cell Phones</b>	<b>8</b>
<b>Classroom Expectations</b>	<b>8</b>
<b>Computers</b>	<b>8</b>
<b>Counseling Services</b>	<b>8</b>
<b>Dance Regulations</b>	<b>9</b>
<b>Dress Code</b>	<b>9</b>
<b>Driving and Parking Privileges</b>	<b>10</b>
<b>Extra-Curricular Activities</b>	<b>10</b>
<b>Fees</b>	<b>10</b>
<b>Food Services</b>	<b>10</b>
<b>Grades &amp; Report Cards</b>	<b>11</b>
<b>Graduation Ceremony</b>	<b>11</b>
<b>Graduation Requirements</b>	<b>11</b>
<b>Military Information Denial Forms</b>	<b>12</b>
<b>Off-Campus Agreement</b>	<b>12</b>
<b>Personal Relationships</b>	<b>12</b>
<b>Public Disclosure</b>	<b>12</b>
<b>Senior Portraits</b>	<b>12</b>
<b>Sexual Harassment</b>	<b>12</b>
<b>Specialized Services</b>	<b>13</b>
<b>Transportation</b>	<b>13</b>
<b>Visitors</b>	<b>13</b>
<b>Website/Newspaper Release</b>	<b>13</b>
<b><u>DISTRICT POLICIES &amp; PROCEDURES</u></b>	
<b>Attendance Policies</b>	<b>14</b>
<b>Student Conduct Expectations and Reasonable Sanctions</b>	<b>17</b>
<b>School Health Information</b>	<b>20</b>
<b>Reaffirmation of Equal Employment Opportunity Policy</b>	<b>21</b>
<b>Acceptable Use Policies for Internet Access and Computer Use</b>	<b>22</b>

<b>Notification of Rights Under the Family Educational Rights and Privacy Act (FERPA)</b>	<b>24</b>
<b>Compulsory School Attendance Law Notification</b>	<b>26</b>
<b>Newport School District Non-Discrimination Statement</b>	<b>27</b>
<b>Statement of Understanding</b>	<b>29</b>
<b>HIB - Our Schools Protect Students from Harassment, Intimidation, and Bullying (HIB)</b>	

## **OUR MISSION**

*Pend Oreille River School provides an inclusive and empowering learning environment where students have safety, belonging, and choice in their educational setting. A Pend Oreille River School education is personalized to meet the needs of each individual student in order to serve as an apprenticeship for the future life they hope to live. Our school aims to support the whole student, including their social, emotional, mental, and educational well-being, through trauma-informed practices.*

## **OUR VALUES**

Belonging, Responsibility, Inclusivity, Choice, Empowerment, Hope

## **SCHOOL EXPECTATIONS**

Complimenting our school values and the detailed policies and procedures laid out in this handbook, our school has 5 core expectations that help us function productively and collaboratively in our days.

1. Arrive on time.
2. Keep cell phones away.
3. Make progress in classes.
4. Take responsibility for actions.
5. Show kindness to yourself, our school, and others.

**DISTRICT OFFICE STAFF**  
**(509) 447-3167**

<b>Dave Smith</b>	<b>4500</b>	<b>Superintendent</b>	<a href="mailto:smithdave@newportgriz.com"><u>smithdave@newportgriz.com</u></a>
<b>Debra Buttrey</b>	<b>4510</b>	<b>Business Manager</b>	<a href="mailto:buttreydebra@newportgriz.com"><u>buttreydebra@newportgriz.com</u></a>
<b>Cheryl Bradbury</b>	<b>4511</b>	<b>Asst. to Superintendent</b>	<a href="mailto:bradburcheryl@newportgriz.com"><u>bradburcheryl@newportgriz.com</u></a>
<b>Belynda Best</b>	<b>4508</b>	<b>Asst. to Business Manager</b>	<a href="mailto:bestbelynda@newportgriz.com"><u>bestbelynda@newportgriz.com</u></a>
<b>Keri Leslie</b>	<b>4507</b>	<b>Admin. Asst. for Special Programs</b>	<a href="mailto:lesliekeri@newportgriz.com"><u>lesliekeri@newportgriz.com</u></a>
<b>Shannon Prange</b>	<b>4509</b>	<b>Truancy Coordinator</b>	<a href="mailto:prangeshannon@newportgriz.com"><u>prangeshannon@newportgriz.com</u></a>
<b>Chris Altmaier</b>	<b>7000</b>	<b>Tech Director</b>	<a href="mailto:altmaierchris@newportgriz.com"><u>altmaierchris@newportgriz.com</u></a>

**PEND OREILLE SCHOOL STAFF**  
**509-447-6630**

<b>Dave Smith</b>	<b>4500</b>	<b>Principal</b>	<a href="mailto:smithdave@newportgriz.com"><u>smithdave@newportgriz.com</u></a>
<b>Carilyn Bailey</b>	<b>5501</b>	<b>Administrative Secretary</b>	<a href="mailto:baileycarilyn@newportgriz.com"><u>baileycarilyn@newportgriz.com</u></a>
<b>Amber Swain</b>	<b>5103</b>	<b>Teacher</b>	<a href="mailto:swainamber@newportgriz.com"><u>swainamber@newportgriz.com</u></a>
<b>Bb Moreno</b>		<b>Paraprofessional</b>	<a href="mailto:morenoberenice@newportgriz.com"><u>morenoberenice@newportgriz.com</u></a>
<b>Daniel Swain</b>		<b>Paraprofessional</b>	<a href="mailto:swaindaniel@newportgriz.com"><u>swaindaniel@newportgriz.com</u></a>
<b>Honey Smith</b>	<b>2511</b>	<b>School Nurse</b>	<a href="mailto:smithhoney@newportgriz.com"><u>smithhoney@newportgriz.com</u></a>
<b>Pepi Storo</b>	<b>1511</b>	<b>School Nurse</b>	<a href="mailto:storoepi@newportgriz.com"><u>storoepi@newportgriz.com</u></a>

## SCHOOL SCHEDULE

Monday - Thursday		Friday	
AM Session	8:00 am - 11:00 am	Drop-in & remote student meetings	12:00 - 2:00 pm Required class time for students who are behind.
Lunch	11:00 am - 11:30 am		
PM Session	11:30 am - 2:30 pm		

**Our school is open 7:30 am - 3:15 pm Monday-Friday.**

## BASIC INFORMATION

Pend Oreille River School students transfer from Newport High School or come from out of the district. If a student from Newport High School transfers to Pend Oreille River School, they cannot transfer back. Our schedule for the 2024-2025 school year includes two sessions daily from 8:00 to 11:00 am and from 11:30 am to 2:30 pm Monday through Thursday. Students choose which session they'd like to attend and also have the option to work remotely (with approval) or all day. Students can also sign up for Newport High School's elective courses if they choose to do so.

**Pend Oreille River School graduates receive a regular high school diploma from our school and have their own graduation.** Pend Oreille River School provides an inclusive, personal learning environment where students can work at their own pace in a mixture of computer-based and in-person classes. Individual help is available from the teacher and support staff. Students can move around freely in the classroom, get a snack in the kitchen, or use the bathroom when needed. Our school provides "wrap-around" services where community support people are available to help our students. We have a mental health counselor, medical doctor, and a YES case manager on-site at various times. Our goal is to help students feel like they have a safe place they belong, where they can learn and grow as they work towards graduation and prepare for the future.

Each student has a Written Student Learning Plan (WSLP) detailing the courses and credits the student will have for the year. To be considered a full-time student each student is expected to work at school and put in time at home. It is important that a student has internet access however, the public library has computers they can use if needed. In addition to completing required courses, graduation requirements include completing 20 hours of volunteer work, passing state tests or other designated state pathways, and completing the High School and Beyond Plan requirements. If a student does not meet monthly attendance and/or academic progress, an Intervention Plan will be developed for the following month.

Every week we meet one-on-one with each student to make sure they are on track with their classes. Weekly contact with each student is required, whether that is in person, via the phone or messaging. We also have a trimester plan created every trimester to ensure all coursework gets completed by the end of the year. Being on track with the trimester plan determines whether a student has met academic progress each month. The trimester plan is shared with the student and parent through a shared Google doc and may be accessed at any time.

Parents/guardians are welcome to call anytime. We are here to help. Grades and academic progress are emailed home every Sunday night through Apex. In addition, parents have access to in-person coursework on Canvas and they can view that at any time.

### **Accidents**

School accidents should be reported immediately to the nearest adult in charge. If additional help is needed, students should contact the office. Accident report forms are in the office and must be completed by an adult in an official capacity.

### **Associated Student Body Activity Card**

Associated Student Body (ASB) cards are available to students enrolled at Newport High School and Pend Oreille River School. They may be purchased at the high school. Money from this source is used to subsidize Student Body activities. An ASB card entitles the student to participate in Student Body activities, including free admission to regular home athletic contests and reduced prices at scheduled games away from home. Participation in any extracurricular activity requires the purchase of an ASB card. The cost of an ASB card is \$30.00/\$10 for free and reduced qualifiers.

### **Audio/Communication Equipment**

The type of equipment referred to consists of but is not limited to, cell phones, iPods, MP3 players, DVD players, and video cameras. The unauthorized use of any of these products during class time will result in the equipment being confiscated. Further, the use of products with explicit lyrics will result in the product and the equipment being confiscated. The school is not responsible for damage to or loss of these items. If electronic devices are reasonably suspected to be involved in conduct that is against school or district policy, the device may be searched by school officials or law enforcement.

### **Cell Phones**

Cell phones must be put in a backpack or purse during school hours and may only be taken out at breaks. Students may listen to music on their cell phones, but if it becomes a distraction that disrupts their learning, students will be given two warnings before they are asked to turn in their phone for the remainder of the day. Student cell phones will be returned when they leave for the day. If this becomes a regular occurrence, a meeting with the student and their guardian will be scheduled, and a success contract will be drafted.

### **Classroom Expectations**

Classroom expectations will be reviewed with students as they enroll in Pend Oreille River School. To ensure all students have the opportunity to learn, it is expected that each student will make every attempt to follow the expectations. Classroom expectations are posted on the wall. All students are expected to be respectful of staff members and respectful of each other. Academic honesty is also expected of each student in every class. Students using an app to answer questions instead of reading the material will be considered an academic violation and the student may lose credit for the course. If compliance becomes a problem, a meeting between the student, guardian and school staff may be arranged to establish a success contact that works towards upholding this school expectation.

### **Computers**

Students who are on site are assigned a computer to use while they are at school. If students need a computer to use in order to work away from school, one will be checked out to them after a computer use agreement has been signed.

### **Counseling Services**

Counselors and support people are available to assist students academically and personally. This may be done through individual or group counseling or through referrals to other local agencies with whom our district counselor works cooperatively. If a student is interested in counseling they can talk with a staff member to start the referral process.

## **Dance Regulations**

Pend Oreille River School students may attend dances at NHS under the same expectations as NHS students. School dances are for the social enjoyment of the students and their guests. All school rules will be enforced during school activities. The attendance, guests, and sign-out procedures are below.

1. Pend Oreille River School students wishing to attend a dance at NHS need to tell the secretary so she can put their names on a list.
2. A list will be sent to the NHS office of enrolled Pend Oreille River School students free of behavior issues and able to attend.
3. Students must be in at least ninth grade to attend high school dances.
4. If a Pend Oreille River School student wishes to bring a guest, only one guest per student may be signed in.
5. Guests **must** be registered in the office at least 3 days prior to the dance, and the office be given time to contact the other student's school.
6. The administration must approve guests who have been registered.
7. Persons 21 years of age or above may not attend our dances as a guest.
8. The guest must accompany the student when entering the dance.
9. No students or guests may leave a school dance and later re-enter; once a student has left the dance, she/he shall not be readmitted for the remainder of the evening.
10. Students leaving early must sign out with the chaperones.
11. Students involved in disciplinary action at our school or another school may not be allowed to attend the dances.
12. All coats and bags of any type are subject to search.
13. No outside food or drinks allowed.
14. Law enforcement may be present at the dance as invited guests of the school and are to be treated as such.

## **Dress Code**

Pend Oreille River School supports student expression and individuality in attire. Students are expected to dress in a manner that is appropriate for a learning environment and not educationally disruptive or distracting. While adhering to legal standards, the administration is expected to communicate with students if clothing not specifically listed below is not appropriate in a school environment or is educationally disruptive or distracting.

Clothing that suggests or portrays anything illegal, is sexually suggestive, and/or promotes drug, alcohol, or tobacco references is unacceptable. Clothing that depicts violence is not allowed. Footwear is necessary; bare feet are not allowed. Sunglasses may not be worn in the building unless approved by the administration. Hats may be worn in the building.

- **Tops** - Tops must have adequate coverage, meaning they are to the belly button and do not have plunging necklines such that cleavage is visible.
- **Shorts/Pants** - Shorts and pants must have adequate coverage and be mid-thigh length at a minimum.
- **Underwear** - Underwear must not be visible or extend beyond the outer clothing.
- **Gang Attire/Behavior** - Any student wearing, carrying, or displaying gang-related apparel (i.e. bandanas, or "gang colors"), or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities that intimidate or affect the attendance of another student may be subject to school discipline.

These rules apply to students at school or school-sponsored events, at NHS or elsewhere. Students found in violation of these rules may be required to make contact with a parent and have appropriate clothing brought to school before being allowed to return to class. If compliance becomes an issue, a meeting between the student, guardian and school staff may be arranged to establish a success contact that works upholding this school expectation.

### **Driving and Parking Privileges**

Driving and parking on the school campus is a privilege, not a right. Parking lots are considered school property and all school rules apply in parking lots also. Student vehicles must be parked properly in the parking lot (i.e. in student-designated spaces) and driven prudently when entering or leaving campus. It is especially important that students obey the speed limit signs in the parking lot because there are many pedestrians who walk through the lot. Driving privileges may be revoked when students fail to comply with these rules and/or a meeting between the student, guardian and school staff may be arranged to establish a success contact that works upholding this school expectation.

### **Extra-Curricular Activities**

Students attending Pend Oreille River School may participate in any extracurricular activities that are offered at Newport High School. These include dances, clubs, and athletics. For students residing in the Newport School District, there are a variety of sports and activities. Choice students participate in the home district athletics.

### **Fees**

**Some activities, athletic programs, and certain courses have extra fees involved:**

ASB card	\$30 (All sports must purchase)
Activity/Athletics	\$20 (per sport)
Auto Tech Program	\$15.00 (per year)
Intro to Auto	\$15.00

### **Event Entrance Fees:**

Adult	\$7
Seniors	\$7 (65 yrs. +)
Senior Pass	\$30
Pend Oreille River School Student w/o ASB card	\$4
Pend Oreille River School student w/ ASB card	Free
Pend Oreille River School Student w/ other ASB card	\$2 (1/2 price)
Children K-4	Free
Events Family Pass	\$100 per year

### **Food Services**

School breakfast and lunch is available to all students at no charge. Newport School District is currently serving meals under the Community Eligibility Program that provides free meals to all students. Additional meals or any a la carte items (individual items) can be purchased by any student but must have money or account funds available at time of purchase. This includes milk.

There will be no free or reduced applications required this year but it has been replaced with a family income survey, this survey is required by the CEP program. The survey collects information about our community's economic demographic and will be used for state funding to insure your students receive all the services they are entitled to when a free or reduced application is not collected. The information

collected in the survey will also help with additional funding programs, learning assistant programs, student fees and grant opportunities, etc.

**Grades and Transcripts**

Pend Oreille River School uses an online curriculum called Apex. Parents/guardians who submit an email will automatically get a weekly report on Sunday nights of their student’s progress. Parents also have access to Canvas where they can view students’ grades at any time. All courses will be completed through Apex or Canvas. Students take classes based on a trimester timeline. At the end of every trimester, students will receive an updated transcript with the grades they received. Additionally, conferences occur twice a year and grades are reviewed at this time. Students will receive a final transcript at the end of the school year.

**Graduation Ceremony**

Students receive a regular high school diploma from Pend Oreille River School. A graduation ceremony with caps and gowns takes place at the end of the year. The ceremony is a time of great celebration and all family members and friends are invited to attend. Caps and gowns are provided by Pend Oreille River School and returned after the ceremony. Students keep the tassels.

**Graduation Requirements - Policy 2410**

High School Graduation Requirements

1. The board will award a regular high school diploma to every student enrolled in the district who meets the requirements of graduation established by the district. Only one diploma will be awarded with no distinctions being made between the various programs of instruction which may have been pursued.
2. The board of directors has established graduation requirements aligned with those established by the State Board of Education to ensure students are prepared for post-secondary education, training, and career with 21st century skills and foundations needed for lifelong learning.

To graduate from high school, each student must meet the following requirements:

Complete the credit and subject requirements specified below;

1. Demonstrate career and college readiness by completing a high school and beyond plan; and
2. Meet the requirements of at least one graduation pathway in Math and in English Language Arts. described below

**Credit and Subject Requirements**

The following shall be required for each student graduating from Pend Oreille River School:

<u>Subject</u>	<u>Credits</u>
English	4
Math	3*
Science	3 ( <i>At least 2 credits must be lab sciences</i> )
Social Studies	3
<i>World History</i>	
<i>US History</i>	
<i>CWP/Civics</i>	
World Language	2** ( <i>2 Credits in the same language</i> )
Arts or PPR	2**
Health/Fitness	2 ((.05 Health/1.5 Fitness)

CTE	2 (Career & Technical Education)
<u>General Electives</u>	<u>6</u>
TOTAL	27

## I. REQUIREMENTS FOR GRADUATING

Each student must meet the following requirements to graduate from high school: (1) complete the credit requirements specified in the procedure accompanying this policy; (2) demonstrate career and college readiness by completing a high school and beyond plan; and (3) meet the requirements of at least one graduation pathway option described in the procedure accompanying this policy.

## II. IMPLEMENTATION

The superintendent or designee will develop procedures for implementing this policy according to applicable state law.

*\*\*Personalized Pathway Requirements are related courses that lead to a specific post high school career or educational outcome chosen by the student based on the student's interests and High School and Beyond Plan, that may include Career and Technical Education, and are intended to provide a focus for student's learning.*

### **Military Information Denial Forms**

As per the Homeland Security Act, unless a parent/guardian completes and files a Military Information Denial form with the office, the school is obligated to provide student names, addresses, and phone numbers to the military upon their request.

### **Off-Campus Agreement**

All Pend Oreille River students are required to remain on campus once they arrive in the morning until the end of their school day unless picked up by the parent/guardian during the day, or excused with a note signed by a parent/guardian. Students are not allowed to go out to their cars during class sessions.

### **Personal Relationships**

Pend Oreille River School students are expected to show self-control, self-restraint, and respect for the reputation of another. Hand holding is allowed; however, romantic hugging, kissing, sitting on laps are considered inappropriate activities for the school environment and therefore not allowed. Students must make appropriate corrections when asked.

### **Public Disclosure**

Parents/guardians have the right to file a public records request, at the district office {ex. sexual misconduct of public employees and other releases as authorized by law (reference Senate Bill 5533 and RCW 42.17)}.

### **Senior Portraits**

Seniors may, if they choose, submit senior portraits taken by a privately retained photographer for inclusion in the senior video for graduation. All senior portraits shall be of the student only with a traditional indoor or outdoor background. Clothing shall be free of slogans and/or political expressions and such clothing shall be in conformance with the School District's dress code. References to items which violate school rules, including but not limited to, display of firearms, weapons, drugs, tobacco,

alcohol, and/or gambling shall be prohibited. Pend Oreille River School senior video includes photos of the students from childhood through adulthood. Please submit 8-10 photos before May 1st. Any photos submitted after that date, may not be put in the senior video.

### **Specialized Services**

Other services offered in the school are Special Education and 504 plans. If you believe that your student may be eligible for any of these services, please contact the teacher.

### **Transportation**

Newport School District has contracted with First Student, Inc. to provide transportation to and from the high school according to their schedules. For more information or copies of a schedule, please contact them at (509) 508-0727. If you are attending from Cusick, you'll need to contact the Rural Resource bus weekly to arrange a ride from the Wellness Center. Behavior expectations apply to both classrooms and buses.

### **Visitors**

No visitors are allowed in the classroom without prior approval of administration or staff. All visitors must sign in at the office.

## **STUDENT CONDUCT EXPECTATIONS AND REASONABLE SANCTIONS**

Sanctions imposed for inappropriate behavior are in accordance with District policy and procedure 3240 which can be found at <https://www.newport.wednet.edu/Page/179>. They are also available at the high school office in print. The following are general guidelines for student conduct:

### **Student Conduct Expectations**

As authorized by chapter 28A.600 RCW, the following procedure sets forth rights and conduct expectations for students, along with the sanctions that may be imposed for violations of such

expectations. At all times, this procedure will be read consistent with federal statutes and regulations, state statutes, common law, and rules promulgated by the Washington Office of the Superintendent of Public Instruction.

### **Respect for the Law and the Rights of Others**

The student is responsible as a citizen to observe the laws of the United States, the state of Washington, and local ordinances and laws. The student will respect the rights of others while in school, on school property, at all school activities, on district provided transportation or otherwise under school authority.

### **Compliance with Rules**

All students will obey the written rules and regulations established for the orderly operation of the district and the reasonable requests, instructions, and directives of district personnel. For purposes of Policy 3240 and this procedure, the term “district personnel” includes all adults, including contractors and volunteers, authorized to supervise student activities. Failure to do so will be cause for disciplinary action. All students will submit to reasonable discipline by the school district and its representatives for violations of policies, regulations and rules.

### **Student Rights**

In addition to individual rights established by law and district policies, students served by or on behalf of the district will have the right to:

- High educational standards in a safe and sanitary building;
- Education consistent with stated district goals;
- Equal educational opportunity and in all aspects of the educational process freedom from discrimination based on economic status, pregnancy, marital status, sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental or physical disability, or the use of trained dog guide or service animal by a person with a disability.;
- Access to their own education records at reasonable school times upon request;
- Fair and just treatment from school authorities and freedom from mistreatment and physical abuse;
- Freedom from unlawful interference in their pursuit of an education while in the custody of the district;
- Security against unreasonable searches and seizures;
- The substantive constitutional rights listed in WAC 392-400-215, subject to reasonable limitations upon the time, place, and manner of exercising such rights consistent with the maintenance of an orderly and efficient educational process within limitations set by law, including the right to:
  - freedom of speech and press,
  - peaceably assemble,
  - petition the government and its representatives for a redress of grievances,
  - the free exercise of religion and to have their schools free from sectarian control or influence, and
  - Participate in the development of rules and regulations to which they are subject and to be instructed on rules and regulations that affect them;
- Establish appropriate channels to voice their opinions in the development of curriculum;
- Representation on advisory committees affecting students and student rights;
- Present petitions, complaints, or grievances to school authorities and the right to prompt replies;

- Consult with teachers, counselors, administrators and other school personnel at reasonable times;
- Be involved in school activities, provided they meet the reasonable qualifications of the sponsoring organization;
- Free election of their peers in student government and the right to hold office;
- Know the requirements of the course of study, be informed about and know upon what basis grades will be determined;
- Citizenship privileges as determined by the United States and Washington State Constitution and its amendments; and,
- Annual information pertaining to the district's rules and regulations regarding students, discipline and rights.

### **Scope of District Authority**

Students who involve themselves in acts that have a detrimental effect on the maintenance and operation of the school or the school district; criminal acts; and/or violations of school rules and regulations, may be subject to disciplinary action by the school and prosecution under the law. The rules will be enforced by school officials:

- On school grounds during and immediately before or immediately after school hours;
- On school grounds at any other time when school is being used by a school group(s) or for a school activity;
- Off school grounds at a school activity, function, or event;
- Off the school grounds if the actions of the student materially or substantially affects or interferes with the educational process; or,
- In school-provided transportation, or any other place while under the authority of school personnel.

### **Disruptive Conduct**

A student will not intentionally cause substantial and/or material disruption of any school operations. The following illustrate the kinds of offenses that are prohibited:

- Intentionally obstructing normal pedestrian or vehicular traffic on a school campus;
- Intentionally obstructing the entrance or exit of any school building or room in order to deprive others of passing through;
- Causing a disturbance or disruption on school grounds, at school activities, or on district provided transportation, including substantially interfering with any class or activity;
- Cheating or disclosure of exams;
- Defiance of school personnel by;
- disobedience of reasonable requests, instruction, and directives of school personnel;
- refusal to leave an area when instructed to do so by school personnel;
- refusing a reasonable request to identify oneself to district personnel (including law enforcement officers) while under the supervision of the school; and
- refusal to cease prohibited behavior;
- Disruptive and/or dangerous use of motor vehicles or conduct on a school bus that endangers students;
- Extortion, theft, forgery;
- Fighting: Fighting and instigating, promoting, or escalating a fight, as well as failure to disperse. Engaging in any form of fighting where blows are exchanged is prohibited, regardless of who initiated the fight. This prohibition includes hitting, slapping, pulling hair, biting, kicking, and scratching or any other acts in which a student intentionally inflicts or attempts to inflict injury on another;

- Gambling or encouraging other students to gamble;
- Gang-related behavior, association, and/or affiliation (see Policy 3224);
- Harassment of others;
- Inappropriate dress or appearance (see Policy 3224);
- Trespassing on school property or school transportation at a time or place the student's presence is not permitted;
- Occupying a school building or school grounds in order to deprive others of its use;
- Preventing students from attending class or school activities;
- Use or possession of tobacco;
- Using any object in a dangerous manner;
- Intentionally defacing or destroying the property of another. Exceptional Misconduct Exceptional misconduct is a violation of rules so serious in nature and/or so disruptive as to warrant an immediate short-term or long-term suspension, or expulsion.

**Exceptional misconduct includes the following:**

- Arson;
- Assault, if the assault involves injury to another;
- bodily fluids; or
- a weapon;
- Commission of any crime on school grounds, or the commission of a crime or other dangerous conduct anywhere that indicates the student's presence on school grounds poses a danger to other students or staff;
- Cumulative violations;
- Causing intentional, substantial damage or destruction to school property or the property of another on school grounds or at school activities;
- Dangerous use of motor vehicles on school grounds or at school activities, or endangering students on a school bus; Disruption of the school program by bomb scares, false fire alarms, firecrackers, etc.;
- Extortion;
- Fighting: Fighting and instigating, promoting, or escalating a fight, as well as failure to disperse. Engaging in any form of fighting where physical blows are exchanged is prohibited, regardless of who initiated the fight. This prohibition includes hitting, slapping, pulling hair, biting, kicking, choking, and scratching or any other acts in which a student intentionally inflicts or attempts to inflict injury on another;
- Harassment/intimidation/bullying of others;
- Knowingly possessing stolen property;
- Possession, use, sale, or delivery of illegal or controlled chemical substances, including marijuana or substances containing marijuana and alcoholic beverages, as well as possession of items reasonably determined to be drug paraphernalia as used or possessed;
- Presence on school property or at a school activity following the consumption or use elsewhere of an alcoholic beverage or a controlled substance, including marijuana;
- Sexual misconduct on school grounds, at school activities, or on school provided transportation;
- Theft on school grounds, at school activities, on school provided transportation, or of school property at any time; • Threats of violence to other students or staff

- Use or possession of dangerous weapons, including firearms, airguns, knives, nunchucks, throwing stars, stun guns, explosives and other weapons prohibited by state law and Policy 4210

## SCHOOL HEALTH INFORMATION

**School Nurse:** A Registered Nurse is available in the District Mon.-Fri. from 7:30 am to 3:15 pm. Responsibilities of the school nurse include conducting health screenings, assessments for chronic and acute illness, first aid for school-related injuries and the administration of medications and treatments ordered by a healthcare provider. The nurse is also available for parent and student consultations, conferences and referrals to healthcare and social agencies.

Parents/guardians are encouraged to keep the school office informed of current work, cell, home phone numbers, pagers, and any other means whereby they can be contacted during the school day should the need arise. Emergencies can occur at any time. It is urgent that your child's school be able to reach parents and caregivers. Collaboration and communication with parents, guardians, and physicians is essential for caring for our students successfully.

**Life-Threatening Health Conditions:** In accordance with Washington State Law (SH 2834), if a student has a potentially life-threatening health conditions such as severe bee sting or food allergies, asthma, diabetes, severe seizures, etc., he/she must have an Emergency Care Plan on file at the school along with physician orders and medications if needed. The law defines life-threatening as “a health condition that will place the student in danger of death during the school day if a medication or treatment order and a nursing plan are not in place.” If the required documentation is not in place by the first day of school the student will not be able to attend. These exclusion procedures are in agreement with the rules of the State Board of Education.

**Medications:** If your child needs medication, it is recommended that these be administered at home. If this isn't possible or your healthcare provider has ordered that the medications be taken while at school, please follow these guidelines:

1. All medications, including over-the counter medications, require a Medication Request Form signed by the parent/guardian and the healthcare provider. Students who carry an EpiPen or an inhaler are also required to have this form signed. These forms can be picked up in the office.
2. Medications must come in the original container from the pharmacy and the dosage must match the order. If an additional medication bottle is needed, the pharmacy should be able to provide you this.
3. Medication must not be expired or must not expire before the end of the school year.
4. It is the responsibility of the parent/guardian to pick up any unused medication at the end of the school year. If it is not picked up, the medication will be destroyed.

**Immunizations:** According to Washington State Law, all students must be immunized unless they are exempt for religious, medical or personal reasons. Lack of compliance with vaccine requirements can result in students being excluded from school until compliance, or a plan of compliance, is achieved.

### **Pesticide Notifications:**

Washington State has implemented, by law, a requirement for all public school districts to notify parents or staff, if they so desire, of any intention to apply pesticide on school properties. The Newport School District will create a list of parents and staff who wish to be notified of the pesticide application.

The policy of Newport School District is to do all pesticide applications on days when students are not on campus. If it is your desire to be notified when the district plans to apply pesticides to the grounds, please call the school district office and ask them to add your name and phone number to the “PESTICIDE NOTIFICATION LIST” and you will receive a 24 hour advance notification.

## **REAFFIRMATION OF EQUAL EMPLOYMENT OPPORTUNITY POLICY**

The following Superintendent’s statement will provide the basic policy upon which the Affirmative Action Plan is based and will continue to be implemented.

### **SUPERINTENDENT’S STATEMENT OF POLICY**

It has been, and continues to be the policy of the Newport Consolidated Joint School District No. 56-415 to provide equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion and training in all job classifications. Such equal employment opportunity shall be provided without discrimination with respect to sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, marital 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.

All personnel actions will conform to an Affirmative Action Plan, the basic purpose of which is to further the utilization of minorities and women at all levels and in all segments of the workforce, and to provide equality of treatment to all employees with respect to the terms, benefits, and privileges of employment.

It will be the responsibility of all personnel to conduct themselves in their daily activities in such a way as to ensure that all personnel actions with respect to compensation, benefits, privileges, transfers, layoffs, return from layoff, training, and social programs will be administered without regard to sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, marital 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.

A periodic utilization analysis will be conducted to ensure that promotion and job opportunity decisions are in accord with the principles of equal employment opportunity and that those decisions account for all valid relevant factors with respect to ability, performance potential, and real job requirements.

All employees must at all times be aware of the spirit and principle of equal employment opportunity and cooperate fully to assure success of the Affirmative Action Plan.

### **Disabled Veterans and Vietnam-Era Veterans**

The district’s commitment for these groups involves the reaffirmation of its commitment to avoid discrimination in all aspects of employment with regard to disabled and Vietnam-era veterans. Although it seems clear that the number of individuals from these categories seeking entry-level positions is decreasing over time, the district maintains its commitment to avoid discrimination in employment practices related to this group. Staff responsible for hiring and promotion will be given information designed to sensitize them to the potential for discrimination in this area. This information will be reviewed in meetings with the management team.

Dave Smith,

**NOTIFICATION OF RIGHTS UNDER  
THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

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 (or appropriate school official) a written request that identifies the record(s) they wish to inspect. 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 the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the Newport School District to amend a record that they believe is inaccurate or misleading. They should write 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 to 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 to a 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 unit 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 in order 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.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

*\*State Law Qualification: Although FERPA allows 45 days to honor a request, the state policy records law requires an appropriate response to a “public records” request within five business days. RCW 42.17.320*

## **NOTICE OF DIRECTORY INFORMATION**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Newport School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from a child's education records. However, Newport School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Newport School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Newport School District to disclose directory information from your child's educational records without your prior written consent, you must notify the District in writing by October 31, 2017. Newport School District has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photographs
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance and enrollment status
- Grade level the most recent previous school attended

## **COMPULSORY SCHOOL ATTENDANCE LAW NOTIFICATION**

### **Dear Parent/Student:**

Pursuant to RCW 28A.225, the Newport School District is directed to notify you of the requirements of the Compulsory School Attendance Law, which is as follows:

Parents of any child eight years of age and under eighteen years of age shall cause such child to attend school and such child shall have the responsibility to and therefore shall attend for the full time when such school may be in session unless the child is enrolled in an approved private school, an educational center as provided in chapter 28A.205 RCW or is receiving home-based instruction. Parents of any child six or seven years old, who have enrolled the child in school, shall cause the child to attend school for the full time when such school may be in session, unless the child is formally withdrawn from enrollment by the parents.

Exceptions may be granted by the superintendent in the following circumstances:

- A. The student is physically or mentally unable to attend school;
- B. The student is attending a residential school operated by the Department of Social and Health Services;
- C. The student's parents have requested a temporary absence for purposes agreed to by the district and which will not cause a serious adverse effect on the student's educational process;
- D. The student is sixteen years of age, regularly and lawfully employed and either has parent permission or is emancipated pursuant to chapter 13.64 RCW;
- E. The student has met graduation requirements;
- F. The student has received a certificate of educational competence (GED).

Any law enforcement officer authorized to make arrests can take a truant child into custody without a warrant and must then deliver the child to the parent or to the school.

The district shall not require enrollment for either (a) a minimum number of semesters or trimesters or (b) a minimum number of courses in a semester or trimester which exceeds the enrollment time or courses necessary for a student to meet established course, credit, and test requirements for high school graduation.

**Please read this carefully and if there are any questions refer them to your child's school. If your child has an unexcused absence the school district is required to take the following action:**

1. After 1 missed weekly contact without valid justification: Inform the student's parent/guardian by a notice via direct personal contact as defined by WAC 392-550-020 in the language the parent is fluent in, whenever the student has missed weekly contact without valid justification. The notice should inform the parent/guardian of the potential consequences of additional missed weekly contacts. (WAC 392-550-040)
2. After 2 consecutive or 3 cumulative missed weekly contact without valid justification: Schedule a conference with parent/guardian and student for the purpose of identifying barriers to the student's regular attendance and the supports and resources that may be made available to the family, and the steps to be taken so that the student is able to eliminate or reduce his/her absenteeism. The conference may take place in person, by phone, or through interactive video communication. (WAC 392-550-040) • Develop a data-based intervention plan to eliminate or reduce student's absences, consistent with the WARNS or other assessment results. • For middle and high school

students. Must apply WARNS (Washington Assessment of Risks and Needs of Students) or other assessment. Convene the IEP or 504 team, if the student has an IEP or a 504 Plan to consider the reasons for the absence and adjust the IEP or 504 plan as necessary.(RCW 28A.225.020)

3. After 5 consecutive or 6 cumulative missed weekly contacts without valid justification: File truancy petition with Office of Juvenile Court. Court must stay the petition. Refer parent and child to a community engagement board (CEB) or other coordinated means of intervention. (WAC 392-550-040)
4. This summary is not intended to capture the full detail of the rule and law; please refer to the RCWs and WAC 392-550-040 for the full extent of the requirements.

If you believe that your child is not subject to the Compulsory School Attendance Law you should notify school authorities as soon as possible. If you are not the person with legal custody over the child you should also notify school authorities.

## **NEWPORT SCHOOL DISTRICT NON-DISCRIMINATION STATEMENT**

Newport School District Non-Discrimination Statement

Newport School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression 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 has been designated to handle questions and complaints of alleged discrimination:

Superintendent David E. Smith, Jr,  
1380 W 5th St Newport, WA 99156  
509.447.3167 x4500  
[smithdave@newportgriz.com](mailto:smithdave@newportgriz.com)

**You can report discrimination and discriminatory harassment** to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view it online <https://www.newportgriz.com/domain/47> Policy and Procedure 3205, 3210, 5010, 5011.

## **STATEMENT OF UNDERSTANDING**

Home-based Instruction and enrollment in an ALE are different educational models. Home-based instruction includes the following:

- Instruction is developed and supervised by the parent or guardian as authorized under RCW 28A.200 and 28A.225.010.
- The parent has filed an annual Declaration of Intent with the district.
- Students are neither enrolled nor eligible for graduation through a public high school unless they meet all district and state graduation requirements.
- Students are not subject to the rules and regulations governing public school, including course, graduation, and assessment requirements.

- The public school is under no obligation to provide instruction or instructional materials, or to supervise the student's education.

Alternative Learning Experience (ALE) includes the following:

- Is a public education enrollment option authorized under WAC 392-550.
- Subject to all state and federal rules and regulations governing public education.
- Curriculum and instructional materials meet district standards and are free from sectarian control or influence.
- Learning experiences are:
  - o Supervised, monitored, assessed, and evaluated by a certificated teacher.
  - o May be planned in collaboration with the student, parent, and teacher.
  - o Provided via a Written Student Learning Plan (WSLP).
- Provided in whole, or part, outside the regular classroom.

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

Schools are meant to be safe and inclusive environments where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, 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 ([click here for link](#)) 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 (Dave Smith, Superintendent) 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 [3207] 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 and Procedure Student 3210 and , visit [newportgriz.com](http://newportgriz.com).*

### What is sexual harassment?

**Sexual harassment** is any unwelcome conduct or communication that is sexual in nature and substantially interferes with a student's educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they must submit to unwelcome sexual conduct or communication to gain something in return, such as a grade or a place on a sports team.

Examples of sexual harassment can include pressuring a person for sexual actions or favors; unwelcome touching of a sexual nature; graphic or written statements of a sexual nature; distributing sexually explicit texts, e-mails, or pictures; making sexual jokes, rumors, or suggestive remarks; and physical violence, including rape and sexual assault.

Our schools do not discriminate based on sex and prohibit sex discrimination in all of our education programs and employment, as required by Title IX and state law.

*To review the district’s Sexual Harassment Policy 3205 and Procedure 3205P, visit [newportgriz.com](http://newportgriz.com).*

### 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:

Dave Smith, Superintendent

(509)447-3167

[smithdave@newportgriz.com](mailto:smithdave@newportgriz.com)

1380 W 5<sup>th</sup> St Newport, WA 99156

Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator:

Dave Smith, Superintendent

(509)447-3167

[smithdave@newportgriz.com](mailto:smithdave@newportgriz.com)

1380 W 5<sup>th</sup> St Newport, WA 99156

Concerns about disability discrimination:

Section 504 Coordinator:

Dave Smith, Superintendent

(509)447-3167

[smithdave@newportgriz.com](mailto:smithdave@newportgriz.com)

1380 W 5<sup>th</sup> St Newport, WA 99156

Concerns about discrimination based on gender identity:

Gender-Inclusive Schools Coordinator:

Dave Smith, Superintendent

(509)447-3167

[smithdave@newportgriz.com](mailto:smithdave@newportgriz.com)

1380 W 5<sup>th</sup> St Newport, WA 99156

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 School Board and then to the Office of Superintendent of Public Instruction (OSPI). More information about this process, including important timelines, is included in the district's Nondiscrimination Procedure (3210P) and Sexual Harassment Procedure (3205P).

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

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

- Website: [ospi.k12.wa.us/policy-funding/equity-and-civil-rights](http://ospi.k12.wa.us/policy-funding/equity-and-civil-rights)
- Email: [equity@k12.wa.us](mailto:equity@k12.wa.us)
- Phone: 360-725-6162

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

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

- Website: [www.oeo.wa.gov](http://www.oeo.wa.gov)
- Email: [oeoinfo@gov.wa.gov](mailto:oeoinfo@gov.wa.gov)
- Phone: 1-866-297-2597

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

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

- Website: <https://www2.ed.gov/about/offices/list/ocr/index.html>

- Email: [orc@ed.gov](mailto:orc@ed.gov)
- Phone: 800-421-3481

## Our School is Gender-Inclusive

In Washington, all students have the right to be treated consistent with their gender identity at school. Our school will:

- Address students by their requested name and pronouns, with or without a legal name change
- Change a student's gender designation and have their gender accurately reflected in school records
- Allow students to use restrooms and locker rooms that align with their gender identity
- Allow students to participate in sports, physical education courses, field trips, and overnight trips in accordance with their gender identity
- Keep health and education information confidential and private
- Allow students to wear clothing that reflects their gender identity and apply dress codes without regard to a student's gender or perceived gender
- Protect students from teasing, bullying, or harassment based on their gender or gender identity

To review the district's Gender-Inclusive Schools Policy 3211 and Procedure 3211, visit [newportgriz.com](http://newportgriz.com). If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator:

Dave Smith, Superintendent  
(509)447-3167  
[smithdave@newportgriz.com](mailto:smithdave@newportgriz.com)  
1380 W 5<sup>th</sup> St Newport, WA 99156

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