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Mission

The vision of the Glenwood School District is to create an environment that promotes life-long learning, and respect for diversity and that challenges students to reach their highest potential, thus preparing them to become responsible and productive citizens.

Our mission, in cooperation with the community, encompasses the following goals:

- To provide a safe and supportive environment
- To align curriculum with the Washington State Standards
- To create challenging opportunities that encourage student individuality
- To develop a student-centered school that fosters creativity, problem solving and self-directed, life-long learning
- To ensure technological opportunities throughout the curriculum
- To inspire graduates to use their talents and abilities for the betterment of the world

General Information

Interpretation of Student Handbook

The staff is expected to know, follow, and enforce the contents of the Student Handbook.

Faculty Work Day

The teacher workday begins at 7:30AM and ends at 3:15PM. Faculty meetings may extend the workday periodically. Faculty members are expected to be available to assist students in their classroom from 7:30 AM – 8:00AM and from 2:45PM – 3:15PM. Faculty must arrive and be prepared to begin their workday by their required start time.

Participation in Decision Making

Faculty meetings will be held on Wednesdays at 2:50PM in the library. Generally, they will conclude no later than 3:30PM. Committees to work on school issues will be formed as the need arises.

Request for a Substitute

In case of illness or other absence, contact Toni at 364-9432 by 6:00AM (or if possible, the night before.) If Toni is unavailable, call Jaecee at 364-0021, if Jaecee is unavailable call Heather at 364-3709. It is important that you contact someone in the office as soon as you know you will need a substitute. Planned absences please complete a leave request as soon as you know you will be out of the office and turn it into Toni.

Attendance/Lunch Count Procedure

Secondary teachers will be expected to complete their attendance, in the Skyward system, for first period by 8:05AM, they are then expected to take attendance at the beginning of each class period daily.

Elementary teachers are expected to take attendance once daily by 8:05AM using the Skyward system.

All staff with a first period class are expected to enter their lunch count (students and adults) with their first period attendance daily in the Skyward system.

Photocopy Machine Use

Please use the copy machine in the library for all of your copying needs. If color copies are needed to be made, then the copier in the office may be used. The office copier is reserved for office use.

Defensive Driving Course

The completion of a defensive driving course is required for anyone driving a school vehicle. This course must be completed every other year. Any personal traffic violations must be reported to the office. All school bus driving requirements that apply are to be met as stated in WAC 392-144.

Visiting the School

To reduce distractions and disruptions, no visitors will be permitted to enter the school building or its grounds unless he/she has official business to conduct. All visitors are to report directly to the main office and sign in. Parents and other interested citizens of the community are welcome to visit, but should report to the superintendent's office first and have made prior arrangements. This procedure will help to ensure that anyone entering the school building is accounted for in case of an emergency situation. Students not enrolled at Glenwood School will not be permitted to accompany friends to classrooms, this includes faculty members also.

Fiscal

NOVA Time

If you forget to clock in or out of NOVA Time, you will need to report to the Superintendent before your next shift and complete a NOVA Time Adjustment form. If NOVA Time is not working, see the office staff for support. If they are not able to correct the problem, you will need to see the Superintendent for a NOVA Time Adjustment form. All overtime or extra hours must be approved and signed off on by the Superintendent prior to working them.

Requisition Process

The first step in ordering anything for use in the school including travel is the submission of a requisition form. Once a completed requisition form is received by the office and signed by the Business Manager and the Superintendent the office staff will generate a purchase order and place the final order for the goods or services. The office staff will also make all travel arrangements. All required forms are available in the Business Manager's office.

The office will attempt to place orders as requested, however substitutions may be made for economy and/or availability.

The office must receive goods before they are distributed to the person who requested the order. It is vital that the office obtain the packing slip for every shipment to the school therefore, the office will receive all items and then deliver them to the classrooms.

Purchase Orders

The office staff will generate all purchase orders.

Guidelines for Employee Reimbursements

The following must be met before reimbursement forms can be processed. Reimbursement forms must be turned in within 1 week from date of purchase. Claims turned in more than 1 week past the purchase date will not be reimbursed. Incomplete forms will delay reimbursement.

- Please print in pen (do not use pencil)
- Please enter full name and complete home address
- Attach all itemized receipts to the back of the form
- Employee claiming reimbursement and the Superintendent must sign and date the form

Receipt Policy

- Original itemized documentation/receipts from vendor must be attached.
 - Copies are not acceptable
- Charge card receipts are not acceptable unless they detail items purchased.
 - No personal items should be purchased on school credit cards.
- Please allow at least 3 weeks for processing.

Travel Authorization and Expense Claims

Expense claims are to be submitted within 1 week after returning from a travel. Receipts submitted outside the 1 week allotted time will not be reimbursed.

Post Travel

Each employee must complete an Expense Voucher Form and submit his/her own claim to the District Office within 1 week after returning from travel (one may not claim another employee's expenses.) Failure to meet the 1 week deadline will result in no reimbursement.

Original, itemized receipts are required as documentation for all travel expense claims (including lodging, registration, meals, and any other expenses that provides a receipt.)

Meals

Meals are reimbursable when the employee has incurred a meal expense under the following conditions:

1. Approved, overnight, out-of-district travel
2. Meals with meetings where:
 - A. The purpose of the meeting is to conduct official school district business and attendance has been approved by the superintendent
 - B. The purpose of the meeting is to receive training or to provide training to school district employees, consistent with district policy
 - C. The meal is an integral part of the meeting
 - D. The superintendent or authorized designee approves payment for the meal in advance of the meeting

Transportation

If all district vehicles are being used, one may use their own personal vehicle and be reimbursed for mileage. If district vehicles are available, one must use them. If one uses his/her, own vehicle when district vehicles are available one will not receive reimbursement for mileage. If one is leaving early or

coming home later than expected with one's own vehicle, one can only be reimbursed for mileage on the way to and from the destination, and not in between. You must have taken the defensive driving course on line and have up-to-date paperwork filed in the office before driving a district vehicle.

Lodging

If one pays for one's own lodging, an original itemized receipt from the hotel must be attached to the expense claim form to be reimbursed. The district will pay for room and tax only, unless other expenditures such as business telephone expenses are approved prior to travel. Room service, entertainment, personal expenses, etc. are not reimbursable.

Mileage

Mileage for the use of ones' personal vehicle is claimed on the Expense Voucher Form and will be reimbursed at the assigned Federal mileage reimbursement rate.

Planning

Lesson Planning

Lesson planning should be made to take full advantage of the instructional periods. Sufficient instruction, modeling, and guided practice must be provided to ensure that all students can do their homework independently. Lesson plans should be written no less than one week in advance. The plans should be left in a place that is easy to find so that in case of a substitute, plans can be readily available. Lesson plans need to be turned into the office at the end of each school year. Lesson plans need to have the correlation to the Washington Common Core Standards and the Next Generation Science Standards.

Grade Books

All teachers grade K-12 must keep a grade book showing calculations for the grade received. For teachers in grades 4th – 12th creating assignments in Skyward that calculate into a term grade is acceptable to meet this requirement. Teachers in grades K-3rd will need to keep a handwritten gradebook with daily assignments that can be calculated into a term grade. There has to be backup to show how a grade given is determined.

Planning Time

Planning time is provided to develop lesson plans, hold parent/teacher conferences, assist individual students, and work professionally with colleagues. Working collaboratively with a fellow staff member to develop a unit of instruction across subject areas is encouraged.

Class Preparation

Teachers are to be well prepared each day for classes. Class time is for students. Teacher preparation is to be done during times when students are not in class. Lessons and activities should be planned and well developed to meet the Washington Common Core Standards.

Professional Expectations

Student Advocacy

All staff members are expected to advocate for the best interest of all students at all times. When students need assistance, the administrator expects that extra help or resources will be sought. Normally this is done by making a referral to the counselor and/or administrator.

Professional Behavior

Professional behavior is expected from all members of the faculty. If there is a concern about a student or a staff member, the concern should be conveyed in private, not in the faculty lounge, classroom, hallway or in front of others.

Bring all compliments, criticism, and complaints directly to the attention of the individual teacher, administrator, or parents who are in a position to do something about it. Trust the professionalism, strength and integrity of our co-workers to deal with problems and concerns. Keep criticism and complaints within the school – not in the community. Trust and support are the foundation of a good working relationship.

Dress Code

We as a staff need to hold ourselves to a higher standard than the students. Staff who attend school with unsuitable dress will be given a reasonable opportunity to correct the problem, if the problem persists, disciplinary action may be necessary. The dress code for staff needs to be neat, clean and professional.

The following are general guidelines of inappropriate dress. Staff shall not be regulated except in the following instances:

- A. The staff's dress or appearance creates a material and substantial disruption of the educational process at the school.
- B. Clothing that advertises drugs, alcohol, tobacco products, violence, or uses profanity, or is gang related.
- C. Sexually suggestive or supportive clothing including halter tops, spaghetti strap tops, sport bras, or shirts that reveal your chest, cleavage, or midriff. Undergarments must not be visible.
- D. Pants or shorts worn below the waistline or that show your undergarments.
- E. Any other clothing item or personal property deemed disruptive and/or unsafe by the Superintendent.
- F. Dress or skirts must extend closer to the knee than the hip.
- G. Sleeveless shirts or blouses may not expose the torso more than 2 inches below the arm.
- H. No workout wear is to be worn; except those teaching physical education.

Harassment

Harassment and/or bullying of any kind are not tolerated in the Glenwood School District. It is the responsibility of the staff to discourage and report incidents of harassment/bullying.

Meal Charge Policy

Unpaid meal charges place a financial strain on the school district and the food service department.

Meal statements will be sent out at the end of every grading term, but payments may be made at any time in the school office. Meal charges should be paid in full before your last day of the school year.

Unpaid meal charges will be carried over at the end of the school year as a delinquent debt and collection efforts will continue into the new school year. If you start the new school year with a balance due on your meal account you will need to provide an alternative meal for yourself, until your account is paid in full.

Please bring a sack lunch as this includes no additional charging of meals, ala carte items or milk.

Instructional Expectations

Student Progress

Teachers are expected to keep parents well informed of student progress. Student progress includes achievement as well as lack of progress. Teachers should contact parents by phone, use a progress report form, and be willing to schedule parent teacher conferences during, before and after school. **Parents should be contacted when a student's grade is a C- or lower.** Students who are struggling and falling behind in any class should be brought to the attention of the Counselor and the Superintendent.

School Grading Scale

This grading scale will take precedent over any other grading scale, including Running Start and online classes.

A = 4.0	100.00 – 93.00
A- = 3.7	92.00 – 90.00
B+ = 3.3	89.99 – 87.00
B = 3.0	86.99 – 83.00
B- = 2.7	82.99 – 80.00
C+ = 2.3	79.99 – 77.00
C = 2.0	76.99 – 73.00
C- = 1.7	72.00 – 70.00
D+ = 1.3	69.99 – 67.00
D = 1.0	66.00 – 62.00
F – 0	61.99 – 00.00

Grading

Report cards will be sent home at the conclusion of each grading term. Please see the chart below as to when grades are to be completed for each grading period:

Term 1: 11/5/18

Term 2/Semester 1: 1/25/19

Term 3: 4/1/19

Term 4/Semester 2: 6/11/19

Secondary Course Syllabi

All middle school and high school teacher will prepare a course syllabus for each class they are teaching. Each course syllabus should contain a description of the class, provide a topical overview, list the class rules, and identify the grading policy. A copy of the course syllabus should be distributed to each class member and one copy should be submitted to the Superintendent.

Each faculty member is required to prepare a progressive discipline plan for each class they are teaching. A copy of the class progressive discipline plan should be distributed to each class member and one copy should be submitted to the Superintendent. If a student is referred to the office, the staff member will call the office and let them know the student is coming. Staff will promptly fill out the Incident Report/Discipline Referral form and send it to the office.

Management & Discipline Expectations

Class Rules

To provide clear expectations for students each teacher will prepare and clearly post his/her class rules in their classroom.

Plagiarism

Any student caught plagiarizing on an assignment will receive a zero grade for that assignment, will not be able to make the assignment up and will be issued a detention.

Discipline Protocol

Discipline protocol will be as follows for each individual offense:

1. Deal with the student discipline in the classroom.
2. Issue a detention
3. Contact the parent
4. Send to the office to see the Superintendent. Before sending the student to the office all three of the above strategies need to have been tried and the superintendent contacted.

Detention

Detention slips are made up of four parts and should be distributed as follows:

1. White Copy: Staff member will keep until detention has been served and then it will be turned into Mrs. Troh in the office.
2. Yellow Copy: Turn into Mrs. Troh in the office on the day of the offense to be mailed home.
3. Pink Copy: Turn into Mrs. Troh in the office, this copy will be returned to the issuing staff member after detention has been served.
4. Goldenrod Copy: Given to the student when detention is issued

Community Relations

Drug-free Schools, Community and Workplace

Policy No. 5201

Personnel

The board has an obligation to staff, students and citizens to take responsible steps to assure safety in the workplace and to provide safety and high quality performance for the students that the staff serves.

“Workplace” is defined to mean the site for the performance of work done in connection with a federal grant. That includes any school building or any school premises; any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities; off school property during any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district where work on a federal grant is performed.

In the event that a school vehicle is in an accident the driver at the time of the accident will be subject to drug testing.

For these purposes, the board declares that the following behaviors will not be tolerated:

- A. Reporting to work under the influence of alcohol, illegal chemical substances or opiates.
- B. Using, possessing, transmitting alcohol, illegal chemical substances (including anabolic steroids) or opiates in any amount or in any manner on district property at any time. Any staff member convicted of a felony attributable to the use, possession, or sale of illegal chemical substances or opiates will be subject to disciplinary action, including immediate termination.
- C. Using district property or the staff member’s position within the district to make or traffic alcohol, illegal chemical substances or opiates.
- D. Using, possessing or transmitting illegal chemical substances and opiates in a manner which is detrimental to the interest of the district.

Any staff member who is taking a drug or medication whether or not prescribed by the staff member’s physician, which may adversely affect that staff member’s ability to perform work in a safe or productive manner is required to report such use of medication to his or her supervisor. This includes drugs which are known or advertised as possible affecting judgment, coordination, or any of the senses, including those which may cause drowsiness or dizziness. The supervisor in conjunction with the district office then will determine whether the staff member can remain at work and whether any work restrictions will be necessary.

As a condition of employment, each employee shall notify his or her supervisor of a conviction under any criminal drug statute violation occurring in the workplace as defined above. Such notification shall be provided no later than 5 days after such conviction. The district shall inform the federal government within ten days of such conviction, regardless of the source of the information.

Each employee shall be notified of the district's policy and procedure regarding employee drug activity at work. Any staff member who violates any aspect of this policy may be subject to disciplinary action, which may include immediate discharge. As a condition of eligibility for reinstatement, an employee may be required to satisfactorily complete a drug rehabilitation or treatment program approved by the board, at the employee's expense. Nothing in this policy shall be construed to guarantee reinstatement of any employee who violates this policy, nor does the school district incur any financial obligation for treatment or rehabilitation ordered as a condition of eligibility for reinstatement. The district office will assist any individual in locating available counseling or rehabilitation services.

Other actions such as notification of law enforcement agencies may be taken in regard to a staff member violating this policy at the district's discretion, as it deems appropriate.

Sexual Harassment

Nondiscrimination and Sexual Harassment

DISCRIMINATION

Glenwood 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, gender 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:

Heather Gimlin, PO Box 12, Glenwood, WA 98619

heather.gimlin@glenwoodsd.org

509-364-3438

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view it online here: glenwood.k12.wa.us

SEXUAL HARASSMENT

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity.

Sexual harassment is unwelcome behavior or communication that is sexual in nature when:

- A. A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
- B. The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

Examples of Sexual Harassment:

- Pressuring a person for sexual favors

- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, e-mails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

You can report sexual harassment to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of your district's sexual harassment policy and procedure, contact your school or district office, or view it online here: www.glenwood.k12.wa.us

COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with your child's superintendent or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to resolve your concerns.

Complaint to the School District

Step 1. Write Out Your Complaint

In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the district should take to resolve the problem. Send your written complaint—by mail, fax, email, or hand delivery—to the district superintendent or civil rights compliance coordinator.

Step 2: School District Investigates Your Complaint

Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the district will notify you in writing to explain why staff need a time extension and the new date for their written response.

Step 3: School District Responds to Your Complaint

In its written response, the district will include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the district into compliance with civil

rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

Appeal to the School District

If you disagree with the school district’s decision, you may appeal to the school district’s board of directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you received the school district’s response to your complaint. The school board will schedule a hearing within 20 calendar days after they received your appeal, unless you agree on a different timeline. The school board will send you a written decision within 30 calendar days after the district received your notice of appeal. The school board’s decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI).

Complaint to OSPI

If you do not agree with the school district’s appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the district’s complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly.

You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI:

Email: Equity@k12.wa.us | **Fax:** 360-664-2967

Mail or hand deliver: PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

For more information, visit www.k12.wa.us/Equity/Complaints.aspx, or contact OSPI’s Equity and Civil Rights Office at 360-725-6162/TTY: 360-664-3631 or by e-mail at equity@k12.wa.us.

Other Discrimination Complaint Options

Office for Civil Rights, U.S. Department of Education

206-607-1600 | TDD: 1-800-877-8339 | OCR.Seattle@ed.gov | www.ed.gov/ocr

Washington State Human Rights Commission

1-800-233-3247 | TTY: 1-800-300-7525 | www.hum.wa.gov

Investigation and Response

If the district knows, or reasonably should know, that sexual harassment has created a hostile environment, the district will promptly investigate to determine what occurred and will 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 every time a report, complaint and grievance 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 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's 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.

Notice and Training

The superintendent will develop procedures to provide information and education to district staff, parents and volunteers regarding this policy and the recognition and prevention of sexual harassment. At a minimum, sexual harassment recognition and prevention and the elements of this policy will be included in staff and regular volunteer orientation. This policy and the procedure, which includes the complaint process, will be posted in each district building in a place available to staff, parents, volunteers and visitors. Information about the policy and procedure will be easily understood and conspicuously posted throughout each school building, provided to each employee and reproduced in each staff, volunteer and parent handbook. Such notices will identify the District's Title IX coordinator and provide contact information, including the coordinator's email address.

Policy Review

The superintendent will make an annual report to the board reviewing the use and efficacy of this policy and related procedures. Recommendations for changes to this policy, if applicable, will be included in the report. The superintendent is encouraged to involve staff, volunteers and parents in the review process.

Weapons on School Premises

It is a violation of district policy and state law for any person to carry a firearm or dangerous weapon on school premises, school-provided transportation or areas of other facilities being used exclusively for school activities unless specifically authorized by state law. Carrying a dangerous weapon onto school premises, school-provided transportation, or areas of other facilities being used exclusively for school activities in violation of RCW 9.41.280 is a criminal offense.

The superintendent is directed to see that all school facilities post “Gun-Free Zone” signs, and that all violations of this policy and [RCW 9.41.280](#) are reported annually to the Superintendent of Public Instruction.

Dangerous Weapons

The term “dangerous weapons” under state law includes:

- Any firearm;
- Any device commonly known as “nun-chu-ka sticks,” consisting of two or more length of wood, metal, plastic, or similar substance connected with wire, rope, or other means;
- Any device, commonly known as “throwing stars,” which are multi-pointed, metal objects designed to embed upon impact from any aspect;
- Any air gun, including any air pistol or air rifle, designed to propel a BB, pellet, or other projectile by the discharge of compressed air, carbon dioxide, or other gas;
- Any portable device manufactured to function as a weapon and which is commonly known as a stun gun, including a projectile stun gun which projects wired probes that are attached to the device that emit an electrical charge designed to administer to a person or an animal an electric shock, charge, or impulse;
- Any device, object, or instrument which is used or intended to be used as a weapon with the intent to injure a person by an electric shock, charge, or impulse;
- The following instruments:
 - Any dirk or dagger;
 - Any knife with a blade longer than three inches;
 - Any knife with a blade which is automatically released by a spring mechanism or other mechanical device;
 - Any knife having a blade which opens, or falls or is ejected into position by the force of gravity, or by outward, downward, or centrifugal thrust or movement; and
 - Any razor with an unguarded blade;
- Any sling shot, sandbag, or sand club;
- Metal knuckles;
- A sling shot;
- Any metal pipe or bar used or intended to be used as a club;
- Any explosive;

- Any weapon containing poisonous or injurious gas;
- Any implement or instrument which has the capacity to inflict death and from the manner in which it is used, is likely to produce or may easily and readily produce death.

In addition, the District considers the following weapons in violation of this policy:

- Any knife or razor not listed above, except for instruments authorized or provided for specific school activities;
- Any object other than those listed above which is used in a manner to intimidate, threaten, or injure another person and is capable of easily and readily producing such injury.

Reporting Dangerous Weapons

An appropriate school authority will promptly notify the student's parents or guardians and the appropriate law enforcement agency of known or suspected violations of this policy. Students who violate this policy will be subject to discipline. Students who have possessed a firearm on any school premises, school-provided transportation, or school-sponsored activities at any facility shall be expelled for not less than one year pursuant to RCW 28A.600.420. The superintendent may modify the one-year expulsion for a firearm on a case-by-case basis.

The district may also suspend or expel a student for up to one year if the student acts with malice (as defined under RCW 9A.04.110) and displays a device that appears to be a firearm.

No expulsion under RCW 28A.600.420 prevents the district from continuing to provide educational services in an alternative educational setting in compliance with RCW 28A.600.015. Any alternative setting should be comparable, equitable, and appropriate to the regular education services a student would have received without the exclusionary discipline. Example alternative settings include one-on-one tutoring and online learning.

Exceptions to State Law and this Policy

The following persons may carry firearms into school buildings, as necessary, although students engaged in these activities are restricted to the possession of rifles on school premises:

- A. Persons engaged in military, law enforcement, or school district security activities;
- B. Persons involved in a school authorized convention, showing, demonstration, lecture or firearm safety course;
- C. Persons competing in school authorized firearm or air gun competitions; and
- D. Any federal, state or local law enforcement officer.

The following persons over eighteen years of age and not enrolled as students may have firearms in their possession on school property outside of school buildings:

- A. Persons with concealed weapons permits issued pursuant to [RCW 9.41.070](#) who are picking up or dropping off students; and
- B. Persons conducting legitimate business at the school and in lawful possession of a firearm or dangerous weapon if the weapon is secured within an attended vehicle, is unloaded and secured in a vehicle, or is concealed from view in a locked, unattended vehicle.

Persons may bring dangerous weapons, other than firearms, onto school premises if the weapons are lawfully within the person's possession and are to be used in a school-authorized martial arts class.

Personal Protection Spray

Persons over eighteen years of age, and persons between fourteen and eighteen years of age with written parental or guardian permission, may possess personal protection spray devices on school property. No one under eighteen years of age may deliver such devices. No one eighteen years or older may deliver a spray device to anyone under fourteen, or to anyone between fourteen and eighteen who does not have parental permission.

Personal protection spray devices may not be used other than in self-defense as defined by state law. Possession, transmission or use of personal protection spray devices under any other circumstances is a violation of district policy.

Staff handbook Sign Off

The signature below indicates that I have read the Glenwood School District Staff Handbook and agree to comply with the content.

Date: _____

Employee Name (printed): _____

Employee Signature: _____

Glenwood 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: Heather Gimlin, Superintendent, PO Box 12, Glenwood, WA 98619 509-364-3438 heather.gimlin@glenwoodsd.org