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Glenwood High School Graduation Requirements

Subject to change by State mandate

(One – Fifty Minute Class for One School Year = 1 Credit)

	Class of 2022	Class of 2021	Class of 2020	Class of 2019
English	4 Credits	4 Credits	4 Credits	4 Credits
Mathematics	3 Credits	3 Credits	3 Credits	3 Credits
Science	3 Credits (2 must be lab)	3 Credits (2 must be lab)	3 Credits (2 must be lab)	3 Credits (2 must be a lab)
Social Studies (US History, CWP, Civics & Social Studies)	3 Credits	3 Credits	3 Credits	3 Credits
Arts	2 Credits	2 Credits	2 Credits	2 Credit
Health and Fitness	2 Credits	2 Credits	2 Credits	2 Credits
Career and Tech Ed	1 Credit	1 Credit	1 Credit	1 Credit
World Language	2 Credits	2 Credits	2 Credits	2 Credits
Electives	4 Credits	4 Credits	4 Credits	4 Credits
TOTAL:	24 Credits	24 Credits	24 Credits	24 Credits

Community Service: 40 Hours (10 hours per year)

In addition to the above listed graduation requirements, to earn a diploma each student must:

1. Pass all state mandated assessments
2. Complete a High School and Beyond Plan
3. 1080 hours of instruction yearly
4. Successful mock interview (senior year)

General Information

Welcome to Glenwood Schools. The following information will help you to become familiar with our rules and expectations.

Web Sites

School information may be found on-line at www.glenwood.k12.wa.us

Glenwood School Facebook page: Glenwood School District #401

Useful Phone Numbers

Office: 364.3438

Fax: 364.3689

School Day

The school day begins at 8:00AM with the first warning bell at 7:55AM. The school day ends at 2:45PM, with school buses pulling out at 2:50PM.

Bus Service

The Glenwood School District provides school bus transportation to students in grades kindergarten through 12th. Bus routes are available in the school office upon request. All buses load promptly after school in front of the building.

School bus drivers possess the authority to discipline students in accordance with rules and regulations of the Glenwood School District.

WAC 392-145-035, Board Policy 8123

Campus

A modified closed campus policy is in effect during the school day. High school students wishing to eat off campus will be allowed to do so with a pre-arranged written consent form signed by their parent or guardian.

In order to be released from school premises, parents must contact the office and speak to a school official. Students **may not** check themselves out of school. If students check themselves out of school without parental permission, the missing time will be treated as truancy.

Parking Lot

The parking lot is public property that is under the control of the school district. It is a privilege to park in the lot. All students who drive to school and park must register with the office and provide a copy of their driver's license and proof of insurance. All students must drive in a safe and appropriate manner. Students are not to leave campus in a student-driven vehicle without parental permission in writing. All state and local regulations will be obeyed while driving on school property. Drivers must also meet requirements of board policy #3243. Use of the parking lot in any way that violates school rules or criminal law may lead to sanctions taken by the school or law enforcement. Failure to comply with the above could result in suspension of privileges.

Food and Beverages

Food and beverages are prohibited in the hallway and student commons area at all times. Food and beverages will not be allowed in the classroom, except unflavored water.

Celebrations

Students should refrain from handing out birthday or other invitations at school. Please notify the teacher ahead of time if you would like to bring snacks into the classroom and make sure there is enough for everyone.

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 prior arrangements must be made with the superintendent. This procedure will help to ensure that anyone entering the school building is accounted for in case of an emergency. In the best interest of our educational environment, students not enrolled at Glenwood School will not be permitted to attend classes.

Dress Code

The following are general guidelines of inappropriate dress. The School staff reserves the right to alter these guidelines as necessary. Students 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.

Students dress shall not be regulated except in the following instances:

- a. Shorts must be school appropriate.
- b. The student's dress or appearance shall create a material and substantial disruption of the educational process at the school.
- c. Clothing that advertises drugs, alcohol, tobacco products, violence, or uses profanity, or is gang related.
- d. Sexually suggestive or supportive clothing including halter-tops, spaghetti strap tops, sport bras (outside of athletics), or shirts that reveal a student's chest, cleavage, or midriff.
- e. Hats or head coverings of any kind shall not be worn in the classroom.
- f. Pants or shorts worn below the waistline or that show the student's underwear.
- g. Males must wear shirts at all times.
- h. Dress or skirts must extend closer to the knee than the hip.
- i. Sleeveless shirts and blouses may not expose the torso more than 2 inches below the arm. Undergarments must not be visible.
- j. Any other clothing item or personal property deemed as disruptive and/or unsafe by school staff.

RCW 28A.320.140, WAC 392-400-215, WAC 329-400-225, Board Policy 3224

Public Display of Affection

Students should refrain from public display of affection on school premises, property or at school sponsored events. Each incident will be dealt with on an individual basis.

Music Players and Communication Devices

Music players and communication devices are not to be used during class time and must be placed in the red basket before class begins. If these items are brought on campus the school will accept no responsibility if the equipment is lost or stolen. It is the recommendation of the school that these things be left at home. If these items are misused during the school day, they will be confiscated and returned to the student or parent at the end of the day.

Meal Charge Policy

The purpose of this policy is to establish consistent meal account procedures throughout the district. Unpaid charges place a financial strain on the food service department. The goals of this standard of practice are:

- To treat all students with dignity in the serving line regarding meal accounts
- To support positive situations with district staff, district business policies, student and parent/guardian to the maximum extent possible
- To encourage parent/guardian to assume the responsibility of meal payments and to promote self-responsibility of the student
- To establish a consistent district policy regarding charges and collection of charges

Families are encouraged to apply for free and reduced price meal benefits. Applications are available in the school office. A household may apply for benefits at any time during the school year. Children of parents or guardians who become unemployed or experience a financial hardship mid-year may become eligible for free or reduced priced meals at any point during the school year. There is carryover of 30 days into the new school year or until a new eligibility determination is made, whichever comes first. When the carryover period ends, unless the household is notified that their children are directly certified or the household submits an application that is approved, the children's meals must be claimed at the paid rate.

Families are encouraged to pre-pay for meals in the school office.

Families will be notified of the school Unpaid Meal Policy in writing at the beginning of each school year. This policy will be posted on the school website and in the student handbook.

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. Report cards, state test results, transcripts and students records will not be released until meal accounts are paid in full.

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 your child starts the new school year with a balance due on their meal account, they will need to provide an alternative meal, until their account is paid in full. The USDA Child Nutrition Program does not require that a student

who pays for regular priced meals be served a meal without payment. Please send your child to school with a sack lunch as this includes no additional charging of meals, ala carte items or milk.

Staff Room

The staff room is off limits to students at all times, w/o adult supervision. Staff restrooms are for adult use only.

Extra-Curricular Activities/Fieldtrips

Permission slips for extra-curricular activities and fieldtrips will have a due date on them. Students who do not meet this deadline will not be allowed to attend the event. This is the responsibility of the student. Permission will only be accepted in writing by the parent, we will not accept permission over the phone.

ASSOCIATED STUDENT BODY

Activity/Athletic Participation

To be eligible to participate in athletics, students must meet WIAA eligibility guidelines. In addition, students must adhere to the following: hold a valid A.S.B. card, have parental permission, have insurance, have an updated physical for athletic participation, and meet the requirements of the activities code.

A.S.B. Cards

A.S.B. cards go on sale at the beginning of the school year. An A.S.B. card enables students to attend all home athletic events and receive reduced admission to student body dances and other activities. Any student participating in a sport or that holds an A.S.B. officer position is required to purchase an A.S.B. card. A.S.B. cards are \$20.00 for high school students and \$15.00 for students in grades 5th – 8th.

WAC 392-138-011

STUDENT SERVICES

Lockers

The locker is public property and the student is granted the use of it for the school year. By using a school locker, the student agrees not to use the locker in any way that will violate school rules or criminal law. The school reserves the right to search the locker at any time to verify compliance. Any damage caused by inappropriate stickers or signs is the responsibility of the student and fines may be assessed. Masking or scotch tape is the only acceptable adhesive to apply to the locker.

RCW 28A.600.201-240, Board Policy 3230

Telephones

Limited student phone use may be made using the phone located in the office. The phones are only available for use during lunch, before, and after school. Only phone calls that are an immediate emergency will be transferred to the classroom for students. A message will be taken and given to the student for all other calls.

Textbooks

Students will be provided textbooks, workbooks and other materials necessary for class. If textbooks are lost or abused, the student assigned the book will be responsible for compensation.

STUDENT HEALTH ISSUES

Student Immunizations

Each student must present evidence that he/she has been immunized against the following diseases: chickenpox, diphtheria, pertussis (whooping cough), polio, measles, rubella, mumps, tetanus, and hepatitis B. A student satisfies the measles requirement upon a physician's verification that the student has had the disease. An immunization form must be completed and submitted to the main office at the time a student is enrolled.

RCW 28A.210, WAC 180-38-040-065, WAC 246-100-166, Board Policy 3413

Accident and Injury Procedure

In the event of an accident or injury, report the incident immediately to the staff member in charge or the nearest staff or administrator available.

Medication at School

It is highly recommended that prescribed oral medication and oral over-the-counter medication be dispensed before and/or after school under the supervision of the parent or guardian. If a student, however, must receive oral medication while at school, the parents must provide both written authorization and a licensed physician/dentist's written instructions (including expected length of treatment and possible side effects). If an injection is required, the parents must provide written consent for the injection, and even then, the medication will only be administered if an appropriately trained staff member is available. All medical dispensation requests will expire at the end of the school year and must be renewed at the start of the next school year if medication for the child is to continue.

RCW 28A.210.260

ACADEMIC POLICIES

Make-up Work

If a student is absent, it is the responsibility of the student to gather and make arrangements for all missed work. A student shall be allowed one make-up day for each day of absence, except for work that has been assigned prior to the absence with a due date. If you know in advance that you are going to miss school, you must get a planned absence form from the office.

Grading

Teachers will notify parents when a student is receiving a C- or lower grade at any point of the school year. A report card will be issued at the conclusion of each grading term.

Late Work

No late work will be accepted.

GRADUATION

WAC 180-51

Commencement

To be eligible to participate in the graduation exercises, each senior student must have successfully met all the local and state graduation requirement of the Glenwood School and attended all preparatory practices. The administration can make an exception to this rule when special circumstances arise. Participation in commencement is not a requirement for receiving a diploma.

Valedictorian/Salutatorian

The valedictorian and salutatorian awards will be assigned, respectively, to the graduating seniors with the highest cumulative high school grade point average for four years (grades 9 through 12) two of which must have been at GHS. Student g.p.a will include all high school course work grades earned during middle school and Running Start through the second quarter of their senior year. The minimum GPA for valedictorian is a 3.5 and for salutatorian is 3.2.

SAFETY

Harassment, Intimidation, and Bullying

It is the policy of the Glenwood School to maintain a safe and civil educational learning and working environment for all students, employees, volunteers, and patrons, free from harassment, intimidation, and bullying. No employee, student, or visitor of the school shall be subjected to harassment, intimidation or bullying on the basis of race, color, religion, ancestry, national origin, gender, sexual orientation, mental or physical disability or other distinguishing characteristics such as but not limited to physical appearance, clothing or other apparel,

socioeconomic status, gender identity, and marital status. Harassment, intimidation, or bullying can take many forms including slurs, rumor, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral, or physical actions. False reports or retaliation also constitute violations of this policy. **Harassment, intimidation, and bullying will not be tolerated.** (For reporting or action process related to harassment, intimidation, or bullying contact your counselor or principal or refer to Glenwood School Board policy 3207P.)

RCW 28A.300.285, Board Policy 3207

Nondiscrimination

The 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 guide dog or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee has been designated to handle questions and complaints of alleged discrimination, Compliance coordinator, Section 504 coordinator, and Title IX coordinator: Mrs. Heather Gimlin, Superintendent, 320 N Bunnell Street, Glenwood, WA 98619, (509) 364-3438.

RCW 28A.640, WAC 392-400-215, WAC 392-190, Board Policy 3210

Substance Abuse Policy

If a student appears to be demonstrating behavior which indicates that she/he may be under the influence of drugs/alcohol/tobacco, or drugs/alcohol/tobacco are found in a student's possession, school officials will take the following actions:

- A. Law enforcement will be notified.
- B. Parents will be notified to arrange for appropriate assessment and treatment.
- C. Appropriate school disciplinary action will be taken.
- D. The school district must receive proof that the student had a drug/alcohol assessment and appropriate treatment as advised before returning to school.

RCW 69.50.435

ATTENDANCE POLICY

Absenteeism

Students are expected to attend all assigned classes each day. Teachers shall keep a record of all attendance.

Assignments and/or activities not completed because of an excused absence or tardiness may be made up in the manner provided by the teacher with one make-up day for each day of absence. The following are valid excuses for absences.

Excused Absences

The following are valid excuses for absences and tardiness.

- A. **Participation in school-approved activity or instructional program.** To be excused this absence must be authorized by a staff member and the affected teacher must be notified prior to the absence unless it is clearly impossible to do so.
- B. **Absences due to:** illness; health condition; medical appointment; family emergency; religious purposes; court, judicial proceeding or serving on a jury; post-secondary, technical school or apprenticeship program visitation, or scholarship interview; State recognized search and rescue activity consistent with RCW 28A. 225.055; and directly related to the student's homeless status.
- When possible, the parent/guardian is expected to notify the school office on the morning of the absence by phone, e-mail or written note and to provide the excuse for the absence. If no excuse is provided with the notification, or no notification is provided, the parent/guardian will submit an excuse via phone, e-mail, or written note upon the student's return to school.
- A parent/guardian may request that a student be excused from attending school in observance of a religious holiday. In addition, a student, upon the request of his/her parent, may be excused for a portion of a school day to participate in a religious instruction provided such is not conducted on school property. A student will be allowed one makeup day for each day absence.
- C. **Absence for parental-approved activities.** This category of absence will be counted as excused for purposed agreed to by the principal and the parent/guardian. An absence may not be approved if it causes a serious adverse effect on the student's educational progress. In participation-type classes (e.g., certain music and physical education classes) the student may not be able to achieve the objectives of the unit of instruction as a result of absence from the class. In such a case, a parent or guardian-approved absence would have an adverse effect on the student's educational progress which would ultimately be reflected in the grade for such a course. A student, upon the request of his/her parent/guardian, may be excused for a portion of a school day to participate in religious instruction provided such is not conducted on school property or otherwise involves the school to any degree.
- D. **Absence resulting from disciplinary actions – or short-term suspension.** As required by law, students who are removed from a class or classes as a disciplinary measure or students who have been placed on short-term suspension will have the right to make up assignments or exams missed during the time they were denied entry to the classroom if the effect of the missed assignments will be a substantial lowering of the course grade.
- E. **Extended illness or health condition.** If a student is confined to home or hospital for an extended period, the school will arrange for the accomplishments of assignments at the place of confinement whenever practical. If the student is unable to do his/her schoolwork, or if there are major requirements of a particular course which cannot be

accomplished outside of class the student may be required to take an incomplete or withdraw from the class without penalty.

- F. **Excused absence for chronic health condition.** Students with a chronic health condition which interrupts regular attendance may qualify for placement in a limited attendance and participation program. The student and his/her parent will apply to the principal or counselor, and a limited program will be written following the advice and recommendations of the student's medical advisor. The recommended limited program will be approved by the principal. Staff will be informed of the student's needs, though the confidentiality of medical information will be respected at the parent's request.

If a student knows in advance of an up-coming appointment, he/she should complete a pre-planned absence form. Students missing 10 days or more per semester will lose credit for that semester. Students who skip class will be assigned in-school suspension (ISS) for a period ranging from 1 to 3 days.

Telephone calls will be made to your home in the event your student is absent.

RCW 13.34.300, RCW 28A. 225, Board Policy 3122

Tardiness

Detention will be given after the second tardy and every tardy following per semester for each class period.

DISCIPLINE

Everyone who enters Glenwood School will conduct themselves in a safe and civil manner. Safe in the aspect that no student, staff or guest will be allowed to act in a manner that is unsafe to themselves or others, and civil in the aspect that all individuals in Glenwood School will be respectful to one another and the learning environment.

Detention

Detentions need to be served within 5 days of the offense or the detention time doubles. Detentions will be served with the staff member who issued the detention.

Classroom Discipline

1. **Classroom conduct:** Teachers have the right and are responsible for establishing guidelines concerning the learning atmosphere expected in their classrooms and for disciplinary measures to maintain classroom order. Students are required to follow the guidelines and obey these measures.
2. **Compliance with directions:** All students will comply with reasonable directions given to them by any member of the school staff. Failure to do so will lead to disciplinary action.
3. **Arguing:** Students who persist in using up classroom time by arguing with a teacher or peer will be subject to disciplinary action. A warning will be given

RCW 28A.600.020, RCW 28A.600.040, Board Policy 3241

Profanity and Vulgarity

The use of profane or vulgar language or gestures by students on school property or at school-sponsored events is prohibited.

Progressive Discipline Chart

Students of Glenwood School District are expected to adhere to appropriate conduct at all times.

Any act that disrupts the educational process, the ability of the teacher to teach, or the ability of students to learn or any act that compromises the safe school environment may be subject to discipline.

Students are required to follow all rules. If a student chooses to violate the rules, he or she will be subject to disciplinary action. The action taken will depend on several factors.

1. Severity
2. Past history
3. Developmental age
4. Behavior plan

The following pages will outline the school rules, but is not a complete list of misbehaviors. Students are subject to these rules while at school, while at school-sponsored events or whenever under school jurisdiction. The superintendent/principal or designee may use his or her judgment when dealing with all student issues and their consequences. Glenwood School uses a progressive system of discipline. In most cases, students will be given warnings. If they persist in continuing a certain behavior, that student is making a choice that may result in a disciplinary action.

RCW 28A.600.020, RCW 9.41, RCW 28A.210.310, RCW 28A.600.040, RCW 28A.400.110, RCW 28A.635.060, WAC 392-400-225, WAC 392-400-245, WAC 392-400-260, WAC 392-400-295, Board Policy 3241

Exceptional Misconduct	Range of Corrective Action	Action That May Be Taken
Possession and/or using alcohol, illegal chemical substances	Minimum	Short-term suspension, prosecution referral
	Maximum	Expulsion (not exceed an academic term), prosecution referral
Threatening or verbal abuse, fighting or fighting words	Minimum	Short-term suspension
	Maximum	Long-term suspension (not exceed an academic term)

Setting fire or damaging school property devices	Minimum	Short-term suspension
	Maximum	Long-term suspension (not exceed an academic term)
Initiating or participating in the dissemination of inappropriate messages or images including transmitting, viewing or possessing images of a sexually explicit nature on an electronic device	Minimum	Short-term suspension, notification to law enforcement
	Maximum	Expulsion, notification to law enforcement
Possessing and/or using weapons or explosive devices	Minimum	Expulsion for one calendar year, notification to law enforcement
	Maximum	Indefinite expulsion, notification to law enforcement
Possessing and/or using tobacco products	Minimum	Short-term suspension
	Maximum	Long-term suspension (not to exceed an academic term)
Disrupting the educational process	Minimum	Detention
	Maximum	Long-term suspension (not to exceed an academic term)
Refusing to follow reasonable directions of staff	Minimum	Detention
	Maximum	Long-term suspension (not to exceed an academic term)

All unlawful conduct will result in notification to law enforcement.

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 “nunchuk 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 slung 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.

Handbook Sign Off

The signatures below indicate that the Glenwood Schools handbook has been read and that the student and parent(s) agree to comply with the content.

Student Signature: _____

Student Printed Name: _____

Parent Signature: _____

Date: _____

Release for Student Images

I give my permission to use my child's likeness on school publications including but not limited to the school's web site, Facebook and hard copy documents.

Yes _____

No _____

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

