VIRGINIA GRAINGER ELEMENTARY SCHOOL

Jeremy Clark, Principal

Welcome to Virginia Grainger Elementary and the education programs of Okanogan School District. We are proud of our schools and the education we offer our children. Okanogan has a tradition of supporting it's schools and of offering quality education to it's citizens. Virginia Grainger Elementary School strives to maintain the tradition of quality education. This handbook is intended to familiarize you with the programs and services offered by the elementary school and to provide you with information regarding our operation.

Mission Statement

Okanogan School District Where the Past and the Present Create the Future

Home -School Communication

Good home-school communication is vital to us if we are to provide the best education for our children. This handbook is one way to help provide more information to parents and students. Periodically we will be sending home school newsletters. It is our hope that parents will read and explain to children those areas pertinent to them. We also encourage phone calls, letters or conferences to discuss any suggestions or concerns that parents may have. It is especially important that parents communicate with the school during any times of unusual stress at home. Home situations normally affect school work and behavior. We will be better able to deal appropriately with your child if you take the time to let us know. We encourage your input in the educational process. Please call the school if you have any questions or concerns. We will be happy to schedule a conference with you.

School Description

The Okanogan Elementary School is a facility which serves approximately 400 students in kindergarten through the fifth grade. A large staff of teachers and instructional aides provide instructional activities for students designed to achieve our mission statement's goals. Support services personnel provide services for children, parents, and staff. Parents are encouraged to volunteer in classrooms, to serve as resource persons whenever possible, and to serve on a variety of committees to help achieve the school's goals.

Directory

V. Grainger Elementary Office….....422-3580
Jeremy Clark, Principal
Jolene Keith, Jamie Gavin, Secretaries
Tanya Peterson, Special Education Administrator
Kim Bird, Secretary

Michelle Daling, Federal/State Programs Administrator
Cody Harvill, Counselor

Bus Garage.....422-3300
Larry Scroggins, Transportation Director

Superintendent's Office 422-3629
Steve Quick, Superintendent

Sr High Office 422-3770
Zach Spaet, Principal

Middle School Office.....422-2680
Dorinda Belcher, Principal

Assessment Coordinator
Michelle Daling.....422-3580

Okanogan 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 employees have been designated to handle questions and complaints of alleged discrimination:

Title IX Coordinator
Mr. Steve Quick, Superintendent
P.O. Box 592, Okanogan, WA 98840
509.422.3629
squick@oksd.wednet.edu

Section 504/ADA Coordinator
Mrs. Tanya Peterson Special Education Administrator
P.O. Box 592, Okanogan, WA 98840
509.422.3629
tpeterson@oksd.wednet.edu

Civil Rights Compliance Coordinator
Mr. Steve Quick, Superintendent
P.O. Box 592, Okanogan, WA 98840
509.422.3629
squick@oksd.wednet.edu

ELEMENTARY STAFF

Principal
Jeremy Clark

Secretaries
Jolene Keith, Jamie Gavin, Kim Bird, Carrie Evans

Certificated Staff

Kindergarten
Angie Richards
Patty Caryl
Amber Johnson

First Grade
Anna Rawson
Laynee Bird
Kelsey Daniels

Second Grade
Rachel Abrahamson
Monica Way
Shonta Wood

Third Grade
Kari Gillespie
Jill Streeter
Katie Beery

Fourth Grade
Jancey Marsh
Beth Ann Coffey
Alyssa Amann

Fifth Grade
Sam Dalton
Chris Holand
Becca Hawley

Library Amy Sullivan

Art Heidi Turpin & Kara Thornton

State/Federal Programs Administrator
Michelle Daling

Music Specialist Doug Leese

Physcial Education Richard Caryl

Resource Room Jennifer Clark, & Ryan Thompson

Learning Center Olivia Silverthorn

Translator Luis Rubio

Behavior Boost Kris Clark

Counselor Cody Harvill

Special Education Director
Tanya Peterson

ESL Teacher Sergio Duarte

Preschool Teachers
Magali Villaraldo (TK)
Brittany Petersen (P3)

Custodians
Mike Lamotte
Baltazar Munoz
Scott Lee

Paraprofessionals

Maricela Yusi
Lara Hill
MaKenna Reed
Kelsey Hinger
Amanda Fletcher
Shannon Gilbert
Shyla Gardner

Toni Wilson
Rachel Lawson
Barb Stalder
DeeDee Widell
Brisa Serrano
Elizabeth Vignale
Kellie Yusi

Debbie Wilson
Miriam Navarro
Penny Tverberg
Desiree Burke
Cecilia Freytag
Traci Cate
TiLynn Everts

Linda Watson
Kaira Gregory
Chloe Peterson
Tanya Mathison
Brittany Petersen

Technology Director Cari Zachow

Bus Routes

1	In town, Dry Coulee, Cemetery Rd.
2	Upper Salmon Creek, Orchard Grade
4	Reservation, Cameron LP, S 2nd Ave
5	Barnholt Loop, Malott, Wakefield
6	Hwy 97, Malott, S 1st Ave
8	Elmway, Omak and Lower Salmon Creek

10 Omak Lake, Rodeo Trail, S 2nd Ave, N 1st Ave
11 Pleasant Valley, Malott, S 2nd Ave
9 Chiliwist, Malott, Old Hwy 97

STUDENT SUPPORT SERVICES

Request For Student Support Services

A request for services may be made at any time by any concerned individual: teacher, parent, administrator, community members by completing a Request For Services Form and giving it to the principal. A log of referrals will be kept noting the date, student, grade, referring person and the referral concerns. The request for services will go to the Student Services Team (SST) to be processed. Team members will gather information relevant to the referral concern, plan and provide appropriate services.

Crisis situations will be dealt with immediately!

Teachers are supported in their efforts by a variety of individuals. Support personnel provide many services to both children and their families. The following is a list of support services available to the Okanogan Elementary Schools:

Dani Hansen, District Psychologist - Responsibilities include screening and assessments of students, program development, and parent-teacher consultation.

Cody Harvill, School Counselor - The counselor focuses on the personal, social,educational, and career development needs of the students. In collaborating with parents, teachers, administrators, and community agencies, he provides prevention and intervention services that help students be more successful at school.

Michelle Daling, State/Federal Programs – This funding is focused on supplemental programs to assist with reading, math, behavior, graduation and highly capable opportunities.

Michelle Daling, English Language Learners (ELL) Program - ELL program is designed to serve children who speak a language other than English. Program personnel work with teachers and with small groups of students to provide additional instructional support.

Julia O'Connor, Homeless Liaison/Director of Family Empowerment – Provides services to families in transitional living situations. Provides resources and referral/advocacy services to families in need through the Community Resource Bank.

Tanya Peterson - Birth to 3, Preschool, Transitional Kindergarten (TK) and the districts Special Education Program.

Jennifer Clark/ Ryan Thompson, Resource Room Teacher - The resource room provides instruction and support to students with a variety of special needs. The resource room teacher works with students in small group learning settings where they can receive direct teacher instruction and feedback. The resource room teacher also works closely with the regular classroom teacher to provide students with the help they need to be successful in the regular classroom.

, Speech/Language Pathologist - The district SLP works with those students having difficulty with speech or language.

Markie Carpenter – JOM/Native American Advisor.

Tiffany Davisson – School Nurse

****NOTICE: ****

"The Okanogan School District shall prosecute to the fullest extent of the law any individual who physically or verbally

abuses, intimidates, or interferes with an employee of this school within the performance of such employee's duties. Parents and guardians of students who willfully or maliciously damage or destroy school property shall be held liable for such damages."

Childfind

The purpose of child find is to locate, evaluate and identify children with suspected disabilities in need of special education services including those who are not currently receiving special education and related services and who may be eligible for those services. Activities are to reach:

- Children residing in the school district boundaries including preschool-aged children.
- Children attending private elementary and secondary schools located within the district boundaries.
- Highly mobile children (such as homeless, foster care and migrant children).
- Children who have a disability and may need special education services even though they are advancing from grade to grade.
- Children at home or home schooled.

The Okanogan School District will engage in the following childfind activities:

- Notifications to parents of child find activities in its annual informational packet.
- Notification to parents district-wide through local papers or other media.
- Notification to private schools located in the district's boundaries.
- District informational mailings.
- Posting notices regarding screening and referral in school buildings and public locations including DSHS community service offices, Employment Security offices, grocery stores, laundries, day cares, community preschool sites and physicians' offices.
- Notifying and coordinating with the designated Part C lead agencies.
- Early childhood screenings conducted by the district.
- Coordination with other public and private agencies and practitioners.
- Written information provided to district staff on referral procedures.
- Training teachers and administrators on referral/evaluation/identification procedures.
- Review of student behavior, discipline and absentee information and information gathered from district-wide assessment activities.

If you have any questions regarding childfind, you may contact:
Tanya Peterson, Special Education Administrator
Okanogan School District
POB 592
Okanogan, WA 98840
(509) 422-3580

EDUCATION RIGHTS OF HOMELESS/TRANSITIONAL CHILDREN AND YOUTH MCKINNEY-VENTO HOMELESS ASSISTANCE ACT

McKinney-Vento Homeless Assistance Act defines homeless children as “individuals who lack a fixed, regular, and adequate night time residence.” The act provides examples of children who fall under this definition as:

- Children and youth sharing housing due to loss of housing, economic hardship or similar reason
- Children and youth living in motels, hotels, trailer parks or camp grounds due to lack of alternative accommodations
- Children and youth living in emergency or transitional shelters
- Children and youth abandoned in hospitals
- Children and youth awaiting foster care placement
- Children and youth whose primary night time residence is not ordinarily used as a regular sleeping accommodation (e.g. park benches, etc.)
- Children and youth living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations
- Migratory children and youth living in any of the above situations

Under the McKinney-Vento act you have a right to an education without barriers, which means you can:

- Receive a free public education
- Enroll in school immediately, even if you lack documents normally required for enrollment
- Attend classes while the school gathers your missing documents
- Enroll in the school closest to you or the school you were last enrolled in (school of origin), even if you have been forced to relocate
- Receive transportation to and from your school of origin
- Receive all the same educational services other students receive, even if you can’t pay
- Participate in before-and-after school programs
- Receive counseling
- Receive free breakfast and lunch
- Participate in special education, bilingual, vocational and gifted programs
- Receive free school supplies
- Receive extra academic support (Title I/LAP)
- Receive evaluation for disabilities

Who to call:

Julia O’Connor, OKSD Homeless Liaison (509)422-5414

STUDENT'S RIGHTS AND RESPONSIBILITIES

Rights

***To be treated with respect and kindness**
***To be yourself**
***To be safe**
***To be heard**
***To learn about yourself**

Responsibilities

***Show Respect**
***Make Good Decisions**
***Solve Problems**

These rights will be yours if you exercise your responsibilities.

SCHOOL BEHAVIOR EXPECTATIONS

Student Expectations

The community, staff, and school district have worked together to provide students with a staff, building, and materials to help prepare them to be successful now and in the future. We are committed to giving students the best education we can and know that they will take special pride in keeping our school first rate. Virginia Grainger has adopted the Positive Behavior Intervention and Supports (PBIS) program to help make our school operate the best way possible. The program outlines expectations for students that are consistent and concise. Students are expected to exhibit the three core values of the school: Show Respect; Make Good Decision; Solve Problems. In doing so, there are specific behaviors outlined for each area of the school on the Virginia Graniger PBIS Expectations Matrix.

GENERAL INFORMATION

School Hours

School hours for Virginia Grainger students are 7:40-8:10 Breakfast, 8:10 AM to 2:45 PM for grades K, 1 and 2, 8:10 AM to 2:50 PM for grades 3, 4 and 5. Students, other than bus riding students, **are not to be at school before 7:30 AM.**

Payment of Fines and Lunch Bills

All fines owed for lost or damaged books and all lunch accounts must be paid before the report card is issued.

Attendance

Good attendance patterns play a vital role in a student's success in school as well as in the world of work. If students develop good attendance patterns now, there will be many benefits from these habits in the future. All students are expected to be regular and punctual in attendance to derive the most benefit from their educational opportunities.

The following absences shall be excused:

- Personal illness.
- Family emergencies, i.e. funeral, death, hospitalization.
- School sponsored activities.
- Appearances in court when required by law.
- Disciplinary action--short term suspension.
- Absences pre-arranged by parents with notice to school and agreed upon by school authorities one or more day(s) in advance of the absence.

*Virginia Grainger reserves the right to request a doctor’s note at any time to excuse absences related to illness.

Students returning to school following any absence must present a written excuse from a parent/guardian to the office. **It must state the date(s) and reason for the absence.** Absences must be excused within 2 school days of return or they will automatically become unexcused.

UNEXCUSED ABSENCES
Any absence not listed as excusable will be considered unexcused regardless of parent note**.**

- **Parents will be informed, in writing, by the school after the first unexcused absence.**
- **A 2nd unexcused absence shall require a meeting with the school.**

TRUANCY
A truancy is an absence from any class, part of class or series of classes without prior permission and/or excuse.

Excessive unexcused absences (of 5 in a month or 10 in a year) will result in a referral and petition to juvenile court. The court may:

a. place student in a juvenile detention center for 7 days (for each day missed).
b. give the student community service.
c. fine the parent for each unexcused absence.

EXCESSIVE ABSENCES
Absences are considered excessive once they begin to have an adverse impact on the student's academic progress. The school may communicate with parents, in writing, after what may be considered excessive absences, and a parent-student-teacher-administrative staffing conference will be scheduled at 10 absences in order to develop a plan to help improve the student's attendance at school.

Student Dress

Preserving a beneficial learning environment and assuring the safety and well-being of all students are primary concerns of the board of directors.

Students' choices in matters of dress should be made in consultation with their parents.

Student dress shall only be regulated when, in the judgment of school administrators, there is a reasonable expectation that:

1. A health or safety hazard shall be presented by the student's dress or appearance;
2. Damage to school property shall result from the student's dress; or
3. Substantial disruption of the educational process will result from the student's dress or appearance.
4. The student displays socially inappropriate or gang related material.

For the purpose of this policy, a material and substantial disruption of the educational process may be found to exist when a student's conduct is inconsistent with any part of the educational mission of the school district. Prohibited dress includes the use of obscene, sexual, drug or alcohol-related messages, gang-related apparel (ie. chains,spikes).

Other General Dress Standards:

Shorts are allowed but should be mid -thigh in length. Hats are not allowed inside the building. Shoes are required. Sandals (closed toe preferred) need to be secured with straps. Flip flops are only allowed inside the building. Tops that expose the stomach area, bra, or cleavage are not appropriate for school. Spray painted hair and excessive makeup are also inappropriate. Pants should be pulled up to the waist and cover underwear. If the student's dress or grooming is objectionable under these provisions, the principal shall request the student to make appropriate corrections. If the student refuses, the principal shall notify the parent and request that person to make the necessary correction. If both the student and parent refuse, the principal shall take appropriate corrective action.

Student Visitation

Non-Okanogan students will be permitted to visit school and classes ***only*** if the principal has given approval after conferring with the teacher involved and the adult representing the visitor.

Telephones

Students are **discouraged from calling** home to ask permission to go to another student's home after school. Students and parents should work out those arrangements **before** coming to school. The school telephone is available through the office for students to call home in case of illness or in case they have forgotten some important item needed that day or to clarify day care arrangements. ***<u>Use of cell phones/Smart Watches are prohibited at school during school hours and should be placed in backpack in Cubby.</u> Any cell phone being used during school hours without permission will be held at the school office until a parent/guardian can meet with the principal. See board policy 3245 https://www.oksd.wednet.edu**

Fire Drill

State law requires that 3 fire drills be held during the school year . In order that our fire drills may be orderly and that the building might be emptied of students in the shortest and safest way possible, a few simple rules seem advisable. All students should know them thoroughly so there will be no misunderstandings.

1. The signal for a fire drill or an actual fire will be one continuous blast on the fire alarm.
2. Students will leave the room immediately upon hearing the signal. Leave all materials in the classroom. Do not take anything with you.
3. The teacher will see that all windows and doors are closed and the room is emptied of students.
4. Leave by the designated route as directed by the teacher.
5. Move rapidly, but do not run or crowd or push.
6. Once outside the building, clear the entrance. Go to the area designated by the teacher. Do not stand in the street or close to the building.
7. Reenter the building only after the "all clear" has been given.

Lockdown/Shelter-in- Place/Earthquale Drills

These are special drills to be practiced 3 times a year, following predetermined guidelines.

Personal Possessions

The school cannot be responsible for toys, cards, playthings, etc. brought to school. The school will not be responsible for broken or stolen items. Students who bring things from home do so at their own risk of getting them broken or lost. Items in general may not be bought, sold, or traded at school.

Progress Reports

Progress Reports may be sent home to parents between grading periods. The Progress Report serves several purposes:

1. They are to inform parents of classroom work that is not satisfactory and offer some suggestions in ways a student can improve.
2. They can be used to inform parents of marked improvement or continuous good performance.
3. Progress Reports may be an invitation for a parent-teacher conference.

Lost and Found

Lost and found items are to be turned in to the principal's office where they may be claimed. Lost items should be reported to the office immediately. If a student has money or other items of value, they may be turned in to the main office for safe keeping during school hours. Lost and found clothing items are kept in the commons and should be checked (and claimed) often.

Lost Or DamagedClassroom and Library Materials

Students shall pay the <u>purchase price</u> of any lost classroom/library materials. The student shall be charged an appropriate proportion of the purchase price for damaged materials. If the materials are a total loss, the entire purchase price shall be charged. Classroom/library fines shall be paid before the final report card will be issued. Student records for transferring students shall include a billing for classroom/library materials that have not been returned or paid for.

HEALTH INFORMATION

Communicable Diseases

It is our policy to have children sent home who become ill at school or show symptoms of illness. This is done for the protection of both your child and classmates. Children who have a communicable disease should remain at home until there is proof that it is no longer contagious. County health officials or your family physician can answer any questions concerning these illness or health problems. If your child is absent because of one of these diseases, please notify the the school office. The minimum time out of school is listed for the following communicable diseases:

- **Chicken Pox** - 7 days from appearance of eruption and until all vesicles have been encrusted.
- **Mumps** - 7 days and until swelling is gone.
- **Red Measles** - (Hard Measles) 7 days after appearance of rash. (Must be reported to the Health Dept.)
- **German Measles** - 3 days after appearance of rash. (Must be reported to the Health Dept.)
- **Impetigo** - Until lesions have healed or until your doctor sends a note that the child may return to school.
- **Pink Eye** - As long as redness persists or until child receives medical treatment and your doctor gives written permission for the child to return to school.
- **Lice** – Students may return after treatment AND ALL LIVE BUGS are removed from hair.

When To Keep Your Child Home From School (from your school nurse)

Fever
Students should stay home if their temperature is 100.4 degrees or more. Keep students home until fever-free for 24 hours without the use of fever-controlling medicine.
Diarrhea
Students should be kept home if they have 2 or more watery stools within 24 hours.
Vomiting
Students should be kept home if they have vomited within the past 24 hours.
Persistent, Productive Cough
Strep Throat
Students may return to school 24 hours after antibiotics have been started.
Conjunctivitis (pink eye)
Students may return 24 hours after treatment is started OR provider release's student to return to school.
Chicken Pox
Covid
Children may return when cleared by provider.
****For the protection of the other students and employees, your child will be sent home if any of these symptoms, conditions, illnesses are found or suspected during the school day.**
****Please contact your doctor if your child has vomiting or diarrhea and cannot keep fluids down for more than 24 hours**

Immunizations

The State of Washington requires parents to certify in writing on a form supplied by the state that their child is fully immunized against diphtheria, tetanus, polio, measles, rubella, chickepox and Hepatitis "B" *before a child can enter school.*

Medication At School

1. Under normal circumstances prescribed oral medicine and non prescription oral (over the counter) medication should be dispensed before and/or after school hours under supervision of the parent or guardian.
2. If a student must receive prescribed or non-perscribed medication from an authorized staff member, the parent must complete and submit a written authorization (Medications Form) accompanied by written instructions from a licensed physician or dentist. Medications must be properly labeled and in the original container. We will store all medications in the office and your child will need to come to the office to take the medicine

OKANOGAN ELEMENTARY SCHOOL DISTRICT DISCIPLINE PLAN

School discipline policies and procedures create the best possible safe and healthy environment to promote learning and develop the physical, social, intellectual, and emotional growth of every student. They specifically limit the opportunity of an individual to interfere with the educational rights of other students, as well as those of the individual. The policies and procedures reflect an understanding of the developmental characteristics of elementary students as they transition from childhood to adolescence.

The school will also create an environment to encourage mutual respect and cooperation, while providing opportunities for students to make choices regarding their behavior. We believe that as students mature they will develop more self direction The discipline policies and procedures encourage that development. Each student has dignity, worth, and rights--with these rights also go responsibilities. The students are responsible for their choices and the consequences of their behavior. Thus, the discipline policies and procedures are designed to teach and reinforce behavior that is conducive to learning, living, and working together in a harmonious manner in the school's society.

Teacher Discipline

Each teacher is responsible for setting and teaching classroom procedures specific to their classrooms and has the authority to take appropriate steps to resolve problems. Most classroom behavior problems are minor and infrequent. These problems can usually be corrected by the classroom teacher. Actions taken by the teacher include, but are not limited to, problem solving, classroom detention, classroom service work, loss of classroom privileges, "time out," contracting, and parent contact. If the teacher decides additional help is necessary to solve the problem, or a more serious problem has occurred the teacher or staff member will refer the student to the Behavior Bosst Room for disciplinary action. All minor offenses are handled on the spot in class, halls, lunchroom, bus, playground and other general areas of the school by the teacher or appropriate school staff Tier 1. Teachers, para-educators, and other staff will utilize typical discipline techniques. All teachers, aides, custodians, etc., have the authority and the responsibility to discipline students who misbehave within the general areas of the school. Teachers are responsible for discipline within their respective classrooms.

Emergency Removal From School, Class, Or Activity

A student may be removed immediately from a class, subject, or activity by a certified teacher and sent to the building principal or Behavior Boost Room; provided, that the teacher has good and sufficient reason to believe that the student's presence poses an immediate and continuing danger to the student, other students, school personnel or is an immediate and continuing threat of substantial disruption of the class, subject, activity, or educational process of the student's school.

The Okanogan School District shall prosecute to the fullest extent of the law any individual who physically or verbally abuses, intimidates, or interferes with an employee of this school within the performance of such employee's duties. Parents and guardians of students who willfully or maliciously damage or destroy school or employee property shall be held liable for such damages.

Alcohol/Drugs/Weapons

By state law we are a drug free, weapons free, tobacco free campus. Violation of this policy will result in serious consequences.

Students possessing, using, selling or under the influence of alcohol, narcotics, stimulants, and/or other controlled substances while school is in session or at school sponsored activities will receive an emergency expultion. This may be recinded to a long-term or short-term suspension to a shorter duration provided the building administrator is convinced that a plan has been established which will reduce future misconduct or involvement with drugs and alcohol. If the student chooses not to complete the requirements of the plan the maximum suspension will be imposed.

Firearms/weapons are not allowed in school, at school sponsored activities, on school grounds, facilities, or school provided transportation. If a student brings a firearm to school it will result in an immediate expulsion for no less than one calendar year, including notification of parents and law enforcement. The expulsion may be modified by the school district on a case by case basis.
See District Discipline Matrix 3241F1 https://www.oksd.wednet.edu

Grievance Procedure

Any student, parent, or guardian who is aggrieved by the imposition of discipline, short/long term suspension or expulsion, shall have the right to an informal conference with the building principal or his or her designee for the purpose of resolving the grievance. Any student who has been suspended or expelled shall be allowed to make application for readmission at any time. Additional information concerning grievance procedures, appeals, hearings, readmission and time factors may be obtained by

contacting the building principal.

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 but reports about HIB can be made in writing or verbally. Your report can 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 Superintendent Mr. Quick, that supports prevention and response to HIB.

What happens after I make a report about HIB?

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

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

What is the investigation process?

When you report a complaint, the HIB Compliance Officer or staff member leading the investigation must notify the families of the students involved with the complaint and must make sure a prompt and thorough investigation takes place. The investigation must be completed within 5 school days, unless you

agree on a different timeline. If your complaint involves circumstances that require a longer investigation, the district will notify you with the anticipated date for their response.

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

• A summary of the results of the investigation

• A determination of whether the HIB is substantiated

• Any corrective measures or remedies needed

• Clear information about how you can appeal the decision

What are the next steps if I disagree with the outcome?
For the student designated as the "targeted student" in a complaint:

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

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

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

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

Our School Stands Against Discrimination

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

What is discriminatory harassment?

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

To review the district's Nondiscrimination Policy 5010 and Procedure 5010P, visit www.oksd.wednet.edu.

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 5011 and Procedure 5011P, visit www.oksd.wednet.edu.

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: Steve Quick, Superintendent, 115 Rose Street, squick@oksd.wednet.edu, 509-422-3629

Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator: Steve Quick, Superintendent, 115 Rose Street, squick@oksd.wednet.edu, 509-422-3629

Concerns about disability discrimination:

Section 504 Coordinator: Tanya Peterson, Special Education Director, 115 Rose Street, tpeterson@oksd.wednet.edu, 509-422-3629

Concerns about discrimination based on gender identity:

Gender-Inclusive Schools Coordinator: Steve Quick, Superintendent, 115 Rose Street, squick@oksd.wednet.edu, 509-422-3629
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

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.oksd.wednet.edu. If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator:

Steve Quick, Superintendent, 115 Rose Street, squick@oksd.wednet.edu, 509-422-3629

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information found in policy 3210P.