



WELCOME!

Grapeview staff and administration would like to thank you for joining us at Grapeview Elementary and Middle School!

This planner is provided to each student at Grapeview (except TK-K students) to encourage consistent communication between school and home, as well as encourage students to be organized. You will find valuable information from your child's teacher(s) - including, but not limited to, assignment due dates, homework assignments, behavioral notes, and important school activities. Regular review of the planner between parent and child is highly encouraged, a suggested minimum is weekly, but daily would be best. Use of the planner daily to stay organized and informed is the goal of our staff for each of our students.

Also included in this planner are important school procedures and policies. We have tried to include answers to the most frequently asked questions of parents/guardians. If you have additional questions, please do not hesitate to contact the office, principal, or the specific teacher.

Have a great year!

The Grapeview Staff

CONTACT INFORMATION

School Phone Numbers:

(360) 426 - 4921

(360) 275 – 4921

Fax Number: (360) 427 – 8975

Attendance Line: attendance@gsd54.org

Website: www.gsd54.org

This site has access to staff webpages/contact information, parental access to online payments and grades, district information, calendars, parent information, links to student resources, and much, much more!

SCHOOL INFORMATION

Grapeview School Color – Purple

Grapeview Mascot – Gators

Grades: TTK-8

Start/End times: 8:45 – 3:15, except Mondays (late arrival) student times 9:45-3:15

NONDISCRIMINATION STATEMENT

Grapeview 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(s) has been designated to handle questions and complaints of alleged discrimination:

Civil Rights and Title IX Coordinator: Superintendent, Gerald Grubbs, 360-426-4921, ggrubbs@gsd54.org.

504 Coordinator: Cindy Breeze, 360-426-4921, cbreeze@gsd54.org.

822 E Mason Benson Road Grapeview, WA 98546.

ATTENDANCE

Attendance is positively linked to academic success!

If your child is absent, please call the attendance line, send a note, or email the attendance. Our automatic system will call home for any student who is absent without notification. Attendance Line: attendance@gsd54.org

EXCUSED ABSENCES

All absences due to illness and/or family emergencies are excused if provided with a note/email/phone call from the appropriate guardian. Other absences may be excused following a confidential conversation with the principal. *All absences not excused within 48 hours will be considered unexcused; appropriate disciplinary consequences will be assigned.*

SSHB 2449:

- After **five** excused absences in any month the school district is required to contact you to schedule a conference at a mutually agreeable, reasonable time with at least one district employee, to identify the barriers and supports available to you and your student.
- After **ten** or more excused absences in the school year a conference is required.
- **A conference is not required if your student has provided a doctor's note, or pre-arranged the absence in writing, and the parent, student and school have made plan, so your student does not fall behind academically.** If your student has an Individualized Education Plan or a 504 Plan the team that created the plan needs to reconvene.

UNEXCUSED ABSENCES/TARDIES

Oversleeping, missing the bus, transportation issues, clothing problems, and babysitting siblings are not excused absences. The parent and principal must work together to excuse family trips and other absences, not due to illness or emergencies. **Prior approval is mandatory.** Students should bring a note from parents to the Attendance Secretary a minimum of one week prior to the dates of a planned absence. The student will receive a planned absence form from the Attendance Secretary, which needs to be given to teachers and then approved by the principal.

RCW 28A.225.030, .035,.018, and .020 School/District Requirements

- After one unexcused absence in a month, the school is required to inform the parent in writing or by phone.
- After three unexcused absences, the school is required to initiate a parent conference to improve the student's attendance.
- No later than seven unexcused absences in a month, the district and parents will enter into an agreement establishing attendance requirements, or refer the student to the Community Engagement Board, or file petition under subsection (1) of RCW 28A.225.030.
- After seven unexcused absences in a month, and not later than 15 cumulative unexcused absences in a school year, a truancy petition is filed with Juvenile Court-Court must "stay" the petition and parent, child and district must meet with CEB within 20 days and enter into agreement.

PARENT ACCESS

Family Access gives parents/guardians access to their child's information, including attendance, assignments, grades (as posted), food service, schedules and more. To sign up, please complete the Skyward Family Access Use Agreement and return to the office. Parents/guardians will need to provide their email for this option.

If you are unable to sign up for Family Access, please notify the office if you would like the above information (including progress reports) sent home on a regular basis.

REPORT CARDS

Grapeview uses a semester system; therefore, report cards are printed two times a year: January and June. Middle school will receive progress reports/report cards at each of the quarters, with conferences for 1st and 3rd quarter. Whereas the elementary will have report cards only at the semester, the conferences will be to share current growth for 1st and 3rd quarter. The school utilizes a standards-based report card and a 1-4 scoring option. Students are graded based on their acquisition of specific skills in each subject area.

FEES and FINES

The following are some of the fees and fines that can be incurred while attending Grapeview:

Art Programs: \$2.00 - \$10.00

Textbook Fines: \$5.00 – \$80.00+

Extra – Curricular Activities: these costs are dependent on the activity.

Athletics Fee: Under review by the School Board.

BREAKFAST AND LUNCH PRICES

All breakfasts and lunches for students are free of charge for the 2024-2025 school year.

RELEASE OF DIRECTORY INFORMATION

Federal law requires an annual reminder to parents that the School District is permitted to publish certain information about students, such as name, address, telephone, place of birth, participation in sports and activities, diplomas and awards, athletic rosters, and honor roll. These items may be in yearbooks, on the website, in the newspaper or other public forms. If parents or guardians do not wish such information released, please complete the "opt out" form that is available in the office.

MONEY, VALUABLES, TOYS

Money and valuables should not be brought to school due to the danger of loss. Students are requested not to bring more money than is needed during the day. It is **STRONGLY ADVISED** that all valuables (jewelry, cameras, media devices, radios, and toys) not be brought to school. Personal items are brought at the student's risk and may be taken by the teacher or administrator if they cause a problem and will be returned to the parent.

TECHNOLOGY

Using computers at Grapeview School is a privilege and are to be used for educational purposes only. The following actions are prohibited and could result in disciplinary procedures:

- Viewing objectionable material or materials not authorized by the instructor.
- Involvement in any form of electronic communication is not allowed on the Grapeview School campus.
- Involvement in cyber-bullying, threats, or other potentially harmful incidents, which would be detrimental to the learning of self or others and will result in consequences.
- Participating in, destroying, modifying, deleting, or adding software to district computers without permission.
- Interfering or disrupting other users, services (work) or equipment.

In consideration for the privilege of using the school network and for having access to the public networks (Internet), the student and Parent/Guardian agree to release the Grapeview School District and any related service provider(s) from any and all claims and damages of any nature arising from the students use, or ability to use, the school's computer facilities.

PERSONAL MEDIA DEVICES

Grapeview School District recognizes the importance of digital devices for accessing educational opportunities. The district provides students with computers for this purpose. **Grapeview does not allow cell phones or any other personal communication devices from 8:25 – 3:15, or on the bus from pick up to drop off.**

Cell phones should stay in lockers or backpacks and only taken out at the request of a teacher. These devices are to be used **ONLY** for educational purposes such as research, reading, assessment, etc. Games, videos, music, photos, etc. are not allowed – unless part of the educational process and under adult supervision.

Grapeview School and District are to be released from any claims and/or damages of the student's personal computing device.

- Parents may reach students in an emergency by calling the school.
- Students may also place phone calls between classes or at lunch in the office or with the permission of their teacher.
- Students having a device visible and/or which causes a disruption during school will have it confiscated and it will **ONLY** be returned to the parent.

Parental support of these policies is appreciated. Loss of the privilege will occur with continued infractions, as well as disciplinary consequences.

VISITING SCHOOL

Pre-arranged parents and guests are welcome at school and we highly encourage you to come. Please contact the principal in advance if you wish to visit a classroom and ensure you have arranged the visit with the classroom teacher as well as filled out a volunteer packet that can be obtained from the main office. For safety reasons, please always sign in and out through the office. A child will only be released when signed out through the office. Children leaving school during the school day must bring a signed note from home permitting us to excuse them.

GUARDIANSHIP OF STUDENTS

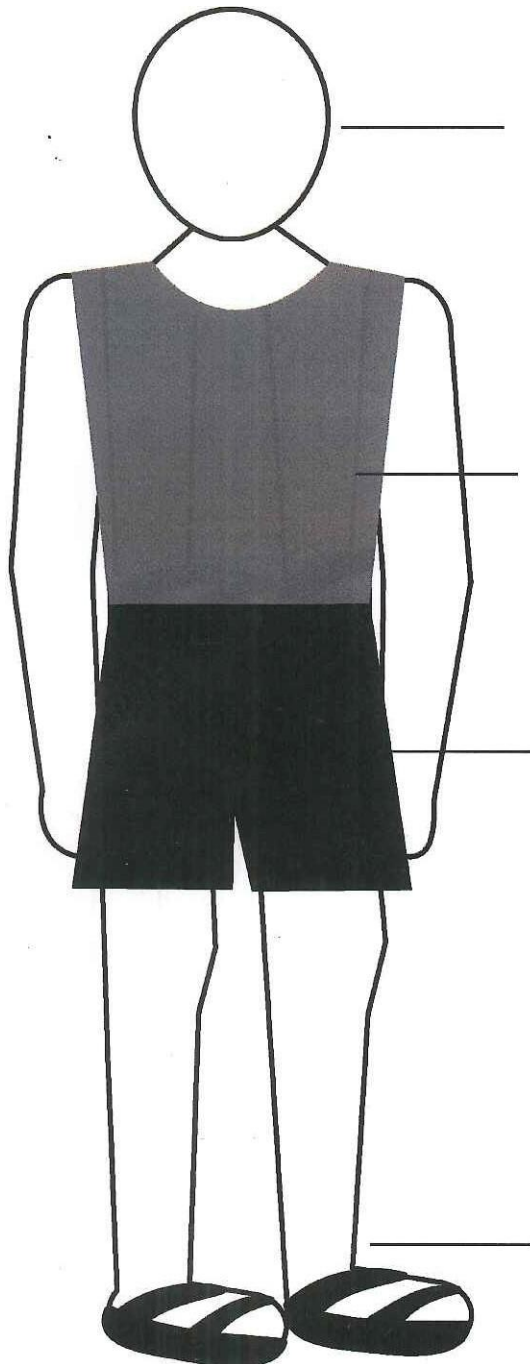
Parents or guardians who have restraining orders or other legal documents regarding the custody of a child are required to have a copy on file with the principal. If problems concerning custody arise during the year, please notify us as soon as possible. In a custody question, the custodial parent will be contacted. We will not allow a child to leave without the permission of the custodial parent or guardian.

The shaded portion of this figure represents front and back views. These parts of the body must be covered in all positions (sitting, standing, bending, reaching) while attending school.

Grapeview Dress Code Guidelines

In order to facilitate learning for all students, Grapeview's dress code requires students' dress and appearance not be distracting to the learning environment, unhealthy, or unsafe.

Students who do not follow these guidelines will be requested to change. Numerous incidents of dress code violations will result in disciplinary action.



Headwear

Hats, hoods, may be worn at the discretion of the staff member and may not distract from the educational environment.

Torso

Tank tops with open armholes, shirts with spaghetti straps, bare midriffs, open backs, and clothing that is showing undergarments are not allowed.

Legs

All clothing for legs should be at least mid-thigh, this includes "rips" or "cuts" in clothing. No pajama bottoms or "sagging" – all clothing should cover undergarments.

Footwear

Sandals must encapsulate the foot, no wheelies, and slippers are not allowed unless it is a spirit day. Middle School students may choose to wear flip-flops or high heels, but it is not advised due to safety.

Other Guidelines

Clothing or personal items (backpacks, etc.) that promote drugs, alcohol, tobacco, violence, hatred, prejudice, or are sexually suggestive in words or graphics are prohibited.

Clothing designed to draw undue attention and/or cause a disruption to the learning environment is not allowed.

Physical Education attire:

Middle School students are required to dress down into t-shirt, athletic shorts, and tennis shoes.

Elementary students must have athletic shoes during PE.

DISCIPLINE

Please refer to School Board Policies which are included on the www.gsd54.org website under School Board Policies , for more specific information.

(Board Policy 3240) Students are expected to:

- Respect the rights, person and property of others;
- Pursue the required course of study;
- Preserve the degree of order necessary for a positive climate for learning; and
- Comply with district rules and regulations;
- Submit to the authority of staff and reasonable discipline imposed by school employees and respond accordingly.

PROGRESSIVE DISCIPLINE

It is important to remember that the frequency with which students violate various school policies, rules and regulations is often of greater concern than single violations. The cumulative effects of these acts, as well as student age, extenuating circumstances, and district policy, will determine the form of discipline.

The school may use the following disciplinary actions:

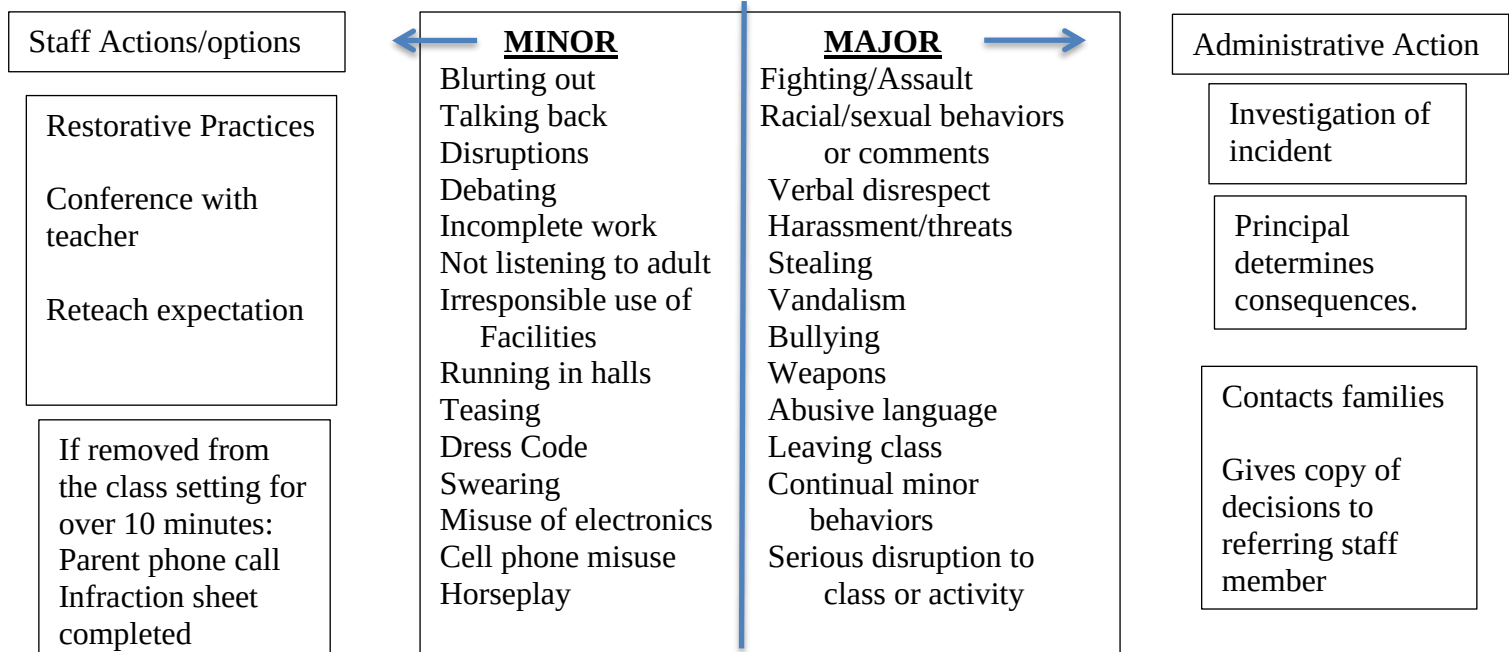
- Classroom interventions, best practices, and restorative practices
- Conference with an administrator
- Restriction of recess and/or lunch break
- After school detention/work service assigned by an administrator
- In School Suspension (ISS)
- Short Term Suspension – student is removed from classes 1-10 days
- Long Term Suspension – student is removed from classes 11-90 days (grades 5-8)
- Emergency Expulsion –student is removed from classes indefinitely until investigation is concluded and discipline is assigned
- Expulsion – student is removed from classes for the remainder of the school year.

GRAPEVIEW PROGRESSIVE DISCIPLINE

- Classroom Environment/Adult Strategies
- Teach expectations
 - Build relationships
 - Reinforce positive behaviors
 - Problem solve with student(s)
 - Elicit parent/guardian/family help

Observe and identify problem

Is the behavior minor or major?



The following actions by students will be subject to immediate Administrative Actions and may result in notification of law enforcement:

- Possession, use, or sale (or attempt to sell) of alcohol, chemical, or illegal substances
- Possession, use, or sale of tobacco products
- Harassment, Intimidation, or Bullying (HIB) of students and/or staff
- Threatening to use a firearm or weapon at school
- Possessing and/or using firearms, weapons, or explosive devices
- Arson and/or damaging public or private property
- Excessive or flagrant disruption to the educational process
- Sexual harassment
- Use of abusive or insulting language
- Theft over \$25
- Fighting/assault

Please see Board Policy 3241 and 3241P (both revised in the 2021-22 school year) for additional information. Both can be found at www.gsd54.org, under the heading School Board, Policies, 3000.

BUS EXPECTATIONS

Our goal is to provide safe, reliable transportation. Our bus drivers need everyone's cooperation to ensure a pleasant ride for all. Pupils are always accountable for their actions while riding the bus. The following expectations will be enforced for students riding Grapeview School busses.

- Follow the directions of the bus driver.
- Remain seated and face the front of the bus, leaving aisles and exits clear.
- Eating, drinking, or littering on the bus is not allowed.
- All school rules apply while on the bus: language, touching others, cell-phone use, etc.
- Please use level 1 voices; unnecessary or excessive noise is not allowed.
- Glass containers, animals, large objects, balloons, skateboards, etc. are not allowed. Students must be able to hold objects on their laps without impeding the seating area of others.
- Students shall be silent at railroad crossings.
- Students must have an office bus pass to be let off at a different stop.
- Due to our busses being at capacity, no students can ride a bus different than the one they are assigned. (If you are requesting a change of address for babysitting, etc. – please contact the office.)
- Students must cross in front of the bus; wait for the driver's hand signal before beginning to cross.
- Windows must only be opened to a level approved by the driver. Students will not extend head, arms, or any objects out of the windows.

Gator Behavior Expectations

	Safe	Responsible	Respectful
Hallway	- Walk. - Stay in your line. - Hands to your side, face forward. - Keep your backpack zipped and on your back.	- Go directly to where you need to be. - Follow directions. - Stay to the right. - Allow younger students to move before you.	- Enjoy the artwork; look with your eyes only. - Remain in your space in line. - Voice level 0/1
Playground	- Stay within boundaries. - Hands to yourself. - Run on grassy areas only. - Use only school-provided equipment. - Follow rules of specific areas or games	- Dress appropriately for the weather. - Be a problem solver - Tell an adult if you see an unsafe choice. - Line up when the signal is given and use a voice level 1. - Follow directions.	- Use kind language. - Take turns. - Be a good sport. - Respect nature. - Respect others - Food remains inside - Voice level 0-3.
Cafeteria	- Eat your own food. - Have a calm body while waiting in line and eating. - Stay seated until you are dismissed. - Sit at your assigned table areas.	- Make room for all of your friends at the table. - Be a problem solver. - Clean up your space, including the floor - Follow directions.	- Use good manners. - Raise your hand if you need an adult's help. - Wait patiently and quietly in line. - Voice level 0, 1, or 2
Bus	- Back to the back of seat. - Stay seated - Backpack in lap. - Feet on floor. - Stay in your personal place. - Follow driver directions. - Follow safety rules.	- Get on and off bus carefully and quietly - Follow directions. - Be a problem solver. - All cell phones are off and put away.	- Use kind language. - Make space for others. - Voice level 0 or 1.
Classroom	- Stay in your personal space. - Walk. - Use materials or equipment appropriately.	- Take pride in our school, keep it clean! - Follow directions and classroom routines. - Do quality work. - Be a problem solver.	- Work cooperatively. - Listen carefully while others speak. - Be considerate. - Show kindness to others. - Voice level 0, 1, 2, or 3.
Rest Rooms	- Walk. - Wait in line, if there is one. - Hands, feet, and all objects to yourself.	- Clean up after yourself. 1 pump of soap. - Use towels sparingly. - Ensure the toilet is flushed before exiting.	- Be considerate. - Keep the area clean. - Voice Level 0

GRAPEVIEW AWARDS AND CELEBRATIONS

In an effort to recognize the positive behaviors and choices of students, Grapeview employs several different types of celebrations. Below is a list of those that are at the school level.

Gator Tails

Every student at Grapeview can be recognized for their positive contributions to the school. The Gator Tails Initiative is a PBIS activity where students are caught by their teachers doing the right things, supporting their classmates, or otherwise displaying the qualities that make them a Great Gator.

- Students will be taught the Gator Expectations by school staff.
- Each month there will be a designated theme for student behavior.
- Students who are seen by school staff displaying the qualities of that theme will be given a Gator Tail.
- Gator Tails must have the student's full name, grade, and staff signature.
- Gator Tails should be turned in to the boxes outside the main office.
- Each Friday students from grades TTK-2, 3-5, and 6-8 will be drawn from the Gator Tails boxes and receive a prizes.

Academic Excellence

Students in the eighth grade who are in the top 10% of academic achievement are recognized by the Skookum Rotary. They are honored through a recognition assembly, visit to the University of Puget Sound, and a photo memorial.

HOMEWORK POLICY

ALL STUDENTS ARE EXPECTED TO ENGAGE IN LITERACY FOR 20-30 MINUTES EVERY NIGHT

PRIMARY STUDENTS:

Please do not expect your primary (TTK-1) child to have homework in the "typical" sense of a worksheet or task to be completed. Instead, we wish to encourage you to utilize your time for family activities. Consider the abbreviation: PDF = Playtime, Downtime, and Family time.

Playtime - consider playing a game, being outside, or competing in a sport = activities that would allow your child time to practice their social skills.

Downtime- relax by reading, napping, watching T.V. = this would be time they could practice their independence.

Family Time- spend time together by cooking together, playing a counting game, writing out the grocery list = the goal for this time is to work on academic skills in a non-academic setting – "real-life" situations.

If you wish your child to practice the more familiar Reading, Writing, and Arithmetic – we have placed numerous websites and ideas on our website.

INTERMEDIATE STUDENTS:

While we continue to encourage PDF in grades 2-5; there will be times when your child has book reports and/or projects that must be completed at home. As the students nears middle school, please expect math homework on a routine basis. All teachers will communicate with you when these tasks and projects are occurring so that you are aware of the extra expectations. (Students that are absent are required to make up missing assignments.)

MIDDLE SCHOOL STUDENTS:

You can expect all middle school students to have a minimum of 30 minutes of homework each evening. This could be the expectation to read, practice writing, finish math problems, or studying for a test. As students progress through the grade levels, this amount may increase in preparation for high school expectations.

If your child is struggling with a concept or assignment – please contact the teacher. Please try to avoid spending hours debating and arguing over the assignment that has come home. Let the teacher know it is a concern.

SPORTS PROGRAM (Grades 5-8)

GENERAL INFORMATION

Grapeview School participates in an interscholastic athletic program dedicated to the learning of skills and promoting sportsmanship. Grapeview is a member of the Tri-County Athletic League.

FEES

The Grapeview School Board is reviewing the possibility of a small sports fee. If this occurs, more information will be provided – including how to apply for a scholarship and/or waiver.

SPORTS PHYSICALS

A current sports physical must be on file in the office in order to be eligible to participate in any sport. The physical expires 24 months from the examination date.

ELIGIBILITY

Grapeview is a “no-cut” sports program – students will not be removed from a team due to athletic ability. However, some students may be eliminated because of a negative or uncooperative attitude, disrespect towards others, and/or grades.

To be eligible to participate in a sport, students must have a 2+- or better in all classes for the immediate term prior to the season and maintain these grades through the season. Students will be placed on probation for below grades and suspended for a failing grade. Probation allows a student to practice with the team, but they may not participate in a game or travel with the team. A suspended student is unable to practice or attend games until their grades are improved.

*For 5th grade students – eligibility is determined by teacher recommendation.

SPORTS OFFERINGS

<i>Season</i>	<i>Boys' Sports</i>	<i>Girls' Sports</i>
Fall	Flag Football	Volleyball
Winter	Basketball	Basketball
Spring	Track and Field	Track and Field

ASSOCIATED STUDENT BODY

OVERVIEW

Grapeview Middle School has a very active student government. The ASB has the responsibility of planning student activities such as dances, fundraising projects, and other activities. Our ASB participates in leadership activities and follows the guidelines of the Association of Washington Student Leaders (AWSL).

DANCES

During the school year, the ASB sponsors several dances or socials. Staff and parent volunteers supervise the dances. All school socials are limited to current Grapeview students only. Attendance the day of the dance or social is required and school dress codes apply.

SPECIAL ACTIVITIES AND ORGANIZATIONS

Students are encouraged to participate in all after-school activities. To participate in extra-curricular events, students need to maintain passing grades and have acceptable school behavior.

COORDINATORS

Grapeview 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(s) has been designated to handle questions and complaints of alleged discrimination:

Civil Rights and Title IX Coordinator: Gerald Grubbs, 360-426-4921, ggrubbs@gsd54.org

504 Coordinator: Cindy Breeze, 360-426-4921, cbreeze@gsd54.org

822 E Mason Benson Road Grapeview, WA 98546.

MCKINNEY-VENTO HOMELESS CHILDREN POLICY

The Grapeview School District's Homeless Child Liaison is Cindy Breeze: 360-426-4921; cbreeze@gsd54.org. If you need assistance, please contact the office.

GUN-FREE SCHOOL POLICY

The Grapeview School District has a gun-free school policy that includes one-year mandatory expulsion for firearms, mandatory notification of student violations to parent/guardians and law enforcement and allows the expulsion to be modified by principal or superintendent on a case-by-case basis.

STUDENT RIGHTS AND RESPONSIBILITIES

3200 RIGHTS AND RESPONSIBILITIES

The mission of the district is to assure learning experiences to help all students develop skills, competencies and attitudes fundamental to achieving individual satisfaction as responsible, contributing citizens. As a result of the process of education, each student should clarify his/her basic values and develop a commitment to act upon these values within the framework of his/her rights and responsibilities as a participant in the democratic process.

Each year, the superintendent shall develop and make available to all students, their parents and staff handbooks pertaining to student rights, conduct, corrective actions and punishment. Such statements shall be developed with the participation of parents and the community. The school principal and staff shall confer at least annually to develop and/or review student conduct standards and the uniform enforcement of those standards as related to the established student handbooks. They shall also confer annually to establish criteria for determining when certificated employees must complete classes to improve classroom management skills. All students who attend the district's schools shall comply with the written policies, rules and regulations of the schools, shall pursue the required course of studies, and shall submit to the authority of staff of the schools, subject to such corrective action or punishment as the school officials shall determine.

3205 Sexual Harassment of Students Prohibited

This district is committed to a positive and productive education free from discrimination, including sexual harassment. This commitment extends to all students involved in academic, educational, extracurricular, athletic, and other programs or activities of the school, whether that program or activity is in a school facility, on school transportation or at a class or school training held elsewhere.

Definitions

For purposes of this policy, sexual harassment means unwelcome conduct or communication of a sexual nature. Sexual harassment can occur adult to student, student to student or can be carried out by a group of students or adults 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.

Under federal and state law, the term "sexual harassment" may include:

- acts of sexual violence;

- unwelcome sexual or gender-directed conduct or communication that interferes with an individual's educational performance or creates an intimidating, hostile, or offensive environment;
- unwelcome sexual advances;
- unwelcome requests for sexual favors;
- sexual demands when submission is a stated or implied condition of obtaining an educational benefit;
- sexual demands where submission or rejection is a factor in an academic, or other school-related decision affecting an individual.

A "hostile environment" has been created for a student when sexual harassment is sufficiently serious to interfere with or limit the student's ability to participate in or benefit from the school's program. The more severe the conduct, the less need there is to demonstrate a repetitive series of incidents. In fact, a single or isolated incident of sexual harassment may create a hostile environment if the incident is sufficiently severe, violent, or egregious.

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 will take prompt, equitable and remedial action within its authority on reports, complaints and grievances alleging sexual harassment that come to the attention of the district, either formally or informally. The district will take these steps every time a complaint, alleging sexual harassment comes to the attention of the district, either formally or informally.

Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services. Regardless of whether the misconduct is reported to law enforcement, school staff will promptly investigate to determine what occurred and take appropriate steps to resolve the situation, to the extent that such investigation does 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.

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff or other third parties involved in school district activities. Anyone else who engages in sexual harassment on school property or at school activities will have their access to school property and activities restricted, as appropriate.

Retaliation and False Allegations

Retaliation against any person who makes or is a witness in a sexual harassment complaint is prohibited and will result in appropriate discipline. The district will take appropriate actions to protect involved persons from retaliation.

It is a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

Staff Responsibilities

The superintendent will develop and implement formal and informal procedures for receiving, investigating and resolving complaints or reports of sexual harassment. The procedures will include reasonable and prompt time lines and delineate staff responsibilities under this policy.

Any school employee who witnesses sexual harassment or receives a report, informal complaint, or written complaint about sexual harassment is responsible for informing the district Title IX or Civil Rights Compliance Coordinator. All staff are also responsible for directing complainants to the formal complaint process.

Reports of discrimination and discriminatory harassment will be referred to the district's Title IX/Civil Rights Compliance Coordinator. Reports of disability discrimination or harassment will be referred to the district's Section 504 Coordinator.

HARRASSMENT, 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 that can be found in the front office 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 (**Gerry Grubbs** Superintendent.ggrubbs@gsd54.org) that supports prevention and response to HIB.

What happens after I make a report about HIB?

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

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

What is the investigation process?

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

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

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

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

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

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

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

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

For more information about the HIB complaint process, including important timelines, please see the district's **HIB webpage** or the district's *HIB Policy [3207] and Procedure [3207P]*.

DISCRIMINATION 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 3210 and Procedure 3210P visit www.gsd54.org

What is sexual harassment?

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

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

Our schools do not discriminate based on sex and prohibit sex discrimination in all 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 www.gsd54.org.

What should my school do about discriminatory and sexual harassment?

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

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

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

Concerns about discrimination:

Civil Rights Coordinator: **Cindy Breeze Principal** cbreeze@gsd54.org 360-426-4921; **Gerry Grubbs Superintendent** ggrubbs@gsd54.org 360-426-4921

Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator **Cindy Breeze Principal** cbreeze@gsd54.org 360-426-4921; **Gerry Grubbs Superintendent** ggrubbs@gsd54.org 360-426-4921

Concerns about disability discrimination:

Section 504 Coordinator: **Cindy Breeze Principal** cbreeze@gsd54.org 360-426-4921; **Gerry Grubbs Superintendent** ggrubbs@gsd54.org 360-426-4921

Concerns about discrimination based on gender identity:

Gender-Inclusive Schools Coordinator: **Cindy Breeze Principal** cbreeze@gsd54.org 360-426-4921; **Gerry Grubbs Superintendent** ggrubbs@gsd54.org 360-426-4921

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
- Email: schoolsafety@k12.wa.us
- Phone: 360-725-6068

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

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

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

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

- Website: www.oeo.wa.gov
- Email: oeoinfo@gov.wa.gov
- Phone: 1-866-297-2597
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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
- 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 3211P visit www.gsd54.org. If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator:

Gerry Grubbs, Superintendent, ggrubbs@gsd54.org.

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information above on page 13.