



STUDENT HANDBOOK

Be Safe, Be Responsible, Be Respectful

2017-2018

240 N C Street
Buckley, WA 98321

Main Office	360-829-3395
Attendance	360-829-6150
Counselors	360-829-6181
Nurse	360-829-6162
Web Page	www.glacier.whiteriver.wednet.edu

This handbook belongs to:

Name: _____

Address: _____

Telephone: _____

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Positive Behavior Interventions and Supports (PBIS)

In our efforts to establish Glacier Middle School as a safe, welcoming and purposeful learning environment, we have implemented Positive Behavioral Interventions and Supports (PBIS). Unlike how schools have typically responded in the past – discipline in response to student misbehavior – PBIS teaches behavioral expectations and recognizes students for following them. The goal is to establish a climate in which appropriate behavior is the norm. PBIS actively encourages students to achieve their academic potential while also behaving with good character. The goal is to design the most effective learning community possible with the best outcomes for all students.

At GMS the focus is on teaching and encouraging expected behavior in all areas of the school, concentrating on the instruction of The Grizzly Way: Be Safe, Be Responsible, and Be Respectful. Students who are safe, responsible and respectful act appropriately so they maximize their learning opportunities and do not detract or interfere with the learning opportunities of their classmates. Students are actively involved in learning what The Grizzly Way means and looks like in all areas of our school through activities, lessons, demonstrations, videos and role-playing.

Recognizing Positive Behavior

In addition to learning the Grizzly Way, teachers and staff will recognize and celebrate students for modeling appropriate behavior. Along with classroom based recognition, staff can issue tickets called Grizzly Bucks to students when they observe them in the act of Grizzly Way behavior. These Grizzly Bucks can be used to purchase a variety of items from the Grizzly store in the cafeteria, privileges from teachers and the library, and access to special PBIS activities. Staff may also award the student with a “Grizzly Track” and/or Positive Recognition Certificate. Grizzly Tracks come in a two part form. The student should take the white copy home to share with parents and drop the yellow copy into the box in the cafeteria. The Positive Recognition Certificate will be presented by either the teacher, and or administrator. Each Friday administrators and special guests draw Grizzly Tracks from the box and award students with an ice cream treat for demonstrating the Grizzly Way.

PBIS in the Classroom

The key to a positive and effective learning environment is sound classroom management that addresses all aspects of the classroom and is aligned to the Grizzly Way. Routines will be clearly stated, posted, and taught to students at the beginning of the school year and revisited until it is clear that all students understand the routines and are able to perform them. Areas that may be addressed include getting the teacher’s attention, using the restroom, sharpening a pencil, turning in work, and any other routines that take place on a daily basis. These procedures should be in writing so they may be utilized in the event that a guest teacher is needed in the classroom.

The techniques used by educators for addressing when a student fails to abide by classroom expectations are administered as consistently as possible. Although it is impossible to anticipate all potential situations, general plans will be in place for responding to any behaviors that detract from the learning environment and will be used consistently. This will be the initial way we address inappropriate behaviors that are considered to be minor.

What if the routines and procedures are not effective?

Routines and procedures are implemented to address behavior in a proactive manner. At times this is not enough or not effective. When all attempts redirect a behavior using the staff member’s classroom management plan have been ineffective and the behavior is still of a minor nature, staff members may choose to implement a behavior reflection protocol. This process is a time-out of sorts that allows the student to reflect on and respond to the inappropriate behavior, and the teacher an opportunity to review expectations.

Major Incidents

Some behaviors and incidents require more immediate solutions and/or the attention of an administrator. Behavior Incident Forms must be completed by the referring staff and submitted to an administrator. The student will be sent to or called down to the office. The administrator will speak with the student, contact the parent if needed, document the occurrence, and determine an appropriate consequence. When a student returns to class they will be welcomed. A variety of factors are taken into account while processing a major report, therefore, the consequences or outcomes that arise will vary from student to student.

PBIS and Behavior Incidents

In order to create an environment conducive to learning we must remember that discipline procedures are not the answer to problematic behavior – it is the positive relationships we build as a learning community between students, families and staff that makes a difference. Punitive measures have little effect on student behavior and in some cases increase instances of inappropriate behavior. The Glacier Middle School staff strives to create a positive environment by making connections with our students and families. Children learn best in the context of positive relationships and a safe, comfortable atmosphere. Our staff will explain appropriate behavior and procedures throughout the year. They detail why it is important and encourage all students to be safe, respectful, and responsible. By teaching students the necessary social skills for future success we set out students on a course to be lifelong learners and successful citizens. It is our job to ensure that students learn the skills needed to survive and thrive in society.

The Grizzly Way

Hallway Expectations

Students will walk from class to class in a courteous manner, staying to the right side of the hallway. Students will be in their seats by the time the tardy bell stops ringing, or they will be marked tardy. No play-fighting, roughhousing, or unsafe behavior will be permissible. While in the hallways students are expected to be safe, responsible and respectful in the following ways:

- Walk to the right
- Hands/feet/objects to yourself
- Walk with purpose
- Carry a pass
- Be in proper place at the proper time
- Use inside voice
- Use school appropriate language
- Honor personal space

Cafeteria Expectations

Students will enter the cafeteria in an orderly fashion. We expect that students will walk at all times in the lunchroom and wait patiently in line with no cutting. Students will be expected to bring their own lunch or purchase a school lunch. When students have finished eating they will be expected to raise their hand and asked to be excused. Their area must be clean before leaving to go outside or participate in recreational activity. While in the cafeteria students are expected to be safe, responsible and respectful in the following ways:

- Use an inside voice
- Hands/Feet/Objects to yourself
- Stay seated until dismissed
- Hands/Feet/Backpacks under table
- Clean up after yourself
- Eat food responsibly
- Keep cafeteria clean
- Use proper etiquette
- Use good manners
- Settle differences peacefully

Classroom Expectations

Students are expected to focus their attention and energy on the act of learning while in the classroom. Students will be prepared to work with classroom materials, notebook and pencil. Students will listen to instructions and directions and apply their best effort to classroom activities. Additionally, students will treat all guests and substitute teachers with extra respect and courtesy. While in classrooms students are expected to be safe, responsible and respectful in the following ways:

- Sit appropriately
- Aisles clear and materials stored properly
- Hands/feet/objects to self
- Follow directions the first time
- Speak when appropriate
- Come prepared to learn
- Participate as a learner
- Use positive language
- Listen to the speaker

- Always give best effort

MIDDLE SCHOOL BASICS

Who To Contact

<i>If a question is about:</i>	<i>Call 360-829-3395; ask for:</i>
<i>ASB costs</i>	<i>Mrs. Rairdan</i>
<i>Abuse</i>	<i>Administration/Counseling</i>
<i>Athletics / Activities</i>	<i>Mr. Schumacher</i>
<i>Attendance</i>	<i>Mrs. Green</i>
<i>Bus Issues</i>	<i>Transportation</i>
<i>Calendar</i>	<i>Administration</i>
<i>Classroom Issues</i>	<i>Classroom Teacher</i>
<i>Curriculum</i>	<i>Team Leader/Administration</i>
<i>Discipline Issues</i>	<i>Administration</i>
<i>Fines/Fees</i>	<i>Mrs. Rairdan</i>
<i>Homework</i>	<i>Subject Area Teacher</i>
<i>Health Concerns</i>	<i>Mrs. Artz-Payne</i>
<i>Lunch</i>	<i>Mrs. Froemke</i>
<i>Registration/Scheduling</i>	<i>Registrar</i>
<i>Special Education</i>	<i>Mr. Schumacher/Mr. Howisey</i>
<i>Student Safety</i>	<i>Administration/Counseling</i>
<i>Teacher Issues</i>	<i>Administration</i>
<i>Volunteers</i>	<i>Mrs. Green</i>

Supply List

Each grade level's supply list is posted on Glacier Middle School's website: www.glacier.whiteriver.wednet.edu

Glacier Middle School Fees 2017-2018

Activities/Sports	Note	Note	2017/18
ASB Card	Required for Athletes & Leadership	Required for Athletes	\$15.00
Athletic User Fees	All sports except football		\$55.00
Athletic User Fees	Football only		\$65.00
High School Pass		Allows students to attend all HS home games free when used with GMS/ASB card)	\$15.00
Class Fees	Note	Note	2017/18
Robotics	Required for all Robotic students	Required per Semester	\$10.00
Novels	Language Arts Novels	6th Grade - Required	\$7.00
		7th Grade - Required	\$8.00
		8th Grade - Required	\$8.00
PE Uniforms shorts		Required for all PE students	\$7.50
PE Uniforms Shirts		Required for all PE students	\$5.00
Misc Fees	Note	Note	2017/18
Annual/Yearbook	Before Thanksgiving	If purchased before Thanksgiving break Nov	\$24.00
Annual/Yearbook	After April 1st	If purchased April 1st - end of school year	\$26.00
Student Planner		Required for all Students	\$3.00
Planner Replacement			\$5.00
**** CHECKS OR CASH ONLY ****CHECKS MADE PAYABLE TO GLACIER MIDDLE SCHOOL			

FEES

1. ASB (Associated Student Body) cards support student activities and allow individuals to participate in activities for a lower cost. ANY student who is in extracurricular clubs/sports must purchase an ASB card (one per year) and athletes must pay the sport athletic fee (one per sport season). There is a \$5.00 replacement fee.
2. Students with PE are required to wear a PE uniform daily during fitness class.
3. Yearbooks provide students a snapshot of the school year. We need an accurate count when ordering student yearbooks so we encourage early purchase by offering a reduced price earlier in the school year. Students actually receive yearbooks at the end of the year. Cost is \$24.00 prior to November, and \$26.00 if purchased after April.
4. The High School Pass allows students to attend all HS games free when used with GMS ASB card.
5. Athletic User Fees are required for each sport. A \$55 (per sport, all sports except football) athletic user fee for JV, Varsity and AIMS will be charged to each participant in order to help cover the costs of officials, transportation, equipment, and uniforms. Because of recent changes in safety laws requiring football equipment to be inspected yearly, the football user fee is \$65. Please note that user fees are not refundable after the first three days of practice. The \$15 ASB card is required for all athletes, regardless of the team.
6. Elective material fees are assigned in some classes for consumable materials.

7. Replacement fees are charged to students for lost or damaged books, materials, or equipment issued to a student. This includes texts issued to students to keep at home. Book covers are suggested. It is expected that any materials assigned to students will receive usual and expected wear.

Glacier Middle School Bell Schedules 17/18

Regular Bell Schedule (1)

	6 th	7 th	8 th
1 st	7:55-8:45	7:55-8:45	7:55-8:45
2 nd	8:50-9:40	8:50-9:40	8:50-9:40
PACE	9:45-10:15	9:45-10:15	9:45-10:15
3 rd	Lunch 10:20-10:50	10:20-11:10	10:20-11:10
3 rd	10:55-11:45	Lunch 11:15-11:45	11:15-12:05
4 th	11:50-12:40	11:50-12:40	Lunch 12:10-12:40
5 th	12:45-1:35	12:45-1:35	12:45-1:35
6 th	1:40-2:30	1:40-2:30	1:40-2:30

Monday PLC Late Start (2)

	6 th	7 th	8 th
1 st	8:55-9:45	8:55-9:45	8:55-9:45
2 nd	9:50-10:35	9:50-10:35	9:50-10:35
3 rd	Lunch 10:40-11:10	10:40-11:25	10:40-11:25
	3 rd 11:15-12:00	Lunch 11:30-12:00	4 th 11:30-12:15
4 th	12:05-12:50	12:05-12:50	Lunch 12:20-12:50
5 th	12:55-1:40	12:55-1:40	12:55-1:40
6 th	1:45-2:30	1:45-2:30	1:45-2:30

Assembly Schedule (3)

	6 th	7 th	8 th
1 st	7:55-8:35	7:55-8:35	7:55-8:35
2 nd	8:40-9:20	8:40-9:20	8:40-9:20
3 rd	9:25-10:05	9:25-10:05	9:25-10:05
4 th	Lunch 10:05-10:35	4 th 10:10-10:35	4 th 10:10-11:05
4 th	4 th 10:40-11:35	Lunch 10:35-11:05	Lunch 11:05-11:35
		4 th 11:10-11:35	
5 th	11:40-12:20	11:40-12:20	11:40-12:20
6 th	12:25-1:05	12:25-1:05	12:25-1:05
ASM	1:15-2:15	1:15-2:15	1:15-2:15
6 th	2:25-2:30	2:25-2:30	2:25-2:30

Two Hour Late Start (4)

	6 th	7 th	8 th
1 st	9:55-10:35	9:55-10:35	9:55-10:35
2 nd	10:40-11:15	10:40-11:15	10:40-11:15
3 rd	Lunch 11:20-11:50	11:20-11:55	11:20-11:55
	11:55-12:30	Lunch 12:00-12:30	12:00-12:35
4 th	12:35-1:10	12:35-1:10	Lunch 12:40-1:10
5 th	1:15-1:50	1:15-1:50	1:15-1:50
6 th	1:55-2:30	1:55-2:30	1:55-2:30

Regular Bell Schedule NO PACE -2017 (8)

	6 th	7 th	8 th
1 st	7:55-8:51	7:55-8:51	7:55-8:51
2 nd	8:56-9:52	8:56-9:52	8:56-9:52
3 rd	Lunch 9:57-10:27	9:57-10:54	9:57-10:54
3 rd	10:32-11:28	Lunch 10:59-11:29	10:59-11:54

4 th	11:33-12:29	11:34-12:29	Lunch 11:59-12:29
5 th	12:34-1:28	12:34-1:28	12:34-1:28
6 th	1:33-2:30	1:33-2:30	1:33-2:30

Arrival & Departure Expectations

1. The official school day is 7:55 a.m. to 2:30 p.m. Buses will unload at school at 7:40 a.m. Students are not allowed on campus before that time. Students are expected to be in their classrooms when the late bell rings (7:55 a.m.) and leave promptly when school ends (2:30p.m.) unless taking part in a school sponsored activity. *****Each Monday, school will begin one hour late at 8:55am to provide staff time to collaborate in Professional Learning Communities.***

School rules apply to students from the time they arrive on campus until the time they leave; students on campus after school with their parents are released to their parent’s supervision and asked to honor the school rules.

2. Students who ride their bicycles, skateboards or non-motorized scooter to school will need to follow the expectations below.

Bicycles/Skateboards/Non-Motorized Scooters

NOTE: It is the law in Pierce County that cyclists are to wear helmets.

- All bike riders, skateboarders and scooter riders must enter and exit campus via Main and C St entrance. Please proceed directly to the bike rack with your bicycle or to main office with your skateboard/scooter.
- Please lock your bike for your own protection.
- Bicycles, skateboards, or scooters are NOT to be ridden at any time except to and from school. You need to walk your bicycles/skateboards/scooters on campus.
- The school is not responsible for damage or theft of bicycle/skateboards/scooters.
- Skateboards and scooters must be brought to the main office before school begins to be stored.

3. Students who ride the bus will be taught the bus rules and will be expected to demonstrate the Grizzly Way; the bus driver is responsible for student safety. If you have questions or concerns regarding your child’s transportation to or from school please contact the bus garage.

4. Students who are picked up after school may wait in front of the school for their ride. Students who stay after school must have parent permission, and be with a supervising teacher, parent or coach at all times. Students who are on campus after school with their parents are released to the supervision of their parents and asked to please honor the school as a community location.

Meals

Breakfast and lunch are offered at middle school. Students may use cash, pay online in parent family access or use their student ID number for prepaid accounts.

Breakfast

Breakfast is served between 7:40AM and 7:50AM. Students are allowed to enter the cafeteria starting at 7:40 a.m. Students are expected in their first class before the tardy bell at 7:55 a.m.

Lunch

Lunch times at the middle school are assigned based on grade level. Students may bring a lunch or purchase one from our cafeteria. In addition to the daily menu item, students have a choice of entrée lines. All entrées include fruit and vegetable options and milk. There is also an a la carte line where students can choose snacks and various drinks. Lunches cost \$3.25. Reduced lunch (\$.40) and free lunch are also available for students who qualify. Please contact the front office for more information regarding free and reduced lunch. Students may pay with cash or have money applied to their personal lunch account by cash, check or internet payment. All students receive 30 minutes of lunch/recreation time.

Middle & High School

BREAKFAST:

Students on the Free and Reduced Program are Free for Breakfast

PAID \$1.75

ADULT \$2.00

LUNCH:

FREE STUDENTS FREE

REDUCED \$0.40

PAID \$3.25

ADULT \$4.25

ENTREE ONLY \$3.00

MILK ONLY \$0.50

Your child(ren) may qualify for FREE or REDUCED MEALS. To find out if they do, please complete a Free and Reduced Meal application. These applications can be found on our website, at each school office, or at the Child Nutrition office. Please only complete one application per family. Charge Policy The Child Nutrition Department has a charge policy for student meal service. Elementary Students are allowed 3 charges (or -\$8.25) in negative balances and after that, only an emergency meal will be offered. Middle School Students and High School Students are not allowed to charge. Please check your student's meal account balances through your Family Access (password and pin required) regularly to ensure that they have enough money in their account.

Health Room / Medication

An emergency form must be filled out and on file for all students. If a student's address or telephone number changes, please notify the office. To use the health room, students are asked to observe the following:

1. Students need teacher permission to come to the health room when they feel ill.
2. If a student needs to go home during the school day due to an illness, he/she is expected to make these arrangements after seeing the school nurse.
3. In the case of accidents or emergencies, the teacher and office need to be notified immediately.
4. Students who are required to take medication during school need to have a doctor's note on file in the health room, including the completed form Authorization for Administration of Medication at School (available on the district website or at the school). The correct dosage and times must be stated on the container.
5. Students are expected to remain on campus until a parent or an authorized adult arrives to sign them out from the office.

COMMUNICATION

School Phones

Student use of school phones will be allowed for emergencies only. Please let a staff member know of your emergency need, and they will assess the situation and respond accordingly. Students are encouraged to make arrangements before or after school. To contact your child during the day please call the front office directly.

Textbooks

Textbooks are often checked out to students. Please examine the books and note any existing damage with the issuing teacher. The cost of books, which are damaged, lost, or stolen, will be the student's responsibility.

Lost and Found

Please be sure to put your name on your property. All unclaimed articles should be brought to the office. Found items are placed in a box in the activity room. Items found in the gym area will be kept in the PE offices.

Closed Campus

Our campus is closed during the instructional day (7:55a.m.-2:30 p.m.). Once students arrive on campus they are expected to remain all day unless a student has permission from the office to leave. Students need to be signed out with the attendance office by a parent or guardian before leaving the campus. Students not involved in a supervised activity must leave the campus at 2:30p.m.

Visitors

We encourage guests to visit our school. It is helpful if parents or guardians make an appointment prior to their visit by calling 360-829-3395. In the interest of student security, we ask that all visitors observe the following:

1. All visitors on campus must check in through the main office and obtain a visitor pass.
2. Parents who wish to schedule a conference with a teacher or visit a classroom should make an appointment through the teacher or office.
3. Student visitors are not permitted at any time during school hours or at student activities, dances or field trips.
4. Students may not bring guests to school.

Non students who remain on our campus after being asked to leave may be charged with criminal trespassing on school property.

Report Cards

Grades will be available electronically via Skyward throughout each term. Official semester grades are emailed home and available electronically. Additionally, phone calls and conferences between teachers and parents are a frequent and encouraged form of communication.

Family Access

Parents can look at their child's grades, assignments, and learn about any missing assignments by logging on to Family Access. Log-in and password information will be provided in September. If students are not online at home, they may also access this site from any other location.

STUDENT SUPPORT

Middle school offers a wide range of support for students. If students don't know whom to contact about an issue, feel free to call the office. They will direct the call to a counselor, teacher, nurse, or administrator as appropriate.

Counseling

Our school counselors are here to help students with concerns. The counselors can meet with students who are experiencing conflict and help them with the steps to learn how to resolve the conflict themselves. If the student is not able to resolve the conflict using these resources, administrative assistance is available.

Students can request a counselor visit by stopping by the office before school or during lunch to complete a written request form for an appointment. The counselor will send for the student at an appropriate time. Parents can request a meeting with a counselor if they call ahead to schedule.

Parent Meetings & Support

Our counselors, administrators, and teachers are very familiar with middle school students and their various needs and development issues. Please feel free to call or email any of them if you feel like you need help.

We schedule meetings throughout the year with parents, teachers, and students to focus on student needs and achievement. If you would like to meet with your child's teachers, please call or email one of them directly.

Calendar

Our school calendar is posted on our website at www.whiteriver.wednet.edu. We encourage you to visit it any time you are curious about upcoming events. Additionally we mail home our calendar of events in a welcome back letter at the beginning of the school year as well as other methods of communication (newsletters, emails, auto dialer calls etc.).

Class Changes

Class change requests will be submitted via an online course request form.

Computer/Email Accounts and Network Use

At the start of 6th grade each student is issued an email account through Google mail. The account looks something like this 12345678student@whiteriver.wednet.edu. This account allows the school district to assign online textbooks and support to each student. The email account also connects students to the Google classroom platform. While students may access this account from any computer it is important to note that all activity on the student issued account is monitored by the WRSD. Students may access the district computer network and internet for the purpose of conducting research, completing written assignments, and preparing presentations. This use is limited to school appropriate educational purposes. Students using school computers are expected to comply with the district's Network and Computer Use Policy, which is available on the district website. Any questions or requests for guidance in monitoring your student's email use can be directed to your child's counselor who can connect you with the correct support.

Emergency Procedures

Teachers will review with students the procedures for fire drill, earthquake drill, lockdown, and emergency evacuation. During any drill or emergency situation students are to remain with their teachers as they evacuate the building and when they are on the evacuation field. Students may re enter the building only after the reentry bell or direction from staff or administration is given.

School Late Start & Closure

During weather emergencies, changes may occur in the school schedule. Watch for official alerts via phone, text or website. The following descriptions may be used:

2-Hour Late Start School starts two hours later than the usual posted time. Students will be picked up at bus stops 2 hours later than the usual posted time. Busses may run on incimate weather routes.

School Closed NO SCHOOL – watch for updated information for the next day or visit our website at www.whiteriver.wednet.edu, or www.schoolreport.org.

Attendance

Attendance Policy

Glacier Middle School believes that regular school attendance is essential for an effective and productive learning experience. The sequential presentation of school learning requires a continuity of instruction. The maximum benefits for each individual child can be achieved only from participation and interaction in daily activity.

Regular school attendance is both encouraged and mandated. The primary responsibility for adherence to regular attendance rests with the student's parents/guardians and the individual student. Appropriate legal action will be taken against parents/guardians and/or students who fail to abide by Washington State Compulsory Attendance Law.

Absence

Absences from school shall be classified as either excused absences or an unexcused absence/truancy.

When a student enters a classroom more than 10 minutes late or does not attend a class or a schedule of classes it is considered an absence. Four or more absences from our seven-period day (PACE included) constitute a full-day absence.

1. For every absence, the parent/guardian must phone or send a written note of clearance within 48 hours to the main office that indicates the date and reason of the absence. If a parent/guardian does not phone or send a written note of clearance within 48 hours, the absence is considered unexcused.

2. If a student arrives in class more than 10 minutes late, he/she will be considered absent from that class but still required to check in at the main office. Students are not allowed into class without a note from the main office.

Excused Absences

Excessive excused absences shall be defined as a student who is absent from school for part or all of 12 or more days on which school is held during a semester. Students who meet these criteria will be required to have a parent attendance meeting with administration and may be required to provide a note from a physician for any future absences.

A written statement from a doctor will be required on the 5th consecutive day of absence and in situations where a pattern of excessive excused absences from school has occurred. Absences not accounted for in this manner will be considered unexcused.

Unexcused Absences (Truancy)

Students are expected to attend all scheduled classes and school events during the school day. A student's unexcused absences count as a truancy. A student is considered truant if he/she misses any part of a period or all or part of a school day without the school's permission and without the parent's prior knowledge.

BECCA Bill (RCW 28.A225.010)

In accordance with the state's mandatory "BECCA" attendance laws and district attendance policies, if a student is absent without legitimate excuse for one third of the student's educational program day on seven (7) or more occasions in a calendar month and/or ten (10) in a year, the School District may file a petition with the juvenile court seeking the court's jurisdiction over the student's attendance in school. Any parent found to have violated the law may be fined up to \$25.00 per day of unexcused absence and the student will be ordered to attend school. The court may also order the parent and/or guardian to provide community service at the student's school in lieu of imposing a fine. A student who fails to comply with a court order to attend school may be found in contempt of court and may be placed in juvenile detention or receive alternative sentencing from the court.

Tardies/Late Arrivals

Students are expected to be on time to school and class. If a student is tardy to a class arriving 10 minutes after class starts that student will be considered absent rather than tardy.

7 tardies equal a full day of unexcused absence.

- 1st Tardy: Re-teach expectations
- 2nd Tardy: First Warning
- 3rd Tardy: Second Warning
- 4th Tardy: 30-minute lunch detention
- 5th Tardy: 30-minute lunch detention
- 6th Tardy: 60-minute Friday School detention
- 7th Tardy: 90-minute Friday School detention
- 8th Tardy: 1 day ISS & parent conference with an administrator
- 9th tardy or more: Progressive discipline will continue.

Prearranged Absences

Any absence, which has been pre-approved through the appropriate school procedure, is classified as a “pre arranged absence.” To request a prearranged absence, obtain and complete the pre arranged absence form at least three days before the absence. If the prearranged absence is declined, administration will contact parents/guardians. Prearranged absences must be approved; otherwise, the absence will be considered unexcused. Students must meet the following criteria in order to request a pre arranged absence:

1. The student must be earning at least a “C” in all classes.
2. Student has no unexcused absences or trancies and planned absences may not exceed 5 per semester.
3. Student must then obtain the signature of a parent/guardian.
4. The completed form must be submitted to the main office 3 days in advance of the planned absence.

Assignments During Illness

Students who need to collect available assignments due to short-term absence should contact the student’s teachers using Family Access and request work. If absent more than 3 or more days students/parents may contact the main office to request available homework. Those assignments can be picked up in the Main Office before 3:30 PM, the next school day. Work that requires classroom instruction or teacher access time can be arranged upon the student's return to school. If a student becomes seriously ill, the parent/guardian should contact his/her counselor. Students should not rely on PACE time to complete make up work resulting from absences.

School Activities / Athletics

Students may not leave the school grounds after school and then return to an event. Instead, they are expected to move directly to the location of the event. Students attending an after school activity should make arrangements to be picked up immediately afterward.

Participation in activities such as after school sports and events, spirit assemblies, dances, field trips, year-end activities, etc. are a privilege. Issues resulting from poor student choices may result in a loss of these honors.

Athletic Attendance

The athlete must attend all periods on the day of the sporting event. Only exceptions granted by an administrator will be honored. Students who have been absent during any portion of the day will not be allowed to participate/attend without written authorization from an administrator.

Athletes who have missed school and/or were seen by a physician, dentist, or other medical personnel for any reason must receive a written note from the medical provider indicating the athlete is medically able to compete during the day.

Athletes understand that their participation on a day in which they have missed one or more class periods without proper written authorization will result in their suspension from the next contest at the level in which they participated.

Athletes must be in attendance the complete school day before being allowed to attend practice unless they have administrative approval or a doctor note cleared through the main office.

Athletic Medical Clearance

When an athlete is seen by any medical services provider, the school will need a clearance from the medical personnel who treated the athlete. The clearance should indicate that the student is cleared for practice/competition, and that he/she is not taking any medication that would impact his/her participation. If there is limited participation approved, the limitations need to be specifically indicated.

Athletics/Clubs

We have athletic opportunities for students in grades 6th, 7th and 8th grade. Clubs and other activities are available for all students. Glacier Middle school has a no-cut sports policy. To turnout, students need to provide evidence of permission, insurance, and a physical. The main office has these forms. Only one physical is needed, even if the student participates in more than one sport. Physicals are good for two years.

Five sports below are offered for 7th/8th grade boys and 7th/8th grade girls

***Three sports are offered for 6th grade boys and girls: Track and Wrestling**

*FALL SEASON	*EARLY WINTER SEASON	LATE WINTER SEASON	SPRING SEASON
Boys (7/8) Track, Baseball	Boys (6/7/8) Wrestling, Knowledge Bowl	Boys (6/7/8) Basketball, Knowledge Bowl	Boys (7/8) Football
Girls (7/8) Track, Fast Pitch	Girls (6/7/8) Basketball, Knowledge Bowl	Girls (7/8) Soccer, Knowledge Bowl	Girls (7/8) -Volleyball
Boys (6) Track	Girls (6/7/8) Wrestling		
Girls (6) Track			

Every student who wishes to participate in a sport must meet several requirements. To be eligible for middle school sports, each student must:

1. Purchase an ASB card and pay the athletic fee relative to their chosen sport(s) (Non-refundable after first 3 days of practice for each sport).
2. Have current completed athletic participation forms on file which include athletic eligibility info, statement of current medical/dental insurance coverage, assumption of risk, a current physical exam signed by your medical doctor prior to turnout and throughout the sport, and emergency information.
3. Be in school all day in order to be eligible to compete.
4. Pass all classes and maintain a 2.0 GPA in order to participate in games. Students with one or more failing grades will be allowed to participate in practice, but cannot play in a scheduled game or travel to away games and will have a week to

show improvement. Failure to do so may result in removal from the team. Students who show improvement will be on academic probation with grade checks every week, to ensure that they are maintaining passing grades.

5. Make arrangements to be picked-up in the front parking lot immediately after practices/events; students who are picked up more than 30 minutes late on more than one occasion may lose the opportunity to participate in sports for that season.
6. Athletes must ride the provided bus home from away game and or the athlete has written permission from a parent signed by administration at the beginning of the school day to ride with family or friends. The signed note then is given to the coach.
7. Additionally, students serving in-school suspension or out-of-school suspensions are not permitted to attend or participate in after school activities including practices and athletic events for the duration of their suspension.
8. All sports typically have Varsity and JV traveling teams. Most sports also have an AIMS (Activities and Intramurals in the Middle School) team that is mostly developmental. AIMS teams allow all students to build skills and participate in the sport.

Dress Code

Student dress will be regulated to preserve a beneficial learning environment and to assure the safety and well-being of all students. Dress which presents a health or safety hazard, damages school property, or creates a material or substantial disruption of the educational process is prohibited. Students will wear appropriate school attire, including shoes. Appropriate attire shall exclude any type of dress or manner of grooming which school officials reasonably believe would disrupt or interfere with the school environment, activities, and/or educational process. The following are not permitted at school or school-sponsored activities:

1. Attire that shows or displays undergarments; is provocative; inadequately covers chest/breasts, midriff, buttocks or thighs; displays obscene, sexual, drug or alcohol related messages; the confederate flag; or displays gang related symbolism (pants, shorts and skirts must be worn at the natural waistline and the hemline should fall at or below the fingertips at both front and back of garment when the arm is in a resting position at the side).
2. Straps on shirts less than 2" wide and or visible undergarments.
3. Holes, tears, mesh or other see through material in garments may not be in areas that clothing is required to cover.
4. Head apparel/coverings/bandanas other than religious in nature, may not be worn inside the classroom but may be worn in non-instructional common areas.
5. Spirit weeks – exceptions may be made by administration.
6. These standards will be applied in a consistent and nondiscriminatory manner. Students who violate these standards will be asked to call home and request a change of clothing.

STUDENT INFRACTIONS & PROCEDURES

It is the responsibility of each student to pursue and comply with the written rules of the building and of the White River School District. Rules are provided to students and parents at the beginning of each school year or upon arrival to the school and are posted throughout the school for students.

Students who violate school rules are subject to disciplinary action. Before such action is taken the team and/or administrator will investigate and diagnose the situation, seeking clarification as needed from students and staff familiar with the violation. Consequences will be assigned according to the following:

1. Type and severity of the infraction
2. Principles of progressive discipline
3. Student's cumulative discipline record
4. Teacher and/or administrative discretion.

Search & Seizure

In accordance with Revised Code of Washington (RCW) 28A6000.230 and in the interest of maintaining student safety, students in a schoolhouse are subject to search and seizure of possessions when a school administrator or an appointed designee has reasonable suspicion to believe that the student is in possession of illegal, dangerous, unauthorized items or contraband. Under these conditions, a student's personal effects, purse, book bag, etc, may be searched in the presence of another staff member. Items that may trigger the search and seizure law include the following: contraband, substances, illegal or dangerous objects, or any material or objects which violate a school rule or pose a hazard to the safety and good order of the school. A student who refuses to submit to a reasonable search by the administration or an appointed designee will be subject to disciplinary action. The administration or

the appointed designee may detain the student pending the arrival of the student's parent/ guardian and/or law enforcement officials as appropriate.

Zero Tolerance Infractions

Level 3 behaviors may also fall under the middle school Zero Tolerance Policy and are subject to the consequences listed below. In such cases, administrators conduct an investigation to determine the circumstances of the infraction. Administrative discretion is reserved in all cases. Parents/guardians are contacted. District security and the police may also be contacted.

BEHAVIOR ERRORS & CONSEQUENCES

Students are held accountable for proper conduct and courtesy at all times. Any student who willfully performs any act that substantially interferes with the orderly operation of the school, a school-sponsored activity, or any other aspect of the educational process within the district shall be subject to disciplinary action up to and including expulsion by authorized school personnel. This section includes a summary of the rules of conduct. These rules apply to all GMS students. Any infraction not explicitly covered in this section will be subject to review by an administrator. The administrator will make a recommendation on the violation and its penalty.

Abusive Language to Staff/Students*

Incidents of insult or abuse between students will result in discipline which could include suspension. Students are required to show respect for authority. Any verbal abuse of staff will result in discipline which could include suspension. Swearing, profanity or indecent gestures will not be tolerated on the GMS campus and will be subject to disciplinary action ranging from detention to long term suspension.

Arson

Any student who sets a fire on school premises will be suspended or expelled and law enforcement authorities will be contacted. Arson is a felony.

Bus Regulations

Bus transportation is a service provided by the school district. If students ride a bus, it is their responsibility to be familiar with and follow all student bus regulations. All other school rules, as described in this *Student Handbook*, apply while riding the bus. Any behavior on a bus, which in the judgment of the driver is detrimental to the safe operation of the bus, shall be deemed misconduct, and shall be sufficient cause for disciplinary action. Penalties for improper bus conduct can include warnings, parent conferences with transportation personnel, driver and student, and suspension of bus riding privileges.

Cheating, Lying & Plagiarism*

Plagiarism is the taking of language, ideas, or thoughts from another person or source and representing them as original work. Students who use plagiarized papers or projects or are involved in any other form of cheating will be subject to disciplinary action. GMS expects all students to do their own work.

Computer Ethics/Technology Violation*

Outlined below are network and computer use rules for "the system" which includes, but is not limited to: computers and their accessories, software programs, passwords, login accounts, files, use of the network and use of the internet.

1. All use of the system must be in support of education and research. Use of the network has been provided for educational purposes.
2. Users are prohibited from using the computer resources for any illegal activity. Accessing, viewing, storing, distributing non-school related information on computers and communication equipment such as CDs and flash drives is prohibited.
3. No use of the system shall serve to disrupt the operation of the system by others. System components including hardware and software shall not be modified, damaged, deleted, or abused in any way. Disabling is prohibited.
4. Downloading, copying, or installing without special permission from the Technology Department is prohibited. This includes but is not limited to the installation or copying of games, programs, music, and graphics.
5. Users are responsible for the appropriateness and content of material they store, transmit, or publish on the system. Hate mail, discriminatory remarks, pornographic material, and other antisocial behaviors are prohibited.
6. Accessing websites with any material that is illegal, obscene, pornographic, involves gambling, or is not school related is prohibited. Users are expected to use reasonable judgment while using computers and the Internet and when unsure if your actions may be a violation you are expected to ask for permission before proceeding.
7. For security and administrative purposes, the district reserves the right for authorized personnel to review network use and content and lock or remove a user account on the system to prevent further unauthorized activity.
8. System logins or accounts are to be used only by the authorized owner of the account for the authorized purpose. Users may not share their account number or password with another person or leave an open file or session unattended or unsupervised. Account owners are ultimately responsible for all activity under their account.
9. Violation of any one or more of these conditions of use may be cause for disciplinary actions including disabling the student account, detention, suspension, and law enforcement authorities may be notified.

Controlled Substances, Prescription Drugs or Medicines or Alcohol*

GMS is a drug-free zone. It is a criminal offense for a student to possess, use, transport, be under the influence of or show evidence of having used alcoholic beverages, prohibited substances, or intoxicants. Students may not be in possession of drug paraphernalia or medication not authorized for the student's personal use by a medical prescription. In addition, a student may not knowingly remain in any area where there is alcohol or drug activity taking place.

Regarding the possession of over-the-counter (OTC) drugs or prescribed medicines see Medication below. Consequences for these offenses are as follows:

1. Use, possession, or being under the influence of alcoholic beverages or controlled substances, or possession of drug paraphernalia on or adjacent to school premises or at a school-sponsored activity.
Consequences: Long-term suspension or 10-day suspension, if student participates in mandatory alcohol/drug assessment session and follows recommendations as a result of the assessment. Failure to comply with recommended treatment by a defined date will result in long-term suspension. The students will be readmitted to school only after a successful parent conference. If illegal drugs are involved, law enforcement authorities may be notified.
2. Sale and/or distribution of alcohol, marijuana, dangerous drugs, or narcotics (or substances purported to be such) on or adjacent to the premises, or at a school-sponsored activity.
Consequences: Emergency expulsion with potential long-term suspension for up to 90 school days. Legal authorities will be notified.
3. Students participating in WIAA activities may be subject to additional penalties.

Criminal Acts

Students who are suspected, charged with, or convicted of a crime, may be disciplined, suspended or expelled. Legal authorities may be contacted. Law enforcement authorities may interview a student at the school with permission of building administration (RCW 13.40.140). Representatives of the Department of Social and Health Services, upon receiving reports of abuse or neglect, shall be allowed to interview students on school premises with permission of the building administration. School officials will be present for the interview.

Dangerous Weapons, Firearms, & Explosive Devices*

Any item which may reasonably be considered to be used or is used with intent to intimidate, threaten, or potentially cause harm to another. (WRSD Board Policy #4315.) Firearms/weapons, explosives, or items that could be used as weapons are not allowed in school, at school sponsored activities, on school grounds, facilities, or school provided transportation. Dangerous Weapons (RCW 9.41.280) include: knives, firearms, sling shots, sand clubs, metal knuckles, throwing stars, explosives, as well as any other object that can be considered a dangerous weapon, is used to threaten or intimidate, can cause bodily harm, or looks like a weapon.

Students who possess, traffic in, or detonate any explosive device or incendiary components (such as explosive materials, blasting caps, fireworks, gasoline, other flammable liquids, ammunition or any combination of these items – generally referred to as a bomb or look-a-like explosive device), which by themselves or in conjunction with other items can result in an explosion or fire on school property or at school sponsored activities, will be subject to suspension or expulsion. Students who are involved with or threaten to use a look-a-like explosive device will be subject to suspension or expulsion. Law enforcement agencies may be notified.

If a gun is brought on campus, it will result in expulsion for one year from all schools in the state of Washington. A police report will be filed; parents/guardians notified. The Superintendent may modify the expulsion of a student on a case-by-case basis. This is in compliance with Title IV, School Board Policy #4210, and RCW 28A.600.010.

In cases involving other weapons, the principal/designee shall place the student on long-term suspension, unless expulsion is warranted under the circumstances. Students who make threats with or use a weapon, described above, will be expelled.

Displays of Affection

Students are expected to exercise self-control, proper judgment, and respect for the reputation of others. Inappropriate public displays of affection can be embarrassing and disrespectful to adults and other students. The school building, school grounds, or school activities are inappropriate places for public displays of affection. Students who fail to conduct themselves appropriately are subject to disciplinary action.

Disrespect*

A student demonstrating disrespect to other students or school personnel in a manner that causes a willful disruption of the educational process (such as profane or abusive language, door slamming, indecent gestures, or tones of voice) can be subject to disciplinary action, up to and including suspension.

Disruptive Conduct*

Disruptive or abusive conduct that deprives other students of their right to learn or participate in school functions is prohibited. Profane or abusive language, excessive horseplay, excessive teasing, harassment, or hazing of a student by one or more students can be cause for disciplinary action.

Personal Electronic Devices

Students may not use cell phones or other personal electronic devices (PED) during school hours, except before the school day, after the school day, or for educational use in approved classes. At 7:55 students must turn all devices off and secure them in their backpack until the end of the school day. Electronic devices include, but are not limited to cell phones, iDevices, tablets, e-readers, gaming devices, MP3s, any kind of cameras, headphones, Bluetooth earpieces, etc. Calculators being used for anything other than calculation will be considered an electronic device. Students shall not take, possess, distribute or publish pictures, video or audio of staff or students without their permission. Distribution includes emailing, texting or showing to anyone. Publishing includes posting image, video or audio, online or in print. To protect student's privacy, cell phones or other PEDs may not be used or seen in the locker rooms at any time. Any devices being used during school hours for non-educational purposes will be confiscated after a warning and returned to the student at the end of the day. Appropriate disciplinary action will follow. After the third written warning confiscated items will be released only to the parents/guardian of the owner of the phone or PED. The school will not assume responsibility if electronic devices are damaged, lost or stolen at any time. School district personnel will not be able to investigate damage, lost or stolen personal electronic devices. If a pattern of disruptive behavior continues a student's right to bring a PED to school may be revoked.

CLASS USE OF ELECTRONIC DEVICES

In select classes, students may use their personal electronic devices (PED) in the classroom to access and save information, collaborate with other learners, and utilize productivity tools available to them. In addition to using the District's filtered network, it is the student's responsibility to comply with the District's Acceptable Use in order to maintain a safe and secure learning environment in class. Outside of the approved classroom setting, all Glacier Middle School cell phone and other electronic device expectations and regulations apply. The student who possesses a PED for class use shall be solely responsible for its care; the District holds no liability for lost, stolen or damaged personal devices.

1st Offense: Teacher warning and reminder of expectations.

2nd Offense: Teacher confiscates electronic device and returns to student at end of instructional period.

3rd Offense: Teacher confiscates electronic device and takes it to the office during the day, electronic device returned to student at the end of the school day.

4th Offense: Teacher confiscates electronic device and takes it to the office during the day, electronic device returned to parent/guardian after conference with administrator.

5th Offense: Same as 4th with progressive consequences.

False Alarms

Pursuant to the 1991 Uniform Fire Code Section 13.203, false alarms shall not be given, signaled, transmitted, caused or permitted to be given, signaled or transmitted in any manner. Under the law, false alarms are misdemeanors subject to a maximum fine of \$250. Such action or involvement by a student will result in disciplinary action and law enforcement authorities will be contacted. Return to school may be contingent on a satisfactory conference with the Fire Marshall.

Fighting/Inciting a Fight*

Fighting will be defined as a physical altercation in which a student administers or exchanges a physical blow to another student. A student shall not intentionally cause or attempt to cause physical injury or intentionally behave in such a way as could reasonably cause physical injury to any person. Any student involved in fighting or promoting/inciting fighting shall be subject to disciplinary

action. This includes inciting a fight – behavior (verbal and physical) contributing to the cause or start of a physical fight. Students may be suspended for fighting. Fighting may constitute a crime and legal authorities may be notified.

Gambling*

Gambling is forbidden on school premises or at any school-related activities, and is subject to disciplinary action.

Harassment/Bullying/Intimidation*

The White River School district supports a safe and civil learning community. This includes a respectful environment free from harassment, intimidation, and bullying. Such interference may be cause for suspension or expulsion from school.

****District Policy for Prohibition of Harassment, Intimidation and Bullying***

It is the policy of the White River School District (No. 3207) to commit to a safe, secure, and civil educational environment for all students entrusted to its care, free from harassment, intimidation or bullying (RCW 28A.300.285).

It shall be a violation of this policy and the district’s student discipline policy for any student of the district to harass, intimidate or bully another student through verbal, nonverbal, or physical conduct as defined by this policy on school property (or in reasonable proximity thereto), school transportation, or at school sponsored activities off property.

Definition – Student to student harassment, intimidation or bullying means any intentional written, verbal, or physical act including, but not limited to, one shown to be motivated by any characteristic (race, color, religion, ancestry, national origin, gender, sexual orientation – including gender expression or identity, or mental or physical ability), or other distinguishing characteristics, when the intentional written, verbal, or physical act:

- Physically harms a student or damages the student’s property; or
- Has the effect of substantially interfering with a student’s education; or
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.
- Reporting – Any student who believes that he or she has been subjected to harassment, intimidation or bullying in the educational environment is encouraged to bring his or her complaint to the immediate attention of a staff member for assistance in resolving the matter. Staff members are expected to intervene and to report when necessary.
- Students are encouraged to report school related harassment, intimidation and bullying of which they have knowledge. False reports, retaliation and reprisal for harassment, intimidation and bullying also constitute violations of this policy, and discipline will be imposed as appropriate.

Defiance/Insubordination/Non-Compliance*

Insubordination could include acts such as Interference/Intimidation and Non-Compliance. Students are expected to regard all staff members with respect and comply with any reasonable request issued by a staff member. Failure to do so may result in disciplinary action. According to White River School District Board policy no student, either singly or in concert with others, shall use threat, force, or violence to interfere with or intimidate any student or staff member who is involved in the legitimate day-to-day activities of the school.

Physical Contact

Aggressive or reckless behavior, including horseplay, which jeopardizes the health, safety, or welfare of other students or staff members, will be subject to discipline.

Physical or Verbal Aggression/Assault*

A violent physical or verbal attack or a violent attempt or implied threat of using force or violence with intention to do harm to the staff or student is unacceptable. A student shall not intentionally cause or attempt to cause physical injury or intentionally behave in such a way that could reasonably cause physical or emotional injury to any person. Any student involved in an assault will be subject to long-term suspension or expulsion. Assault may constitute a crime and legal authorities may be notified.

Property Damage/Vandalism*

Students who damage, destroy, or deface school property or the property of others on school district premises are responsible for restitution.

Refusal to Identify Oneself

Students must correctly identify themselves upon the request of any White River School District staff member. Failure to correctly identify themselves to a school employee may result in disciplinary action.

Theft *

Students who steal items from the school, staff, or students or damage items belonging to the school or another student will face disciplinary action.

Threats to Safety or Security*

Glacier Middle School takes all threats of violence seriously and they will not be tolerated, this can include: arson, false emergency calls, or threats to the security of the building and/or individuals. This includes any actions, written, verbal or physical, which indicate any intention to do harm to the staff, student body or facility. Death threats and “hit lists” are included in this category. There is a zero-tolerance stance on “hit lists” and assaults that involve threats to kill another person. Such threats will be considered assaults. Threats of violence will result in emergency expulsion and can include: suspension, expulsion, police referrals, parental conference, student contract or restitution.

Tobacco Possession/Use*

Glacier Middle School is a tobacco-free and smoke free zone. In accordance with RCW 70.155.080 and RCW 28.A.210.310, the possession and/or use of tobacco in any form is prohibited on or adjacent to school property or at school-sponsored activities. Any tobacco product or paraphernalia found in the possession of a student on school premises or at a school-related activity will be confiscated and disciplinary action includes: short term suspensions, Friday school and suspensions ranging up to 10 days. Students using products resembling tobacco products are in violation of this tobacco policy. Students participating in WIAA activities may be subject to additional penalties.

Uncontrolled Substances*

Over the counter drugs, medicines, stimulants or herbal remedies are not allowed at school. (Under certain circumstances prescribed medicines are allowed – see Medication). Possession, use, distribution or sale of uncontrolled substances will result in disciplinary action

NON DISCRIMINATION/BULLYING AND HARASSMENT

The White River 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:

Title IX Coordinator	Section 504/ADA Coordinator	Civil Rights Compliance Coordinator
Chris Gibson	Hugh Flint	Scott Harrison
P.O. Box 2050	P.O. Box 2050	P.O. Box 2050
Buckley, WA 98321	Buckley, WA 98321	Buckley, WA 98321
360.829.5507	360.829.3957	360.829.5507
cgibson@whiteriver.wednet.edu	hflint@whiteriver.wednet.edu	sharrison@whiteriver.wednet.edu

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 <https://app.eduportal.com/documents/view/449109>

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 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
- 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, emails, 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: <https://app.eduportal.com/documents/view/449071>

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 principal 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 Our 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

DISCIPLINE SANCTION CHART

These general guidelines are consulted by administration and school staff. Administrators will use discretion on a case by case basis.

MISCONDUCT	DETENTION	FRI SCHOOL	ISS	STS	LTS	EXPULSION	LEGAL ACTION
Abusive Language to Staff Member/Student			X (2 DAYS)	X	X	X	
Cheating/Forgery/Plagiarism/Lying	X	X	X				
Computer Ethics/Technology Violations	X	X	X				
Disrespectful/Disruptive Behavior	X	X	X	X	X		
Disruptive Dress	ATTIRE ADJUSTMENT REQUIRED						
Drugs/Alcohol					X	X	X
Extortion/Coercion/Intimidation/Threats				X	X	X	
Fighting / Inciting a Fight				X	X		
				(3-5 DAYS)			
Gambling		X	X	X	X		X
Harassment / Intimidation / Bullying				X 3-5	X 6-10		
Harassment Sexual				X 3-5	X 6-10		
Insubordination/Interference/Intimidation		X	X	X	X		
Knives				X 3-5	X 6-10		
Laser Lights		X	X	X			
Lighters/Matches		X	X	X			
Off-Campus/Out of Bounds		X	X	X			
Physical/Verbal Assault			X (2 DAYS)	X	X	X	
Photographing/Recording/Publishing at school without permission	X	X	X	X			
Property Damage/Vandalism		X	X	X	X		
Racial Slur/Racist Symbols		X	X	X	X		
Refusal to Identify Self	X	X	X				
Tardy	X	X	X				
Theft				X	X		
Threats of Violence to Staff/Students				X	X	X	X
Tobacco			X	X	X		
Truancy		X	X				

Weapons				X	X	X	X
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ISS - In School Suspension OSS - Out of School Suspension STS - Short Term Suspension LTS - Long Term Suspension

