

# GMS Student Handbook 2024-25



*“All students achieving at their highest level, no excuses!”*

509-882-8600  
Office Hours 7:00am-3:30pm  
1401 W. 2nd Street  
Grandview, WA 98930

## Grandview Middle School Principal- James Heinle

### Office Staff:

Head Secretary: Eliza Sanchez 509-882-8602 (English and Spanish)  
Student Enrollment Secretary: Maria Cadengo 509-882-8604 (English and Spanish)  
Attendance Secretary: Julianna Alvarez 509-882-8604 (English and Spanish)  
Counseling Assistant: Kiesha Riojas (English and Spanish)

### **Class of 2031-6th Grade**

Assistant Principal: Brian Buehler  
Counselor: Agustin Cortes 509-882-8608

### **Class of 2030-7th Grade**

Assistant Principal: Jeremy Baird  
Counselor: Joyce Golob 509-882-8607

### **Class of 2029-8th Grade**

Assistant Principal: George Graf  
Counselor: Yajaira Tovar 509-882-8602



**Emergency Information**

Weather related closure information

On occasion there is a need to delay the opening of school or cancel school altogether. There are many factors influencing that decision and the determination is made at the discretion of the Superintendent, Dr. Robert Darling. Some of those factors include road conditions, the forecasted weather, and current weather conditions. Student and staff safety is the top priority. Please check the following for any updates on the status of school (Facebook, local radio, television, and School District App.)

**Office:****Visitors:**

Grandview Middle School welcomes visitors to our building. To ensure the safety of our students and staff, we require all visitors to check in at the office and receive a visitor badge. If you would like to visit your student's classrooms, please contact their grade level counselor or administrator for more information.

**Nurse:**

Grandview Middle School has a nurse on site to assist students with minor medical issues that arise during the day. If a student needs to see the nurse, they are first to check in at their class and get a pass from their teacher to go to the nurse's office.

**Medication:**

All medication that needs to be taken at school must be distributed by trained personnel, frequently this is the school nurse. If a doctor prescribes medication that must be taken during the school day, contact the nurse about completing required paperwork and providing the required documentation for the medication.

**Unique medical needs:**

To provide the best learning experience possible for all students, the school needs to be aware of any ongoing or chronic medical conditions that impact your student. While the school does its very best to create an environment that is safe for all students, we cannot guarantee an environment that is free from allergens affecting some individuals that can cause anaphylaxis. If there are medical concerns, prescriptions, or conditions, please communicate those with the school. This allows us to maintain student safety.

**Phone calls and messages:**

Because of the Grandview School District's cellular phone and electronic device policy, telephones are available in the office for students to use if they need to call home. If you need to reach your student during the school day, please call the office and we will deliver a message for you to your student. Please keep in mind that because of dismissal, the end of the school day is very hectic so please plan accordingly for communicating any changes to your family's normal routines.

**Change of addresses and phone numbers:**

In order to maintain communication with the school, receive alerts from the school about programs your family may be interested in, or to be contacted with updates about your student including emergencies, please make sure to contact the school with any telephone number changes or address changes (must be confirmed by utility bill or other official mail).

**Lost and Found:**

Students who believe they have lost or misplaced an item can check the office for the lost and found. Items left over a reasonable amount of time are discarded. Students are reminded to not bring items of high value to school as the school is not responsible for lost, stolen, or damaged items.

**Common Areas**

For behavior expectations for common areas, please refer to the PBIS expectations posters for specific areas of our school to see how you can be Respectful, Responsible, and Safe in those areas.

**Cafeteria:**

GMS has a cafeteria for students to eat breakfast or lunch. GMS students will have lunch and breakfast provided to them at no charge. Breakfast is available before school on arrival and students can choose to eat their breakfast in the cafeteria or during their first period as part of the Breakfast After The Bell program. Students are reminded to pick up after themselves and to dispose of any unwanted food appropriately in the trash cans. Students are not to eat in restrooms. Students may bring a lunch from home for them to eat. Students may not share food with others. Students are encouraged to choose healthy food options if bringing a lunch from home. Students may not bring energy drinks, coffee drinks, or drinks without a screw top lid to school. If a parent wishes to bring their student food from a restaurant, that student may only eat the food in the office away from other students.

**Gymnasium:**

Students participate in physical education and health education as part of the curriculum at GMS. Students are encouraged to dress down for physical education and will be provided with a locker to secure their belongings in. Students are reminded to not share their locker combination with anyone and to make sure that all valuables are secured in their locker during P.E. No food or drinks (other than water) are allowed in the gymnasium.

**Vending Machine:**

GMS has a beverage vending machine supplied and maintained by Coca-Cola. The machine has available for purchase drinks that meet nutritional requirements for schools. Students may use the vending machine before school, during lunch, and after school only. The use of the vending machine is at your own risk and the school is not responsible for money lost in the vending machine.

**Hallways:**

Students are expected to use their passing time between classes to go directly to their next class. The passing time at GMS is four minutes. Students should not loiter or block hallways. Again, see the matrix of expectations for more detailed information. Students are required to have a hall pass to be out of class. GMS uses a computerized hall pass system called Minga to coordinate and facilitate students movement throughout the school. Students out of class without a pass face the potential of receiving discipline as they could be considered truant or skipping class. Quarterly rewards may be given for students who are consistently in class.

**Playground:**

Students have access to the playground on the east side of the school as part of their lunch period. Students should access the playground after eating in the cafeteria by walking east down the 100 hallway. Students may not be between the 200 and 400 halls, or 400 and 600 halls. Students may not bring any food from the cafeteria outside with them.

## ***PBIS/MTSS***

Grandview Middle School employs Positive Behavior Interventions and Supports (PBIS) as part of its Multi-Tiered Systems of Support program. PBIS teaches behavior expectations to students for the different situations students find themselves in and reinforces and focuses on doing the right thing and making good choices over only looking for students doing the wrong thing. Students are encouraged to make good choices and follow the PBIS expectations for all areas of the school. Teachers will reinforce students' good choices with the use of Pups tickets and Minga Rewards.

As part of the PBIS system, a behavior flow chart has been developed to create a consistent and predictable course of action should a student not follow the expectations for behavior in a given area or situation. See the attached flowchart for more information on the process.

### **PUPS Power Time**

MTSS is also a system of academic supports and this falls in line with the GMS mission statement of "All students achieving at their highest level, NO EXCUSES!" New for the 2024-25 school year is the addition of an extra help time called "PUPS Power Time." Students who are not passing a class will be required to attend a study hall for 90 minutes a week until they are passing the class with a C (2.0) or better. PUPS Power Time will take place during lunches Monday through Thursday, and after school Monday through Thursday as well. If a student rides the bus after school and chooses to stay for the after school tutoring opportunity alternative transportation will need to be arranged by the student and their family.

### **Advisory and Flex Time**

Also new for the 2024-25 school year is a change to the bell schedule. PUPS advisory class will now be every other Friday about 33 minutes. This will allow more time for teachers and students to build connections and relationships within their class. On the other Fridays, we will offer a Flex Period for students needing academic support in specific classes. Students may be invited to Flex Time with a teacher based on either their grade or the number of missing assignments. Students who are passing all classes and are not missing assignments will be allowed to choose a reward/enrichment activity.

PUPS advisory is intended for students to check their grades and progress in their classes, experience social-emotional learning, and receive any information specific to their grade level. Student led conferences will be facilitated by the PUPS Advisory teacher.

### **Onsite mental health and substance abuse counseling services**

The Grandview School District has partnered with ESD 105 and the United Family Center (UFC) to provide two mental health counselors and one student assistance professional onsite at GMS. These supplemental counselors are here to help students overcome mental health challenges that create barriers to learning. Mental health counselors and student assistance professionals run short cycles of intervention (typically 6 to 8 weeks) which may include 1 on 1 counseling or group

counseling services. Occasionally, students need more than what can be provided at school in regards to mental health and will need to be referred to outside counseling. If you have questions about these services, please contact your grade level counselor for more information.

### ***Behavior Interventions***

When students make a poor choice and require correction, adults will, depending on the severity of the infraction, redirect and support students in their learning of the school's behavior expectations. At the very lowest level of intervention is the verbal or non-verbal redirect. Teachers may employ a variety of classroom interventions such as changing a student's seat, reteaching behavior expectations, parent contact, assigning detentions, etc.

For pervasive and ongoing behavior problems, to support students in their learning, the following interventions are also available:

### **Problem Solving Room:**

For immediate removal from the classroom when the student's behavior was so disruptive that it impeded other students' ability and right to learn. Students will engage in a conversation about their behavior and how they can repair their standing within the classroom as well as what further steps are needed to prevent future removals.

### **Check In/ Check Out:**

This intervention allows an adult to check in with the student at the beginning of the day, check in with teachers throughout the day, and the same adult at the end of the day. Students are rated on their behavior throughout the day by their teachers. The goal ultimately is for the student to recognize they can direct their own behavior.

### **After School Learning Opportunity:**

When a student is not able to safely attend GMS during the regular school day, an after school learning opportunity exists. Students attend a schedule that is customized to their situation. This intervention is for the most severe of circumstances.

### ***Student Standards of Behavior***

To prepare students for success in our community, we strive to maintain an environment where learning is not interrupted by behavior, dress, or student conduct. Students are expected to follow the PUPS behavior expectations of Respectful, Responsible, and Safe in all areas and situations within the school. From time to time, students make a poor choice and further disciplinary action needs to be taken. See the discipline matrix below for a list of major behavior violations and the corresponding consequences. The list below is not exhaustive and there may be times when a principal needs to exercise discretion to apply a more appropriate consequence.

### **Dress Code**

Keeping in line with the PUPS expectations of Respectful, Responsible and Safe, GMS has developed a dress code with the following expectations. These expectations may be altered from administration based on current trends. These expectations apply to all students:

#### **Respectful:**

- Clothing may not depict or suggest any sexual act including referencing pornography, nudity, or other sexually inappropriate content.
- Students are not allowed to wear hats or hoods inside the building.
- Skin cannot be showing "from the armpits to the fingertips." This includes low cut shirts (front or back), shirts that show the midriff (front or back), have excessively large arm

hole openings.

- Clothing that causes a distraction including costumes, wigs (other than for medical purposes), sunglasses, etc. is prohibited.
- Clothing that is consistent with gang membership is prohibited. This includes:
- Dressing in any solid color (Blue, Red, Black, Brown) where the shirt and pants/shorts are of the same color. Colored belts and shoelaces of matching colors is also prohibited.
- Clothing that has a design that includes Old English or Gothic writing.
- Designs that depict and glorify violence including firearms or other weapons.
- Clothing that memorializes a person's life (RIP shirts)
- Comedy Tragedy masks ("Laugh Now, Cry Later") designs
- Clothing with letters or numbers associated with gang membership (13, 14, XIII, XIV, LVL, BGL, VGC, Norte, MS-13, or other symbols or letters).

**Responsible:**

- Overly large clothing, clothing that hangs or cannot be kept up, pants that sag and allow undergarments to show are prohibited.
- Undergarments include any basketball shorts or other clothing under the outer layer of clothing.
- Clothing that references drug use including Cookies branded clothing.
- Clothing that advertises, supports, or encourages the use of alcohol or tobacco products.
- Any clothing that is see through on the top layer that does not have a school appropriate clothing item underneath is prohibited.
- Pants, skirts, or shorts that have rips or tears in them where the top most rip or tear is not lower than the lowest tip of the fingers when standing normally and arms are at the sides.
- Pajamas are not allowed at school.

**Safe:**

- Blankets, towels, or similar items may not be worn as a coat or jacket.
  - If students need assistance with appropriate warm clothing, they are encouraged to speak with a counselor
- Students must wear shoes that are appropriate for all of the activities they will participate in at school that keeps them safe. Students are encouraged to wear closed toe shoes.
- Slippers are not allowed.
- Overly large shirts, jackets, pants, shorts, etc. are prohibited. Conversely, clothing that is overly tight, revealing or distracting is also prohibited.

If students are not sure if their clothing is appropriate for school they should not wear the clothing item to school.

**Dress Code for Game Days and Special Events**

- On game days, at the request of the team's coach and with the approval of the principal, players may wear their team jersey or other team wear to school.
- For dances and other activities which take place after the school day, students are required to follow the GMS dress code. This includes dances, sports celebrations, and any other activities where the student is representing GMS (field trips, etc).
- During Spirit Weeks and Holidays such as Halloween students will be given guidance as to what is acceptable for clothing.

**Violations of the dress code are as follows:**

**1st offense:** Students will be given the opportunity to call home to have replacement clothing brought to them. Students will not be allowed to go to class until the dress code violation has been

resolved. This may mean the student spends the day in the PSR room.

**2nd offense:** Students will be required to correct the dress code violation before being admitted to class. Student will serve a lunch detention.

**3rd or more offenses:** Repeated violations of the dress code are considered to be insubordination. It is the expectation that students follow all school rules and expectations. The dress code violation will be required to be corrected prior to being allowed into class. Students may also be assigned PSR and a parent meeting may be scheduled to explain the school expectations.

**Exceptional Misconduct**

It is the responsibility of the student and parents/guardians to know and understand the school's Exceptional Misconduct policy. A single violation of any part of the exceptional misconduct policy may result in short term, long term, or expulsion. Exceptional misconduct is any misconduct pursuant to Washington Administrative Code (WAC) 18040-225 and 250 which has occurred frequently and has a serious disruption on the operation of the school will warrant long term suspension or expulsion with resort to other types of corrective action or discipline. Exceptional misconduct is any of the following:

- Disrupting the educational process and flagrant defiance of authority
- Possessing/using tobacco products (this includes vaping devices)
- Setting fire to or damaging school property
- Assault, threat of assault and battery, threatening or verbal abuse, harassment, intimidation of any school personnel, student, and or near any other person on campus.
- Possessing and or using weapons or explosives
- Delivery, sale, usage, or possession of a controlled substance or any substances purported to be drugs, alcohol, tobacco, or dangerous inhalants.
- Attempts or succeeding at substantial destruction or defacing of school property
- Bomb threats or similar acts of terrorism
- Gang related fighting and or gang like behavior or graffiti on school property or any school activity

**Administrative Interventions**

The administrative team (Principals) at GMS have a wide range of behavior interventions to support students through learning to meet the expectations of behavior required of students. In instances of misconduct does every behavior intervention or consequence need to be attempted before moving on to the next severe. Potential interventions include:

- Counseling/warning
- Lunch detention
- Letters of apology
- Lunch detention
- After school detention
- Natural consequences
- Loss of lunch recess privileges
- Behavior contract/Success Plan
- Problem Solving Room (PSR)
- Out of school suspension (short and long term)
- Emergency Expulsion
- Alternative learning placement

**Cell Phones and Other Electronic Devices**

Grandview School District Policy prohibits the use of cellular telephones by students in the learning environment. For the district policy to be successfully implemented, GMS needs the support of

parents in implementing this policy. **Parents are asked to refrain from texting their students during the day.** See above section on Telephones and Messages for information on how to communicate information with your student.

The school and school district are not responsible for:

- Lost or stolen cell phones
- Damages to cell phones
- Any loss of use of cell phones because of student misuse

Cell phones are allowed on campus and may only be used before or after school or during school with the permission of an administrator. Cell phones that are visible or in use during the school day (including passing time) are subject to confiscation. If a staff member requests a student to relinquish their cell phone, students are required to respectfully turn over the phone or other electronic device.

**1st violation:** Phone is confiscated, turned into the office and logged. Student may retrieve their phone after school.

**2nd violation:** Phone is confiscated, turned into the office and logged. Parent or other responsible adult is required to come and sign for the phone.

**3rd violation:** Phone is confiscated, turned into the office and logged. Parent conference with administration is required. Student may be required to check their phone in at the office each day. Student will serve an after school detention.

Additionally, cell phones and any other electronic devices with a camera are prohibited from being used in a restroom where more than one person has shared access. This prohibition is in effect regardless of whether any other person is present in the restroom.

### **Fighting**

Students at GMS want to feel safe and secure when they come on campus. Conflicts between students are not uncommon in middle school; however, it is exceptional misconduct to engage in fighting, threatening, intimidating, bullying or other damaging behavior. Engaging in these behaviors will result in serious consequences. Because play fighting is oftentimes indistinguishable from actual fighting and triggers the same response from adults on or off campus, students will face the same consequences as though they were actually fighting. Any student who, through investigating the facts and circumstances surrounding a fight, purported fight, or other instance of attack or violence, is found to have supported, encouraged, arranged, video recorded (with their device or the device of another), or encouraged others to gather for the purpose of watching or viewing a fight will receive consequences similar to those who engaged in the fight. Fights, play fighting, or any attack that occurs in the restroom will have more severe consequences.

Students are encouraged to report any threats or rumors of fights to a trusted adult on campus.

### ***Controlled Substances***

Possession, distribution, or use of controlled substances at school creates a substantial threat to the safety of the school community. A student shall not knowingly possess, use, transmit, be under the influence of or show evidence of having used any alcoholic beverage, illegal chemical substance, opiate, or marijuana.

Violations of the above expectation can carry significant consequences including:

- Short term or long term suspensions and expulsion

- Referral to law enforcement for criminal action
  - Suspension may be reduced if the student, with parental approval, agree to a drug and alcohol assessment, release the results of the assessment to school administration, and follows the recommendations of the assessment.

Students who are found to be under the influence of drugs or alcohol will be immediately removed from school grounds and subject to the above penalties.

Students who find themselves struggling with drug or alcohol addiction, dealing with the emotional strain of a family member who is addicted to drugs or alcohol or any other circumstance involving the use of drugs or alcohol may seek the assistance of the Student Assistance Professional. For more information students should see their counselor, administrator, or other trusted adult at the school.

Delivery or sale of drugs, tobacco products, or alcohol constitutes exceptional misconduct.

### ***Weapons and Contraband***

#### **Weapons**

All weapons including firearms, knives, daggers, swords, brass knuckles, batons, nun chu ka sticks, airsoft guns (spring loaded and air powered), pellet rifles, and any other weapon as outlined in RCW 9.41.280 or dangerous weapon outlined in RCW 9.41.250

Consequences for bringing weapons or dangerous items onto school property range from short term suspension to expulsion lasting up to one year from all Washington Schools (possession of firearm).

#### **Contraband**

Contraband includes items of a legal nature that cause or may cause a disruption to the learning environment. Some things appear to be entirely harmless, but inside of a school can be very disruptive or harmful. Examples of contraband include:

- Matches and lighters
- Squirt guns
- Slime and Putty
- Sharpie or other permanent markers
- Paint pens
- Toys include electronic handheld gaming devices
- Tablets and other portable electronic devices
- Bluetooth speakers and headphones (this includes over the ear and in ear headphones)
- Fireworks including “snap its” or “pop it” fireworks
- Stink bombs
- Laser pointers
- Flashlights
- Musical Instruments not used for a school sponsored course or instruments used outside of the designated class time.
- Skateboards
- Hoverboards
- Cameras

Cell phones may be brought to school as long as they are put on silent or turned off, stored in a backpack, and only brought out after school.

Students found to be in possession of contraband must relinquish possession of the item

immediately to the staff member asking for it. Refusal to cooperate and comply with the request will result in further disciplinary action against the student.

**Investigation of Harassment, Intimidation, and Bullying**  
All allegations of harassment, intimidation, and bullying behavior are investigated completely and fully at GMS. Investigations originate from many sources including student victim or witness reports, teachers reporting information, etc. Students may make a report to any trusted adult at the school. That adult has a responsibility to report that information to administration to investigate.

If a parent, student, or other school community member is not satisfied with the results of the investigation or actions taken in response to a report of harassment, intimidation, or bullying, or they do not feel comfortable making that complaint to administration, they may file a report with Grandview School District central office.

### ***Badges, ID's and Hallpasses***

#### **Badges and IDs**

For the safety of all members of the school community, it is required that students, staff, and visitors wear and display appropriately their school issued identification card. Examples of students not displaying an ID appropriately include:

- Covering their photo or altering the photograph
- Covering their name on the ID card or altering the ID
- Using another person's ID card with or without their permission
- Using an ID from a previous school year

Consequences for not displaying a badge or ID card appropriately include lunch detention, campus beautification, in house suspension, reissuing an ID (at a cost of \$5 to the student).

#### **Hallpasses**

GMS this year will be using the MINGA hall pass and rewards system. This requires the use of student IDs with a barcode visible. If a student is in the hallway without a hall pass, they refuse to submit their ID, or do not have their ID, it will be assumed they are skipping class/truant and will receive the appropriate consequence.

### ***School Success***

Our mission at GMS is "All students achieving at their highest level, NO EXCUSES!" To facilitate that the following information is provided.

School supplies:

#### **Backpacks**

Students are expected to supply their own backpacks for the transportation of school supplies. Students are discouraged from bringing anything to school that could distract them or other students from learning.

#### **Computer devices and chargers**

Students will be issued a computer for the purpose of completing in class assignments, assessments, and homework. Students should not play games, watch videos, or use the computer for non-educational purposes. Students and staff who have not signed a technology agreement will not be allowed to access school district computers, networks, or other digital resources. Students are expected to follow the Respectful, Responsible, and Safe guidelines for computer and technology

use:

#### **Respectful:**

- Use your computer during class time as directed by your teacher
- Be mindful of your role in conversations and interactions with peers both online and in person. Don't let the computer get in the way of human interaction. Be present in conversations.
- Engage with others online in a respectful way that is representative of yourself, GMS, and our community. Avoid harassing, threatening, rude, intimidating or unkind communication. In today's world, who you are online is who you are in person.
- Take care of your computer as though you paid for it. Intentionally misusing or damaging the software or hardware could result in fines up to and including the cost of replacing the computer.

#### **Responsible:**

- Do not access other people's computers or accounts-even with their permission. If working together on a project, have them share the document with you to your Google Drive.
- Responsible:
- Bring your computer to class everyday fully charged and ready for use. Bring your charger and if you use your charger in class, make sure to take it with you.
- Store your computer in your backpack.
- Use your computer only for school work.
- Cite all digital and electronic sources of information when using it for any assignments in school. Give creators and authors credit for their work.
- Do not alter any software on the computer that would allow you to access or install programs, applications or other services.

#### **Safe:**

- Carry your computer with the screen closed and with both hands. This includes walking in class and moving just a short distance.
- Use only approved charging devices with your computer.
- Do not intentionally alter or damage your computer.
- Do not share personal identifying information with people via the computer.
- Do not make arrangements to meet with people you do not know.
- All network traffic is monitored and filtered. Do not share threats, inappropriate content, or attempt to access sites that are not appropriate for school.

Violations of the above guidelines may result in disciplinary action and the potential to receive fines for the costs of repairs to your computer for any hardware or software that is damaged. In addition, you may lose your computer and network access privileges.

#### **Learning Environment**

Students have the right to:

- A rich and appropriate education
- Be treated with respect and dignity at all times
- Learn from their own mistakes
- Be heard. Student's feelings, thoughts, and opinions will be respected by others
- Participate in decisions about their own education
- Expect that they will be in a safe school and that personal and community property will be safe
- Students have a responsibility to:
- Contribute to a positive learning environment for all

- Treat others with dignity and respect and not treat others differently because of their race, ethnicity, religion, age, appearance, gender, sexual orientation, or socio economic status
- Help others learn from their mistakes. No one will silently stand by while the rights of others are abused.
- Listen to others, respecting expressions, feelings and opinions of others
- Help to create a safe environment for everyone, including safety for personal and community property.

#### ***Academic Dishonesty***

Students are expected to conduct themselves honestly and with integrity in their work. All forms of cheating and plagiarism are prohibited. Behavior considered unacceptable includes:

- Copying another student's work/homework
- Working with others on projects that are meant to be done individually
- Looking at or copying another student's test or quiz answers
- Allowing another student to look at or copy answers from your test or quiz
- Using any other method to give/get test or quiz answers
- Taking a test or quiz in part of whole to use or to give to others
- Copying information from a source without giving credit to the author(s)

Violations of this policy will be dealt with in on a case by case basis depending on the seriousness of the violation, prior violations of this policy, and other factors.

1st offense: Parent contact and teacher consequence

2nd offense: Administrator consequence

3rd offense: Parent/teacher/administrator conference

#### ***Academic Expectations***

At GMS we believe that all students are capable of learning and we expect students to achieve at their highest levels, NO EXCUSES! The following are academic expectations for students:

- Keep a positive attitude
- Have prompt and regular attendance
- Bring assignments and materials to class daily
- It is essential that daily work and homework be completed on time
- When you are stuck or struggling, ask for help from a trusted adult
- Remember to follow the guidelines in this handbook and the PBIS guidelines for the area and situation you are in

Out of district students that fail any class at the end of any term may be subject to withdrawal from the Grandview School District

#### **Grades and Grade Reporting**

In line with GSD policy teachers maintain an updated grade book that is available to parents. At GMS that gradebook is Skyward. Skyward is used to communicate grades, attendance, and other information to families. Information about missing assignments can also be found in Skyward. Skyward is available via a link on the district website or by downloading the App in the App store or Google Play store. If you have questions concerning your or your student's grades, please contact the teacher directly.

The grading scale at GMS is as follows:

4.0 Exceptional Knowledge

3.0 Meeting Standards

#### 2.0 Demonstrating Basic Knowledge

1.0 Minimal Knowledge Attained.

Report cards are sent home quarterly with grades resetting every 9 weeks. We believe this gives students the best opportunity for success. If a teacher finds it necessary they may send home more frequent progress reports for students.

#### **Homework**

Homework is an extension of the regular program and is the responsibility of the student to complete. Homework reinforces classroom learning, provides opportunities for extra practice, and should not be new learning for the student. Parents can encourage and cooperate by providing a space for students to do their homework, assisting with homework. If a student is absent and needs work, contact the school early in the day so teachers have a chance to collect work.

#### **Highly Capable Program**

GSD Seeks to identify students who qualify for highly capable programming and services. Decisions to qualify a student for highly capable services are made by a multidisciplinary team. If you feel your student would qualify for or benefit from the highly capable program at GMS, visit the district website or contact your student's grade level counselor for more information.

Highly capable classes and programming are available in the 4 main content areas (Math, Language Arts, Social Studies, and Science).

#### ***Attendance***

The Grandview School District places a high importance on attendance. Regular attendance at school promotes academic success, positive peer relationships, and social emotional wellbeing. Students are encouraged to attend regularly missing no more than 5 days per school year.

#### **Unexcused Absences**

An unexcused absence is defined as missing at least part of the school day. Unexcused absences may require a meeting with an administrator, in school detention (for truancy), parent conference, parent attendance contract, and for chronic unexcused absenteeism referral to juvenile court.

#### **Truancy**

Repeated or chronic absenteeism/non-attendance may be cause for disciplinary action or legal action up to an including fines of \$25 a day.

A student is truant if:

- Repetitive tardiness to class or classes
- Leaves school without proper authorization
- Obtains a pass to go to a certain place and does not report there in a timely manner
- Stays in the restroom or in other parts of the campus instead of reporting to school personnel/attending class
- Comes to school but does not attend classes

#### **Returning to school after an absence**

Students returning to school after an absence will need to present a note or other documentation to the school attendance office. Documentation will include a note from a doctor's office or hospital explaining when the student was seen, a note from a parent explaining the reason for the absence. Parents may call to report the absence, however after 5 excused absences students will need to present documentation from a doctor for the absences to be considered excused.



Students will be responsible for obtaining, completing, and turning in all missing assignments. Students will have 1 day to complete the missing work for every excused absence day (example student misses 3 days excused for illness, student has 3 days beyond the teacher's due date to complete the work). Teachers are available before and after school to provide assistance with completing work.

#### **Long-term absences**

For longer pre planned absences, parents will need to come to the school attendance office to complete a pre arranged absence form. Parents will also be asked to complete other attendance related forms as a lengthy absence may trigger other attendance actions (see included attendance flow chart). Note: If a parent fails to complete the pre arranged absence form and the absence extends beyond twenty consecutive school days (a day school is in session) the student will be withdrawn and the student will need to be re enrolled.

#### ***Educational Program and Required/Optional Materials***

GMS strives to provide a robust and engaging educational program for all students. As part of this program, students have the opportunity to engage and participate in physical education, instrumental music classes, and fine arts classes. Occasionally, these classes may require providing specialized clothing or materials.

#### **Physical Education**

For health and hygiene reasons, students engaging in physical education classes are required to suit down (change clothes) for PE. Students will be provided with a locker and lock to secure their belongings, but are encouraged to not bring valuables to school as the school is not responsible for lost, stolen or damaged items. The PE department does not have a uniform, but if students require assistance with obtaining and providing proper clothing and footwear for PE, they should speak with their PE teacher, counselor, or other trusted adult for assistance.

#### **Band/Mariachi**

Students who voluntarily take band/mariachi classes at GMS are required to rent their instrument. For more information about rentals and assistance with renting instruments, students should speak with their band teacher or grade level counselor.

#### ***Athletics Offered by Season***

Fall:  
Volleyball, Football, Cross Country, Boys Soccer, Fastpitch

Winter I:  
Boys Basketball, Girls Wrestling

Winter II:  
Girls Basketball, Boys Wrestling

Spring:  
Track and Field, Girls Soccer, Baseball (Co-Ed)

#### **Athletic Requirements:**

To be eligible to participate in school athletics students must be passing all classes with a 1.0 or better, have passed a physical allowing participation in the last year, have private insurance or

purchase a plan through the school, and abide by all rules as outlined in the athletic code.

#### ***Student Safety***

##### **Safety Drills**

From time to time the school, in accordance with state law, district policy, and best practices conducts drills to test the readiness of staff and students to respond to the different emergencies that may occur at GMS. These drills may include fire drills, evacuation drills, lock down drills, shelter in place drills, and earthquake drills. If parents have questions about these drills they may contact Mr. Graf our school safety coordinator.

##### **Threat Assessments**

When a threat is made against the school, a student, or a staff member, the school conducts threat assessments to determine the credibility and severity of the threat. These threat assessments follow a protocol provided by ESD105 and allows administration to make informed decisions about next steps to ensure all students are safe and able to participate in their education. For more information on this process, please contact an administrator.

##### **Pesticide Application/ Chemical Policy**

The school district's pesticide policy is available upon request or by visiting the district's website at [www.gsd200.org](http://www.gsd200.org), and visiting the policies section. It is policy #6895.

##### **Student Searches**

From time to time administration, teachers, and other staff members may receive information about a student possessing potentially dangerous or illegal substances at school. If information is received that a student is in possession of a potentially dangerous or illegal substance or object at school and administration believes that reasonable suspicion exists, a student, their backpack or other belongings may be searched. Because school lockers belong to the school, students have no expectation of privacy within those lockers and they may be entered and searched at any time. Students are encouraged to only bring items that are necessary for learning to school.

If a student or their belongings are searched, the student's parents/guardians will be notified as soon as practicable after the search.

## **Policy 5253 Maintaining Professional Staff /Student Boundaries**

The purpose of this procedure is to provide all staff, students, volunteers and community members with information to increase their awareness of their role in protecting children from inappropriate conduct by adults.

In a professional staff/student relationship, school employees maintain boundaries that are consistent with the legal and ethical duty of care that school personnel have for students.

A boundary invasion is an act or omission by a school employee that violates professional staff/student boundaries and has the potential to abuse the staff/student relationship.

An inappropriate boundary invasion means an act, omission, or pattern of such behavior by a school employee that does not have an educational purpose; and results in abuse of the staff/student professional relationship.

### **Unacceptable Conduct**

Examples of inappropriate boundary invasions by staff members include but are not limited to the following:

- Any type of inappropriate physical contact with a student or any other conduct that might be considered harassment under the Board's policy on Harassment and Sexual Harassment of Students;
- Showing pornography to a student;
- Singling out a particular student or students for personal attention and friendship beyond the professional staff-student relationship;
- Socializing where students are consuming alcohol, drugs or tobacco,
- For non-guidance/counseling staff, encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, staff members are expected to refer the student to appropriate guidance/counseling staff. In either case, staff involvement should be limited to a direct connection to the student's school performance;
- Sending students on personal errands unrelated to any educational purpose;
- Banter, allusions, jokes or innuendos of a sexual nature with students;
- Disclosing personal, sexual, family, employment concerns, or other private matters to one or more students;
- Addressing students, or permitting students to address staff members with personalized terms of endearment, pet names, or otherwise in an overly familiar manner;
- Maintaining personal contact with a student outside of school by phone, email, Instant Messenger or Internet chat rooms, social networking Web sites, or letters (beyond homework or other legitimate school business) without including the parent/guardian.
- Exchanging personal gifts, cards or letters with an individual student;
- Socializing or spending time with students (including but not limited to activities such as going out for beverages, meals or movies, shopping, traveling, and recreational activities) outside of school-sponsored events, except as participants in organized community activities;
- Giving a student a ride alone in a vehicle in a non-emergency situation; and/or
- Unnecessarily invading a student's privacy, (e.g. walking in on the student in the bathroom)

### **Appearances of Impropriety**

The following activities are boundary invasions and can create an actual impropriety or the appearance of impropriety. Whenever possible, staff should avoid these situations. If unavoidable these activities should be pre-approved by the appropriate administrator. If not pre approved, the staff person must report the occurrence, to the appropriate administrator, as soon as possible.

- Being alone with an individual student out of the view of others;
- Inviting or allowing individual students to visit the staff member's home;
- Visiting a student's home; and/or
- Social networking with students for non-educational purposes.

### **Reporting Violations**

Students and their parents/guardians are strongly encouraged to notify the principal (or other administrator) if they believe a teacher or other staff member may be engaging in conduct that violates this policy.

Staff members are required to promptly notify the principal or the supervisor of the employee suspected of engaging in inappropriate conduct that violates of this policy.

The administrator to whom a boundary invasion concern is reported must document, in writing, the concern and provide a copy of the documentation to the assistant superintendent or director in charge of the district's human resources. The assistant superintendent or director of human resources will maintain a separate non-personnel file of all boundary invasion reports made to human resources.

Whenever boundary invasion concerns occur, the person in charge of human resources will review the full history of concerns relating to the person complained about and will provide a summary to the superintendent.

All professional school personnel who have reasonable cause to believe that a student has experienced sexual abuse by a staff member, volunteer, or agency personnel working in the school are required to make a report to Child Protective Services or law enforcement pursuant to board policy and procedure 3421, Child Abuse, Neglect and Exploitation Prevention, and RCW 26.44. Reporting suspected abuse to the building principal or supervisor does not relieve professional school personnel from their reporting responsibilities and timelines.

### **Disciplinary Action**

Staff violations of this policy may result in disciplinary action up to and including dismissal. The violation will also be reported to the state Office of Professional Practices. Violations involving sexual or other abuse will also result in referral to Child Protective Services and/or law enforcement in accordance with the board's policy on Reporting Child Abuse and Neglect.

### **Training**

All new employees and volunteers will receive training on appropriate staff /student boundaries within three months of employment. Continuing employees will receive training every three years.

### **Dissemination of Policy and Reporting Protocols**

This policy and procedure shall be included on the district Web site and in all employee, student and volunteer handbooks. Annually, all administrators and staff will receive copies of the district's reporting protocol.

**Policy 3205 Sexual Harrassment of Students  
Sexual Harassment of Students Prohibited**

Students It is the policy of the Grandview School District to maintain a learning environment that is free from all forms of discrimination, including sexual harassment. To this end, the District prohibits sexual harassment of students by other students, District employees, or third parties involved in District programs or activities. This policy extends to all students involved in academic, educational, extracurricular, athletic, and other programs or activities of the District, whether that program or activity is in a school facility, on school transportation, or conducted at a non-District location.

Definitions Sexual harassment refers to behavior that is unwelcome, offensive, or interferes with effectiveness in the school environment. Sexual harassment can occur adult to student, student to student, male to female, female to male, male to male, female to female, a group of students, adult to adult, as well as to, from or between transgender students and will be investigated by the District even if the alleged harasser is not a part of the school staff or student body. The district prohibits sexual harassment of students by other students, employees, or third parties involved in school district activities.

The term “Sexual harassment” may include:

1. Acts of sexual violence;
2. Unwelcome sexual advances;
3. Unwelcome requests for sexual favors;
4. Unwelcome sexual or gender-directed conduct or communication that interferes with an individual’s educational performance or creates an intimidating, hostile, or offensive educational environment;
5. Sexual demands where submission or rejection is a factor in an academic or other school related decision affecting an individual;
6. Sexual demands where submission is a stated or implied condition of obtaining an educational opportunity or other benefit; or
7. Gender-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.
8. Any sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature

An intimidating, hostile, or offensive educational environment is created for a student when sexually harassing behavior is sufficiently serious to interfere with, limit, or deny the student’s ability to participate in or benefit from a District program or activity. All acts of sexual violence, such as rape, sexual assault, sexual battery, and sexual coercion, are presumed to substantially interfere with an individual’s educational performance.

**Staff Responsibilities**

The Superintendent shall develop and implement procedures delineating staff responsibilities under this policy, including designating a Title IX coordinator and describing reporting responsibilities.

The Superintendent’s procedures shall require at a minimum that all bus drivers, campus security personnel, principals, personnel in student-focused departments, and teachers are responsible for reporting any instances of sexual harassment that they personally witness or that are reported to them orally or in writing by any person. In addition, at the elementary school level, all District staff members are responsible for reporting any instances of sexual harassment that they personally witness or that an elementary age student reports directly to them. The Superintendent’s procedures must also emphasize that the District’s internal reporting responsibilities do not relieve District staff members of any mandatory legal obligations to report immediately suspected child abuse or neglect to Child Protective Services or local law enforcement under chapter 26.44 RCW.

The Superintendent’s procedure shall also include guidance for referring allegations of discrimination and discriminatory harassment, other than sexual harassment, to the appropriate school official. For example, allegations of disability discrimination or disability harassment may be referred to the District’s Section 504 Coordinator.

District/school staff, including employees, contractors, and agents shall not provide a recommendation of employment for an employee, contractor, or agent that the district/school, or the individual acting on behalf of the district/school, knows or has probable cause to believe, has engaged in sexual misconduct with a student or minor in violation of the law.

**Investigation and Response**

If the district knows, or reasonably should know, that sexual harassment has created a hostile environment, it will promptly investigate to determine what occurred and take appropriate steps to resolve the situation. If an investigation reveals that sexual harassment has created a hostile environment, the district will take prompt and effective steps reasonably calculated to end the sexual harassment, eliminate the hostile environment, prevent its recurrence and as appropriate, remedy its effects.

The District strongly encourages individuals who believe that a student has been subjected to sexual harassment in the District’s educational environment to bring a complaint or concern to the immediate attention of a teacher, principal, or District administrator, including the District’s Title IX coordinator. If the District knows or reasonably believes that sexual harassment has occurred in the educational environment, the District will promptly investigate to determine what occurred and will take appropriate steps to resolve the situation. The Superintendent shall develop and implement formal procedures for promptly and effectively receiving, investigating, and resolving complaints or reports of sexual harassment that (1) address the requirements of chapter 28A.640 RCW, prohibiting discrimination on the basis of sex; (2) implement the requirements of WAC 392-190-058 through 392-190-075; and (3) incorporate the requirements of Title IX of the Education Amendments of 1972. In establishing these procedures, the Superintendent can refer to the District’s Procedure 3210P regarding complaints of discrimination not specific to sexual harassment.

Nothing in this policy should be construed to prevent any individual who believes that a student has been subject to sexual harassment from filing a complaint with a law enforcement agency, any other governmental agency, or a court. The District will report allegations of criminal misconduct to law enforcement and will report suspected child abuse to either law enforcement or Child Protective Services, as appropriate. Regardless of whether alleged misconduct is reported to another agency, District staff will follow the same procedures applicable to all allegations of sexual harassment to the extent that those procedures do not interfere with an ongoing criminal investigation. A criminal investigation does not relieve the District of its independent obligation to investigate and resolve sexual harassment.

Classified and certified staff are legally responsible for reporting all suspected cases of child abuse and neglect, and all staff are required to by the district. A certificated or classified school employee who has knowledge or reasonable cause to believe that a student has been a victim of physical abuse or sexual misconduct by another school employee shall report such abuse or misconduct to the appropriate school administrator. The administrator shall report to the proper law enforcement agency if he or she has reasonable cause to believe that the misconduct or abuse has occurred as required under RCW 26.44.030. Under state law staff are free from liability for reporting instances of abuse or neglect and professional staff are criminally liable for failure to do so.

#### **Remedial and Disciplinary Action**

In an effort to eliminate sexual harassment, prevent its reoccurrence, and curtail its effects, the District shall take prompt, reasonable, and equitable action within its authority on informal and formal reports alleging sexual harassment that come to the attention of the District. Individuals who have been subjected to sexual harassment in the District's educational environment shall have appropriate District services and other support made reasonably available to them.

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff, or other third parties involved in District activities. Others who engages in sexual harassment on school property or at school activities will have his or her access to school property and activities restricted or contracts cancelled, as appropriate.

#### **Reprisal, Retaliation, and False Accusations Prohibited**

No one's status with the District shall be adversely affected because of his or her use of this policy or related procedures.

It is unlawful for any District student or employee to intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with his or her right to file a report or complaint of sexual harassment. It is also unlawful for any District student or employee to harass, demote, discipline, or otherwise retaliate against anyone because they filed a report or complaint or because they participated in an investigation. The District shall take reasonable steps to protect complainants and witnesses against interference or retaliation by students, employees, or others.

No one shall knowingly or with reckless disregard for the truth make or corroborate false accusations of sexual harassment. However, withdrawal of or failure to prove a claim of sexual harassment is not equivalent to a false allegation. Appropriate discipline or other sanctions may be imposed on individuals who knowingly or with reckless disregard for the truth make or corroborate false accusations of sexual harassment

#### **Dissemination and Discussion of Policy**

The Superintendent shall develop procedures to provide age-appropriate information and educational opportunities to District staff, students, parents, and volunteers regarding this policy and the recognition and prevention of sexual harassment.

At a minimum, a copy of this policy—along with any other information that the Superintendent deems reasonably necessary to inform District staff, students, parents, and volunteers about this policy— shall be prominently posted in each school building and District facility and shall be provided to each employee. Reference to the District's sexual harassment policy and procedures shall be included in District or school orientation presentations or in any materials or publications specific to students, parents/guardians, staff members, or volunteers that sets forth the rules, regulations, procedures, and standards of conduct for the school or the District. The District will provide this notice in a language that can be understood by the parents/guardians, which may require language assistance.

At least once each year, the District shall publish notice in a manner that is reasonably calculated to inform all students, parents/guardians, and employees about the Title IX coordinator's identity and contact information and about the District's sexual harassment complaint procedures.

#### **Internal Review and Report**

Annually, at the conclusion of each school year, the Title IX coordinator shall review the utilization and efficacy of this policy and the related administrative procedure. Based on this review, the Title IX coordinator shall prepare a report to the Superintendent. The annual report shall provide information about the utilization of and compliance with this policy. Periodically, this annual report shall include any recommended policy or procedure changes. The Superintendent's procedure may encourage the involvement of staff, students, parents, or volunteers in the periodic review process.

## **Policy 3207 PROHIBITION OF HARASSMENT, INTIMIDATION AND BULLYING**

The district is committed to a safe and civil educational environment. Harassment, intimidation, or bullying of students by members of the school community is prohibited. School community includes all students, school employees, school board members, contractors, unpaid volunteers, families, patrons, and/or other visitors. “Harassment, intimidation or bullying” means 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 or physical disability 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.
- Has the effect of substantially disrupting the orderly operation of the school.

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation or bullying.

“Other distinguishing characteristics” can include but are not limited to: physical appearance, clothing or other apparel, socioeconomic status and weight.

“Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s).

### **Behaviors/Expressions**

Harassment, intimidation or bullying can take many forms including, but not limited to, slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats or other written, oral, physical or electronically transmitted messages or images.

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation or bullying may still be prohibited by other district policies or building, classroom or program rules.

### **Training**

This policy is a component of the district’s responsibility to create and maintain a safe, civil, respectful and inclusive learning community and shall be implemented in conjunction with comprehensive training of staff and volunteers.

**Prevention** The district will provide students with strategies aimed at preventing harassment, intimidation and bullying. In its efforts to train students, the district will seek partnerships with families, law enforcement and other community agencies.

### **Interventions**

Interventions are designed to remediate the impact on the targeted student(s) and other students impacted by the violation, to change the behavior of the perpetrator, and to restore a positive school climate. Students The district will consider the frequency of incidents, developmental age of the student, and severity of the conduct in determining intervention strategies. Interventions will range from counseling, correcting behavior and discipline, to law enforcement referrals.

### **Retaliation/False Allegations**

Retaliation is prohibited and will result in appropriate discipline. It is a violation of this policy to threaten or harm someone for reporting harassment, intimidation, or bullying.

It is also a violation of district policy to knowingly report false allegations of harassment, intimidation, and bullying. Students or employees will not be disciplined for making a report in good faith. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline or other legal action.

### **Compliance Officer**

The superintendent will appoint a compliance officer as the primary district contact to receive copies of all formal and informal complaints and ensure policy implementation. The name and contact information for the compliance officer will be communicated throughout the district.

The superintendent is authorized to direct the implementation of procedures addressing the elements of this policy.

### **Policy 3210 NONDISCRIMINATION**

The district will provide equal educational opportunity and treatment for all students in all aspects of the academic and activities program without discrimination based on race, religion, creed, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation gender expression or identity, citizenship or immigration status, families with children, 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. The district will provide equal access to school facilities to the Boy Scouts of America and all other designated youth groups listed in Title 36 of the United States Code as a patriotic society. District programs shall be free from sexual harassment. Auxiliary aids and services will be provided upon request to individuals with disabilities.

Conduct against any student that is based on one of the categories listed above that is sufficiently severe, persistent, or pervasive as to limit or deny a student's ability to participate in or benefit from the District's course offerings, educational programming, activities, or other services will not be tolerated. When a district employee, volunteer or other district affiliated representative knows, or reasonably should know, that such discriminatory harassment is occurring or has occurred, the District will take prompt and effective steps reasonably calculated to end the harassment, prevent its recurrence, and remedy its effects. To this end, the Superintendent shall develop procedures providing complaint procedures required by law to ensure that there is in fact equal opportunity for all students in the District. The Superintendent's procedures shall address other requirements of federal and state laws governing student civil rights.

The Superintendent shall designate a staff member to serve as the compliance officer for this policy and the associated procedures. The compliance officer shall be responsible for ensuring that discrimination complaints communicated to the District are properly investigated.

The Superintendent's procedures shall include requirements for notice to students, parent/guardians, and others, as required by law. The District will annually publish notice reasonably calculated to inform students, students' parents/guardians, and employees of the District's discrimination complaint procedure. The District will provide this notice in a language that can be understood by the student and parents/guardians, which may require language assistance. The District's nondiscrimination statement will be included in all written announcements, notices, recruitment materials, employment applications, and other publications made available to all students, parents, or employees. The statement will include: (1) notice that the District will not discriminate in any programs or activities on the basis of any of the above listed categories; (2) the name and contact information of the District's compliance officer designated to ensure compliance with this policy; and (3) the names and contact information of the District's Section 504 and Title IX compliance officers. The same individual may be designated to fulfill all or some of these compliance roles.

The District shall offer or provide training to administrators and to certificated and classroom personnel on their responsibility to raise awareness of and to eliminate bias based on the categories identified in this policy.

### **Policy 3211 Gender-Inclusive Schools**

The board believes in fostering an educational environment that is safe and free of discrimination for all students, regardless of sex, sexual orientation, gender identity or gender expression. To that end, the board recognizes the importance of an inclusive approach toward transgender students with regard to key terms, official records, confidential health and education information, communication and the use of names and pronouns, restroom and locker room use and accessibility, sports and physical education, dress codes and other school activities, in order to provide students with an equal opportunity for learning and achievement.

This policy is a component of the district's responsibility to create and maintain a safe, civil, respectful and inclusive learning community and will be implemented in conjunction with comprehensive training of staff and volunteers. Specific training requirements are included in the accompanying procedure. The superintendent will appoint a primary contact to receive copies of all formal and informal complaints and ensure policy implementation. The name and contact information for the compliance officer will be communicated throughout the district. The district compliance officer will participate in at least one mandatory training opportunity offered by OSPI

This policy and its procedure will support that effort by facilitating district compliance with local, state and federal laws concerning harassment, intimidation, bullying and discrimination.

## 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 ([HIB Reporting Form](#)) but reports about HIB can be made in writing or verbally. Your report can be made anonymously, if you are uncomfortable revealing your identity, or confidentially if you prefer it not be shared with other students involved with the report. No disciplinary action will be taken against another student based **solely** on an anonymous or confidential report.

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our district also has a HIB Compliance Officer Dr. Jose Rivera [jrivera@gsd200.org](mailto:jrivera@gsd200.org) or 509.882.8500 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 [GSD Cyberbullying Information & Prevention](#) or the district’s *HIB* [Policy 3207](#)

## 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 [Policy 3210](#),*

### 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 [Policy 3205](#)*

### 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: Rosa M. Aviles, Executive Director of Special Programs, CONTACT 913 W. Second St. Grandview WA 98930, [rmaviles@gsd200.org](mailto:rmaviles@gsd200.org), 508.882.8520

Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator: Rosa M. Aviles, Executive Director of Special Programs, CONTACT 913 W. Second St. Grandview WA 98930, [rmaviles@gsd200.org](mailto:rmaviles@gsd200.org), 508.882.8520

Concerns about disability discrimination:

Section 504 Coordinator: Rosa M. Aviles, Executive Director of Special Programs, CONTACT 913 W. Second St. Grandview WA 98930, [rmaviles@gsd200.org](mailto:rmaviles@gsd200.org), 508.882.8520

Concerns about discrimination based on gender identity:

Gender-Inclusive Schools Coordinator: Josie Chase, Director of Human Services, CONTACT 913 W. Second St. Grandview WA 98930, [jachase@gsd200.org](mailto:jachase@gsd200.org), 509-882-8519

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 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 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 [Policy 3210](#) and Sexual Harassment Procedure [Policy 3205](#).

## 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 [Policy 3210](#) and the HIB Procedure [Policy 3207](#) to **fully resolve your complaint**.

## Who else can help with HIB or Discrimination Concerns?

Office of Superintendent of Public Instruction (OSPI)

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

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

- Website: [ospi.k12.wa.us/student-success/health-safety/school-safety-center](https://ospi.k12.wa.us/student-success/health-safety/school-safety-center)
- Email: [schoolsafety@k12.wa.us](mailto:schoolsafety@k12.wa.us)
- Phone: 360-725-6068

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

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

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

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

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

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

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

- Website: <https://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

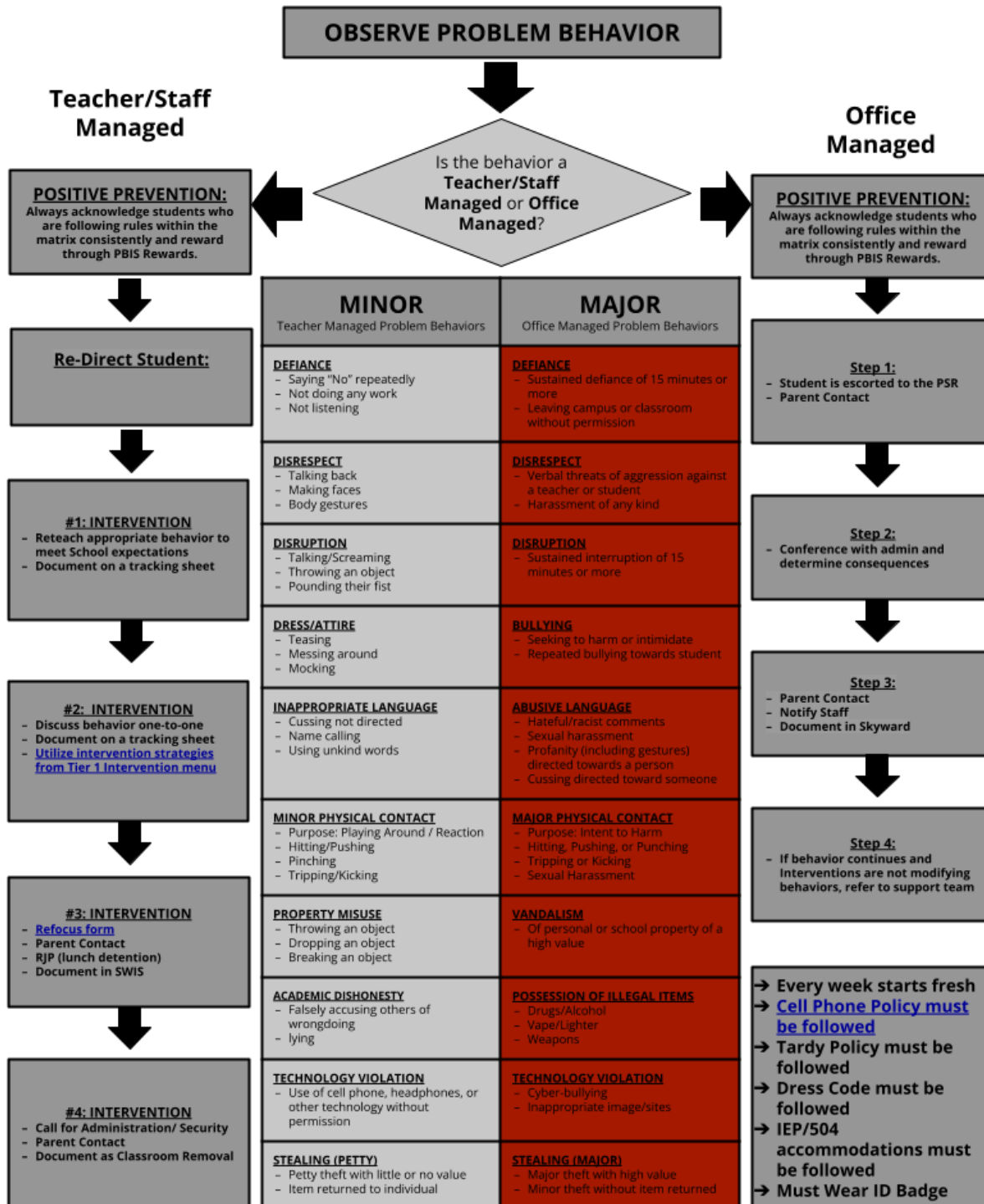
To review the district's Gender-Inclusive Schools Policy [Policy 3211](#) If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator:

Josie Chase, Director of Human Services, CONTACT 913 W. Second St. Grandview WA 98930,  
[jachase@gsd200.org](mailto:jachase@gsd200.org), 509-882-8519

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

# Grandview Middle School

## Behavior Intervention Flow Chart



<b>Major Offense</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>
Fighting (Includes instigating, promoting, recording, viewing)	STS	STS	STS	LTS, EE, ALE
Assault	STS	EE	LTS/ALE	Expulsion
Firearms	N/A	N/A	N/A	EE/Expulsion
Harassment, Intimidation, Bullying, or threatening behavior	Counselor Intervention/ Success Contract	ISS/ Success Contract	STS	LTS/ ALE
Computer/Network Misuse/Abuse	Counselor/Administrator Intervention	Loss of Computer/Network Privileges		
Failure to Cooperate	ASD	ISS	STS	STS
Theft	ASD/Restitution	ISS Restitution	STS Restitution	STS Restitution
Skipping/Truancy	Counselor/Admin Intervention LD	LD Attendance Matters Group	ASD	ISS
Dangerous Weapons (other than firearms)	STS	STS	LTS	ALE
Dangerous/Disruptive Items (laser pointers, lighters, fireworks)	Counselor/Admin intervention LD	ASD	ISS	STS
False Threat or Alarm	STS	STS/Law Enforcement	LTS	EE/Expulsion/ALE
Vandalism/Graffiti	ASD/Restitution	ISS/Restitution	STS/Restitution	STS/Restitution
Sexual Harassment	Counselor Intervention	ISS	STS/ Law Enforcement Involvement	ALE

<b>Major Offense</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>
<b>Under the Influence</b>	<b>Counseling/SAP Intervention</b>	<b>STS</b>	<b>STS</b>	<b>STS</b>
<b>Tobacco/ Vape Possession</b>	<b>Counseling/ Vape Intervention</b>	<b>ISS</b>	<b>STS</b>	<b>STS</b>
<b>Marijuana/ other drug possession</b>	<b>STS/ Counseling SAP Intervention</b>	<b>STS/ Recommend outside drug counseling services</b>	<b>STS</b>	<b>ALE</b>
<b>Distribution of Illegal Substances (Alcohol, Vape Devices, Drugs)</b>	<b>STS/ Recommend Outside Services</b>	<b>STS</b>	<b>ALE</b>	<b>Expulsion</b>
<b>Cell Phone Misuse</b>	<b>Confiscation for student pick up after school</b>	<b>Confiscation for parent pick up after school</b>	<b>ASD/Confiscation for parent pick up after school</b>	<b>ISS/Success Contract</b>
<b>Gang Activity</b>	<b>Counselor/Administrator Intervention</b>	<b>Gang Contract/ISS</b>	<b>STS</b>	<b>ALE</b>