

2020 - 2021 Brinnon School Student Handbook



“Home of the Bobcats”

“....creating life long learners who are self-disciplined and take maximum advantage of their educational opportunities.”

FROM THE ADMINISTRATION

It is the belief of the Brinnon School District that all students have the ability to learn. It is our responsibility to provide and maintain a learning community that facilitates all learning styles and allows our students to reach the educational goals set by District, State and Federal Standards. Our school, as a learning center, will enable every student's right to become an engaged life-long learner, regardless of age, learning style, socio-economic background, geographic area, or culture by providing equitable access to all learning resources, including the use of available technology to reach all ages as well as all levels of education.

YOUR SCHOOL BOARD

Elected Board Members: Mr. Bill Barnet, Mr. Joe Baisch, Mrs. Shirley Towne, Mr. Ron Stephens and Ms. Mary Fickett.

The School Board meets according to the schedule posted on the school website and at the Post Office. Changes will be posted at least 24 hours prior to the scheduled meeting.

MISSION STATEMENT

The mission of the Brinnon School District is to provide all students opportunities to learn and grow. The primary goal for our students is that they become life-long learners who are self-disciplined and take maximum advantage of their educational opportunities. To achieve this goal, we believe that students, parents and school staff must all work together to help students achieve self-discipline.

DISTRICT GOALS

Board and administrative goals provide a framework that allows the Brinnon School Community to successfully reach the desired goals by providing a staff that:

- Are highly qualified according to the standards set by the Washington Superintendent of Public Instruction (OSPI).
- Provides a curriculum and instructional style that supports the adopted student learning standards.
- Creates/provides an atmosphere that accepts individual learning needs and differences, enhances curiosity and creativity, and encourages the highest possible academic success for each student.
- Provides a safe, disruption-free learning environment.
- Encourages students to share with staff the responsibility for maintaining a positive and effective school environment.
- Encourages parental and community involvement in the genuine academic achievement of our students.

STUDENT GOALS

Students share in the responsibility for maintaining a positive and effective school environment. By eighth grade promotion, students will be:

- Performing at appropriate academic levels
- Quality producers
- Self-directed, creative, constructive thinkers
- Effective communicators
- Collaborative contributors
- Knowledgeable and
- Technologically literate

VISITORS AT SCHOOL

The policy at Brinnon School does not allow student guests, unless accompanied by a parent/guardian. Parents/guardians and other visitors are welcome provided they follow the school visitor policy. For the safety of students, all visitors, including parents, are required to sign in at the district office at the time of their arrival and receive a visitor's pass.

SCHOOL STAFF ACCESS

Certificated Teachers are accessible to parents and students 15 minutes before and after regular school hours. When needed, teachers may arrange meetings outside of school hours by mutual agreement. Please call the school or e-mail the teacher to make arrangements. Staff e-mail addresses are listed below.

STAFF DIRECTORY 2020-2021

Brinnon School District # 46

46 School House Rd., Brinnon, WA 98320

Phone: 796-4646

Superintendent/Principal	Mrs. Patricia Beathard	pbeathard@bsd46.org
Administrative Assistant	Mrs. Amanda Hough	ahough@bsd46.org
Business Manager	Mrs. Debi Johnson	djohnson@bsd46.org
Teacher – Preschool	Miss. Kathi Mueller	kmuller@bsd46.org
Teacher – Transitional K/K	Mrs. Lisa Johnston	ljohnston@bsd46.org
Teacher - Grades 1 & 2	Mrs. Julie McEdwards	jmcedwards@bsd46.org
Teacher - Grades 3 & 4	Mrs. Elizabeth Frantz	efrantz@bsd46.org
Teacher – Reading/Scocial Studies Grades 5-8	Ms. Heidi Budnek	hbudnek@bsd46.org
Teacher/Special Ed. Director		
Math/Science – Grades 5-8	Mrs. Britney Edwards	bedwards@bsd46.org
Library/Technology Instruction	Mrs. Pam Fields	pfields@bsd46.org
Bus Driver/Para Educator	Mr. Bob Hart	bhart@bsd46.org
Para-Educator	Mrs. Tiffany Avelino	tavelino@bsd46.org
Maintenance/Grounds Keeper	Mr. Joshua Bowers	jbowers@bsd46.org

Staff List continued:

Cook/Kitchen Manager	Miss Danielle Kieffer	dkieffer@bsd46.org
Lead Bus Driver/Para	Mrs. Roxanne Slimp	rslimp@bsd46.org
Reading Corp. Member	Mrs. Nicki Wiley	nwiley@bsd46.org
Reading Corp. Member	Ms. Heather Lax	hlax@bsd46.org
Reading Corp. Member	Ms. Talon Kingsolver	tkingsolver@bsd46.org
Para-Educator	Mrs. Robin Springer	rspringer@bsd46.org

CONTRACTED SERVICES

Custodial Services: Ms. Lenore Watson & Ms. Shirley Wilson
Speech & Language Therapist – Olympic Educational Service District (OESD) 114
Occupational Therapist - OESD 114
Educational Psychologist – OESD 114
Nursing Program Specialist – OESD 114
School Based Health Clinic – MSC Counseling Services and Jumping Mouse

PTO (Parent Teacher Organization)

PTO monthly meetings are held at the school and open to the public.

Times and locations of the meetings and other PTO information may be found on the school website:
www.bsd46.org

AWARDS ASSEMBLIES

Students will be recognized for a variety of academic, citizenship, and other achievements at monthly awards assemblies. An attempt will be made to contact parents of students receiving awards.

SCHOOL SAFETY DRILLS

School district personnel and students will practice objective-based drills associated with specific emergencies on a regular basis during the school year in accordance with state guidelines.

FAMILY EMERGENCY CONTACT INFORMATION

It is critical to keep your contact information current. Emergency information should include any special needs or medications your child requires. An up-to-date list of individuals who are authorized to pick up your child (with current contact information) needs to be on file at the school. Please notify the school, in writing, anytime there is a change. A minimum of two (2) local contacts is required. In an emergency evacuation, students will only be released to individuals on the authorized pick-up list. Photo ID is required for student pick-up in emergency situations.

DURING A SCHOOL EMERGENCY

In order for our emergency response plans to be effective, we must depend on the cooperation of many people, such as the sheriff and fire departments. We also depend on the parents of our students to support our disaster response efforts. We ask parents to observe school procedures during a crisis situation: Do not telephone the school. We understand and respect your concern for your child, but it is essential that the telephone system be available for emergency communications. Depending on the magnitude of the crisis, you may receive emergency announcements or status reports via local radio, or TV stations. In a lockdown situation, you will not be allowed to enter the building. If evacuation is required, students may be transported to a location away from the school. An adult will always stay with your child until he/she can be picked up and safely transported home. Brinnon Fire Department, District #4, is our designated evacuation location. Volunteers in the building at the onset of the emergency should report to the superintendent or designee for assignment rather than jumping in to assist on their own. Good intentions may sometimes complicate problems. Do not come to the school or evacuation location until you are instructed to do so.

DURING A SCHOOL EMERGENCY

Emergency Assistance **911**

Jefferson County Sheriff **385-3831**

ACCIDENTS

If an accident or injury occurs at school, it should be reported immediately to the nearest staff member. The staff member will fill out an accident report form. Parents will be notified if a student sustains a significant or serious injury.

STUDENT INJURIES AT SCHOOL

If your child is injured during the school day, you, or someone on your emergency contact list, will be contacted by a school official as soon as possible. In the case of serious illness or accident, school officials will see that the student receives necessary emergency medical attention.

MEDICATION AT SCHOOL

All medication given in school is directly supervised by a trained staff member and indirectly supervised by a school nurse. If a student must receive oral, topical, eye, nasal, inhalation or injectable medication while at school by a trained staff member, there must be a written authorization from the parent and health care provider accompanying the medication. If the medication is a short term, such as antibiotics, the authorization is adequate. Medications administered for more than 15 consecutive days must have current, unexpired instructions for continuing treatment. Medications that are provided to school staff for administration to students must be unexpired. Medication instructions are valid for the school year if not changed in any way. New administration instructions must be submitted whenever there is a change in regimen (Example: Ritalin 5mg by mouth every day at 9 am changed to Ritalin 5 mg by mouth every day at 9 am and 12 noon). If your child needs medications during school, please contact school office to complete the **Authorization for Administration of Medication at School** form.

LIFE THREATENING CONDITIONS

Parents are required to report any student life threatening medical conditions to the school in writing. Students with life threatening conditions must have an individual and emergency health plan to attend school, created by the school nurse, you and your licensed health care provider. Asthma and anaphylaxis are the most common life threatening conditions seen in school but your student may have

another. In the case of anaphylaxis, state law now allows a registered school nurse to give epinephrine to a student with possible anaphylaxis (if a school has stocked it) without a doctor's order. Stocking epinephrine is not mandatory and does not take the place of parents identifying students with life threatening allergies by physician exam and supplying the needed medication. Your child may self carry an epipen/inhaler after assessment by a licensed healthcare provider and determination by the school nurse that the child has demonstrated the necessary skill to self administer the medication (RCW 28A.210.370) If your student has had anaphylaxis please supply 2 epipens so this life saving medication is available at all times. Anaphylaxis is a potentially fatal condition that can kill in minutes. Informing school staff of known triggers, plus supplying epinephrine in case of exposure (the only lifesaving treatment for anaphylaxis), is an essential part of coordinating care at school to keep your student safe and healthy. Please let us know if you have any questions about health services at your school or need information about finding medical care in the community.

HOME HOSPITAL INSTRUCTION

Home or hospital instruction may be provided on an individual basis for short-term rehabilitation periods following injuries, surgery, or extended illnesses.

EXTENDED ABSENCE

When it is known that a student will not be attending school (medical reasons, family bereavement, etc.), a student needs to acquire assignments and work missed from his/her teacher. A teacher will generally need two days to prepare the requested assignments.

STUDENT DIRECTORY INFORMATION

Certain information about a student is frequently requested by persons other than parents or other school officials; e.g., newspapers want to know about awards, assemblies, graduation etc. Routine information, such as this, is called Directory Information and specifically includes:

- Student's name, address and telephone number
- Date and place of birth
- Participation in officially recognized activities and sports
- Dates of attendance
- Awards received
- Previous educational agency

Photographs for use in the news media or in a district produced publications will be released, unless a written objection by the parent/guardian is on file. (See **Publicity Consent Form** sent home with this handbook.)

TECHNOLOGY PROGRAM

Students of Brinnon School District may access district computers for electronic email and the internet. To gain access to email and the internet, all students must obtain parental permission and must sign and return the Technology Forms to the district before they are allowed access to computer networks.

GRADING POLICY

Grades K-5 shall use standards based reporting:

X= Introduced: No basis for evaluation at this time.

1= Below Standards: Not yet meeting expectations for age or grade level

2= Approaching Standards: Meets some expectations for age or grade level

3= Meeting Standards: Meets expectations for age or grade level

4= Exceeding Standards: Exceeds expectations for age or grade level

Grades 6-8 shall use the following grades based on standards evaluation

A = Superior achievement, exceeds expectations for age or grade level

B = Meets expectations for age or grade level

C = Satisfactory completion of basic course requirements for age or grade level

D = Minimally/or not yet meeting basic course requirements for age or grade level

F = Unsatisfactory completion of basic course requirements

PROMOTION/RETENTION

After a student has successfully completed a year of study at a specific grade level, he/she will be promoted to the next grade. Retention at the same grade may be beneficial to the student when he/she is not demonstrating minimum competency in basic skill subjects in relation to ability and grade level. If retention is a possibility, it will be discussed with parents in the second semester of the school year.

TEXTBOOKS

Each textbook checked out to a student becomes his/her temporary property. The book remains the responsibility of the student to whom the book is issued until it is returned or when requested by the teacher or an administrator. All books will be checked for damage before issuance to the student. Condition of books will be checked periodically and at the end of the year. When necessary, textbook fines and / or replacement costs will be assessed by the district. Hardcover textbooks must be covered with clean covers.

LOCKERS

Lockers, if used, will be assigned to students and the school will provide a lock. Lockers should be kept neat and ready for possible inspection at all times. Any decorations to the inside of a locker must be appropriate and removable.

LOST AND FOUND

Students who have found any property should bring it to the Main Office. Students should leave valuable items at home. The Brinnon School District is not responsible for lost, damaged, or stolen personal items. At the end of each semester, remaining lost and found items will be donated to a charitable organization.

CLOSED CAMPUS

Brinnon School operates as a closed campus. Students are expected to stay on the Brinnon School grounds from the time they arrive at school until dismissal and school buses depart. While on school grounds students must remain in supervised areas authorized for student use at all times.

PERMISSION TO LEAVE SCHOOL

Permission to leave school during the school day must be given by school administration. In order for the administration to consider granting permission, the student must bring written authorization, signed by a parent/guardian to the School Office.

ATTENDANCE POLICIES

Regular school attendance is necessary for mastery of the educational program provided to students of the district. Students are expected to attend all assigned classes each day.

EXCUSED ABSENCES

A limited number of absences will be excused if a parent/guardian calls the school or the student returning from the absence brings a written note containing an acceptable excuse from their parent/guardian to the Main Office for:

- Absences due to illness, health condition, family emergency or religious purposes – Doctor's note may be required.
- Absence for parental-approved activities if agreed to by the administrator and the parent
- Participation in a school-approved activity that is authorized by a staff member
- Absence resulting from disciplinary actions or short-term suspension.

LATE ARRIVAL/TARDIES

Students arriving late to school must report to the Main Office with a parent/guardian for a pass. Students late for class must report to the Main Office before going to the classroom.

UNEXCUSED ABSENCES

Unexcused absences fall into two categories:

1. Failing to call and notify the school of the absence or failing to submit any type of statement signed by the parent or guardian.
2. Submitting a signed excuse which does not constitute an excused absence

This type of absence is also defined as truancy. Washington states truancy law, known as the Becca Bill, requires the school district adhere to the following requirements:

After **one** unexcused absence in a month, the school is required to inform the parent in writing or by phone. After **two** unexcused absences within any month a conference shall be held between the parent, student and administrator. **Not later than the student's fifth unexcused absence** in a month or tenth unexcused absence within the current quarter, the district shall enter into an agreement with the student and parents that establishes school attendance requirements, refer the student to a community truancy board or file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010. Parents/guardians may request a conference concerning attendance at any time.

LEAVING BEFORE THE DAY'S END

When a student must leave school early at a specified time (medical/dental appointments, etc.), the parent/guardian must sign the student out at the Main Office. If the student returns to school, the parent/guardian should sign the student back in. It is the responsibility of the parent to pick-up the student released to participate in an after-school activity.

ILLNESS OR INJURY DURING SCHOOL DAY

Students who become ill during the school day must obtain a pass from their teacher and then report to the Main Office. Office staff will take the student's temperature and make a determination if the student is too ill to remain at school. Students will not be allowed to go home without parent/guardian permission. In the case of serious illness or accident, school officials will see that the student receives necessary emergency medical attention.

LUNCH PROGRAM

Lunch with classmates and friends is a student's privilege accorded to students who demonstrate positive citizenship and compliance with lunchroom behavior expectations. Lunches are purchased in advance in the school office. If lunch has not been purchased, a student is expected to bring a sack lunch. Free and reduced meal applications are available in the Main Office.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at:

http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; fax: (202) 690-7442; or email: program.intake@usda.gov.

This institution is an equal opportunity provider.

BREAKFAST PRICES

Adult	\$2.25
Regular student	\$.75
Reduced student	No Charge
Free student	No Charge

LUNCH PRICES

Adult	\$3.50
Regular student (P-8)	\$1.25
Reduced Student (K-8)	No charge
Free student	No charge

LUNCHROOM RULES

Students attending Brinnon School will:

- Obey Brinnon School rules
- Walk at all times when in the hallway and classrooms
- Use inside voices
- Stay in line, as directed
- Sit with their class unless given permission to move to other locations
- Always eat sitting down
- Use food appropriately
- Clean up and put trays, garbage, silverware in the appropriate places
- Use appropriate language and topics of conversation
- Leave the lunch area when excused

ONLY pre-packaged foods will be accepted for special treats due to allergies and other health issues.

PROHIBITED AT SCHOOL

Students are not allowed to have the following items in their possession at Brinnon School and are subject to confiscation of such items:

- Non-prescription or prescription drugs, weapons or weapon look-alikes, tobacco products, and/or drug paraphernalia. (See Appendix A)
- Cell phones and other personal electronic devices are permitted during non-instruction times (as determined by the teacher) and are to remain in the off position in student's backpacks during instructional times. Consequences as a result of violating this rule is as follows:
 - First offense: Warning
 - Second offense: Device taken to office
 - Third offense: Parent/Guardian called to pick up device

As a reminder, the school district is not responsible for lost, stolen or damaged items.

SCHOOL BUS RULES

The bus driver has authority over and responsibility for the safety of students using school district transportation. Students shall conduct themselves in accordance with the rules developed by the Superintendent of Public Instruction and Washington State Patrol. The right to use school district transportation may be denied to a student who violates these rules and regulations. In addition, any unacceptable behavior on a school district bus, or during or en route to any school district sponsored activity, such as field trips, shall be subject to the same consequences as if the behavior occurred at school. (See Appendix B)

TELEPHONES

School telephones are not available for general student use. Arrangements for after school activities are to be made in writing or by calling the school by the parent or legal guardian. School administration may allow a student to use the telephone in an urgent or emergency situation.

ASSEMBLY BEHAVIOR RULES

Students attending Brinnon School shall enter the gym quietly and:

1. Sit as directed.
2. Give respectful attention to speaker(s).
3. Respond appropriately by clapping.
4. Leave the gym quietly with their class as directed.

PLAYGROUND RULES

Students attending Brinnon School will:

- Follow directions given by supervisors
- Play in designated, supervised areas within the vision of the playground supervisor
- Follow the posted rules for games and equipment (See Appendix C)
- Leave dirt, stones, sticks, snowballs, rocks or other objects alone
- Keep hands, feet and objects to self
- Comply with general classroom rules regarding behavior.

STUDENT DRESS

The student and parent may determine the student's personal dress and grooming standards, provided that the student's dress and grooming is modest and shall not:

- Lead school officials to reasonably believe that such dress or grooming shall disrupt, interfere with, disturb, or detract from the school environment or activity and/or educational objectives
- Create a health or other hazard to the student's safety or to the safety of others
- Include clothing that displays any pictures, symbols, or words that represent alcohol, tobacco, illegal drugs, gangs, sexual messages, racial slurs, or profanity or harassment
- Include clothing that exposes the midriff, upper thigh, or is see-through. No undergarments, including boxer shorts, may show. No spaghetti straps. No low cut shirts or blouses.

In addition, compliance with the following expectations is required:

- Hats must be removed upon entering the school building at the beginning of the day and put away in a bag or locker until the end of the school day, except that appropriate hats/head coverings may be worn at outdoor recesses and other outdoor activities.
- No bandana of any color may be worn or carried at school, except for special programs or productions and with permission of the student's teacher or administrator.
- Sweatshirt hoods must be kept down while indoors.
- Sunglasses may not be worn indoors.
- Personal hair styles/colors, body jewelry, and make-up shall not distract from the learning environment.
- Appropriate footwear is a safety requirement for school activities. Flip flops in particular are unsafe for some activities.

STUDENT CONFLICT RESOLUTION

Conflict management and resolution are critical life skills. Students will learn to identify sources of conflict, communicate their concerns to others in a positive, effective manner, and work cooperatively with their peers to implement mutually agreeable solutions to common concerns.

STAFF ROLES & RESPONSIBILITIES

Every staff member is responsible for helping students meet school-wide expectations. The classroom teacher is responsible for managing student behavior in the classroom. Each teacher will maintain specific classroom rules that reflect the three basic rules of the School emphasizing safety, respect and learning. Student infractions will be documented, consequences will be set, and parental involvement will be an integral part of improving student behavior. Staff members are responsible for monitoring student behavior at all times throughout the school in accordance with the Brinnon School District Discipline Policy. Certificated staff members are responsible for assigning consequences for unacceptable behaviors in accordance with the district policy. Recommendations for suspension or expulsion shall be referred to the superintendent or his/her designee for a final decision. Classroom teachers at Brinnon School are committed to developing and maintaining conditions in the classroom in which all students can maximize their learning. To facilitate this, they will establish rules and procedures for their classrooms that may exceed the rules and consequences set forth in this handbook. Failure of a student to abide by classroom rules established by the teacher is unacceptable behavior, and continuous or repeated failure to abide by classroom rules is defined as a serious unacceptable behavior. Teachers may impose penalties for their classroom in addition to those consequences set forth in this handbook.

PARENT/GUARDIAN INVOLVEMENT/ROLE

Student academic and social success relates directly to the positive support from parents working as a team with school staff. The Brinnon School District may invite parents/guardians to help their students improve behavior by attending class, lunches, or school functions. Parental involvement in the classroom and at school activities is welcomed and encouraged. Parents are urged to support and encourage their student's success by providing them with adequate rest, proper school supplies, and space and time for homework completion.

Parents/Guardians are strongly encouraged both to minimize lost instructional time and to manifest parental support for positive school behaviors. In the event a student is required to serve an after-school detention, it is the responsibility of the parent or guardian to transport the student home following completion of the sixty-minute detention period. A student may be suspended from school for misbehavior. If a parent disagrees with a consequence assigned to his or her student, the parent may request a conference with the Superintendent or designee to discuss the behavior and consequence. The decision following the conference may be appealed to the School Board.

STUDENT ROLES AND RESPONSIBILITIES/BRINNON SCHOOL RULES

Students at Brinnon School are required to follow the school rules:

1. I will work and play safely.
2. I will show respect for myself, others, and property.
3. I will follow directions the first time they are given.
4. I will help make Brinnon School a good place to learn.

The preferred method of dealing with unacceptable behavior is for the student to stop, recognize the unacceptable behavior and develop an action plan (See Appendix D) to improve the student's awareness of his/her behaviors. An example of an action plan is included in the Appendix A student may be asked by a teacher or administrator to develop an action plan at any point the teacher/administrator believes it may be helpful to correct behavior. Students have the right to due process.

Student conduct and behavior is closely associated to learning. An effective instructional program requires a wholesome and orderly school environment. The Board requires that each student adhere to the rules of conduct and submit to corrective action taken as a result of conduct violations. The rules of conduct are applicable during the school day as well as during any school activity conducted on or off campus. Special rules are also applicable while riding on a school bus.

STUDENT MISBEHAVIOR AND EXPLANATION OF CONSEQUENCES

Brinnon School students and staff work to create a safe, positive learning environment. On the occasion that a student demonstrates unacceptable behavior(s), Brinnon School staff members and administration will determine the appropriate consequence. Infractions will be discussed with the student, action documented and consequences set.

A variety of potential student misconduct is addressed by the Brinnon School rules, such as the disallowed and inappropriate behaviors listed below:

Unacceptable behaviors:

- Being in unauthorized areas
- Defiance/non-compliance/ disrespect
- Disruption of the learning process
- Repeated dress code violations
- Failure to follow school playground rules
- Inappropriate display of affection
- Lying, cheating, misrepresentation
- Profane or other inappropriate language
- Harassment, intimidation, bullying
- Teasing
- Intentional misuse of equipment, supplies and facilities
- Misuse of technology
- Pilfering
- Rock throwing
- Hitting with open hand, kicking shoving
- Repeated lack of preparation for class, e.g. missing materials, books, etc.
- Repeated unsafe behavior to self or others
- Failure to obey the directions or instructions of a teacher, administrator, or other staff member
- Failure to observe and obey classroom rules
- Any conduct or behavior which a reasonable person would recognize as significantly inappropriate, disruptive, or offensive.

Serious unacceptable behaviors:

- Continuation of unacceptable behaviors (repeating the same or a similar behavior after having four Misconduct Reports issued by a staff member)
- Extreme Defiance/verbal challenge
- Profane, sexually explicit and/or other inappropriate language directed toward another person
- Possession or viewing of pornography

- Fighting/serious threats
- Harassment, intimidation, bullying
- Possession or use of any incendiary device, or other dangerous items, other than a firearm
- Extortion, theft
- Trespassing
- Vandalism
- Misuse of technology

Severe Unacceptable Behaviors:

- Assault
- Arson
- Continued malicious harassment, intimidation, bullying
- Intentional exposure of private body parts
- False fire alarm/bomb threat
- Threats to use, attempted use, or use of any incendiary device, weapon or other dangerous item/s
- Possession of a firearm (Mandatory one calendar year expulsion)
- Any other act or series of acts constituting a crime (misdemeanor or felony) under federal and/or Washington State law
- Misuse of technology

The lists above include many examples of student misbehavior, but the list should not be considered all-inclusive.

Consequences may include, but are not limited to the following:

- Creation of an action plan
- Behavior plan/contract
- Parent conference
- Student conference
- Natural consequences related to the misbehavior (i.e. cleaning a mess that was made)
- Loss of classroom or school privileges
- Classroom or office time out
- Lunch detention
- In-school suspension
- Short term out of school suspension
- Long term out of school suspension
- Expulsion

While serious and severe unacceptable behavior requires significant consequences, a graduated approach to consequences is used when possible. In this way, consequences become more significant if misbehavior continues.

BRINNON SCHOOL DAILY STUDENT SCHEDULE: 2020 – 2021

Pre-School

Tuesday/Weds/Thursday 12:15 p.m.– 3:20 p.m.

3:20 p.m. Dismissal/Departure

Grades K through 2

7:50 a.m. – 8:15 a.m.	Breakfast
8:15 a.m.– 10:25 a.m.	Instructional Period
10:25 a.m.– 10:40 a.m.	Recess
10:40 a.m.– 11:45 a.m.	Instructional Period
11:45 a.m. – 12:15 p.m.	Lunch/Recess
12:15 p.m. – 3:20 p.m.	Instructional Period
3:20 p.m.	Dismissal/Departure

Grades 6 through 8

7:50 a.m. – 8:15 a.m.	Breakfast
8:15 a.m.– 10:30 a.m.	Instructional Period
10:30 a.m.– 10:40 a.m.	Outdoor time
10:40 a.m.– 11:45 a.m.	Instructional Period
11:45 a.m. – 12:15 p.m.	Lunch/Recess
12:15 p.m. – 3:20 p.m.	Instructional Period
3:17 p.m. – 3:20 p.m.	Dismissal/Departure

Early Dismissal Note:

Grades K – 8 will dismiss at 11:00 a.m. on Early Release Days.

ANNUAL NOTIFICATIONS

EQUAL OPPORTUNITY EMPLOYER The Brinnon School District # 46, a smoke free/drug free work place, complies with all state and federal rules and regulations and does not discriminate on the basis 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 designation youth groups. This holds true for all district employment opportunities. Inquiries regarding compliance and/or grievance procedures may be directed to the district Title IV/RCW 28A.640 Officer at 360-796-4646.

CHILD FIND SCREENINGS Brinnon School District conducts an annual Child find screening, birth – 21, for the purpose of locating, evaluating and identifying all resident students suspected of having a disability who are not currently receiving special education and/or related services and who may be eligible for those services.

DISTRICT REPORT CARD The Office of the Superintendent of Public Instruction (OSPI) provides an annual Report Card for all districts in Washington. The Brinnon School District Report card for the 2017-2018 School year can be found at the OSPI website at www.k12.wa.us

IMMUNIZATIONS Washington State Law requires full immunization of all students enrolled in the district through age 18. Immunizations must be completed before a student is allowed to attend school. Medical exemption from immunization is allowed with a doctor’s signature.

HOMELESSNESS The McKinney-Vento Education of Homeless Children and Youth Assistance Act is a federal law that ensures immediate enrollment and educational stability for homeless children and youth. McKinney-Vento provides federal funding to states for the purpose of supporting district programs that serve homeless students. Contact the school administrator if you or someone you know is homeless.

NON-DISCRIMINATION COMPLAINT PROCEDURES Brinnon School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

Title IX Coordinator

Patricia Beathard: BSD Superintendent
Address: 46 Schoolhouse Rd.
Telephone Number: 360-796-4646
Email: pbeathard@bsd46.org

Section 504/ADA Coordinator

Britney Edwards: Special Education Director
Address: 46 Schoolhouse Rd
Telephone Number: 360-796-4646
Email: bedwards@bsd46.org

Civil Rights Compliance Coordinator

Patricia Beathard: BSD Superintendent
Address: 46 Schoolhouse Rd.
Telephone Number: 360-796-4646
Email: pbeathard@bsd46.org

Policy and procedure 3210 (Non-discrimination) has detailed steps for filing a complaint. The full policy and procedure can be found on the school website at www.bsd46.org – complaint procedures are also detailed in Appendix G of this handbook.

SECTION 504 It is the intent of the Brinnon School District to insure that all students that are disabled under the definition of the Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services and modifications. For more information please contact the district 504 Coordinator, Britney Edwards at 796-4646.

TITLE I/ LAP Title I, a federally funded program which enables school districts to give extra help to students needing assistance in basic skills is schoolwide based and offers supplemental support in reading, mathematics and language arts. The Learning Assistance Program (LAP) follows a format similar to Title I. The funding for this program is provided by the State of Washington. Student success and increased academic achievement is the primary goal of both programs.

TITLE IX The Brinnon School District 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. Inquiries regarding compliance and/or grievance procedures may be directed to the school district Title IX Compliance Officer, Patricia Beathard and Section 504 ADA Coordinator, Britney Edwards at 360-796-4646.

DRUG AND ALCOHOL POLICY Brinnon School is a Drug, Alcohol and Tobacco Free Zone: Students are herein notified that the Brinnon School District has a "Zero Tolerance" regarding drugs, alcohol or tobacco on the Brinnon School District campus. This includes the school bus and school-sponsored activities. The Brinnon School District also believes that illegal drugs, alcohol and tobacco are harmful, addictive and unlawful. (See Appendix E)

PROHIBITION OF HARASSMENT, INTIMIDATION AND BULLYING The District is committed to a safe and civil educational environment for all students, employees, volunteers and patrons, free from harassment, intimidation and bullying. (See Appendix E)

BRINNON SCHOOL WEAPONS POLICY Possession of a firearm, weapon, weapon look-alike including but not limited to the following: knives, air guns, sling shots, clubs, chains, metal knuckles, throwing stars, mace/pepper spray, or any other item recognized as a weapon is strictly prohibited. Regulation of Dangerous Weapons on School Premises Policy 4210 can be found on the school website. www.bsd46.org

STUDENTS RECORDS (FERPA) Student records are developed and maintained by the school district for the educational welfare of students, for orderly and efficient operation, and are required by law.

As a requirement of FERPA, educational agencies must annually inform parents and eligible students of the following rights:

- The right to inspect and review the student's educational records
- The right to request the amendment of the student's educational records that the parent or eligible student believes is inaccurate or misleading.
- The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file a complaint with the U.S. Department of Education concerning alleged failure by the district to comply with requirements of FERPA

TEACHER QUALIFICATIONS Parents/guardians of children enrolled in the Brinnon School District can request the following information regarding instructional staff who work with their children:

- Whether or not the child’s teacher has met state certification for the grades and subjects s/he is teaching
- Whether or not the teacher is working with an emergency or conditional certificate where state certification criteria has been waived
- The baccalaureate degree major of the teacher and any other graduate certification or degree held, including field of discipline of the certificate or degree; if the child receives instructional services from a para-educator, the para-educator’s qualifications

In addition, any school receiving Title I funds is required to notify parents individually in a timely manner when for four or more consecutive weeks their child has been assigned to—or has been taught— by a teacher who does not meet the Highly Qualified Requirements (HQT) of No Child Left Behind.

ASBESTOS NOTIFICATION

The Environmental Protection Agency requires every school district in the United States to inspect its buildings for the presence of asbestos. If any asbestos is found, the district is required to prepare a plan for managing the asbestos and to submit that plan to the state.

Asbestos is a natural occurring fiber and has been used in building materials for thousands of years. In recent years it has been commonly accepted that asbestos is a substance that causes or incites cancer. The government has passed laws that require schools to treat asbestos carefully, especially if it becomes damaged. The floor tiles in some non-classroom areas of the Brinnon School contain an asbestos material, which has been determined to be safe so long as they are maintained properly.

The Environmental Protection agency states, “It is important to note that not all asbestos containing materials need to be removed from schools. Once such material is identified, a program can be implemented to insure that the material is not disturbed for any reason.” Such a program has been implemented in Brinnon School District and will continue. The program consists of surveillance, inspection, response action, record keeping, and training for maintenance and custodial staff. This plan is available at the school office and can be inspected during regular school hours.

PESTICIDE NOTIFICATION

The Brinnon School District #46 complies with the requirements of law regarding pesticide notification, posting and record keeping. This includes annual notification of staff and parents of the District’s pest control policies and methods; pre-notification of staff and parents of pesticide applications; posting of sites of pesticide applications; and record keeping, including an annual summary report of pesticide usage.

If the district elects to use a pesticide, the following procedure shall apply:

- At least 48 hours before the application of a pesticide to school facilities or school grounds, the District shall notify parents and staff of the planned application in writing, including the heading, “Notice: Pesticide Application.” Following the application of a pesticide to school facilities (structures and vehicles) a sign shall be posted at the location of the application.

These notices are not required for the application of antimicrobial pesticides (substances used to sanitize or disinfect for microbial pests: viruses, bacteria, algae and protozoa). These notices are not required for the placement of insect or rodent bait that are not accessible to children.

APPENDIX A

DRUG AND ALCOHOL POLICY and WEAPONS POLICY

Brinnon School is a Drug, Alcohol and Tobacco Free Zone

Students must be aware the Brinnon School District has a "Zero Tolerance" regarding the use, possession, or sale of illegal drugs, alcohol or tobacco on the Brinnon School District campus, attendance at District events/field trips, including school bus transportation. The Brinnon School District also believes that illegal drugs, alcohol and tobacco are harmful, addictive and unlawful.

Consequences for the sale, delivery, possession, and/or use of tobacco in any form

First violation: 3 Days Suspension

Second violation: 5 Days Suspension

Third violation: 9 Days of Suspension

Consequences for the possession and/or use of alcohol, other drugs, drug paraphernalia or misrepresenting something as a controlled substance

First violation: Notification to the proper authorities. Up to 20 days suspension and referral to substance program (Suspension may be reduced if a student completes a formal alcohol/drug evaluation.)

Second violation: Notification to proper authorities. Possible long-term suspension or expulsion.

WEAPONS POLICY

Possession of a weapon, (other than firearm) or weapon look-alike including, but not limited to the following: pocket or other knives, air guns, sling shots, clubs, chains, metal knuckles, throwing stars, mace/pepper spray, or any other item recognized as a weapon, is strictly prohibited.

Consequences

First violation: Up to 15 days suspension

Second violation: Suspension for the remainder of the quarter or 30 days, whichever is greater.

Possession of firearm: Mandatory expulsion for a minimum of one calendar year.

Malicious attempted use of any dangerous weapon: Expulsion for the remainder of the school year.

In all cases of student violation of the Brinnon School District Weapons Policy, parents and the proper law enforcement authorities will be notified. Consequences will be adapted to address the specific offense and may be more significant than the above listed consequences.

APPENDIX B

BRINNON SCHOOL BUS RULES

- The driver is in full charge of the bus and pupils. To ensure bus safety, the student/s must promptly obey the driver.
- Students shall ride their regularly assigned bus at all times, unless the parent provides written permission and district authorities approve the request.
- School authorities will verify with the drivers the availability of extra seating space and will not issue passes for non-regular riders if it will cause standing on the bus.
- A student shall not be allowed to depart the vehicle other than at his or her boarding or alighting place to another regularly scheduled stop unless permission is first obtained from the school administration (Written permission must be obtained from parent/guardian to alter the student's regularly scheduled stop).
- The driver may require that students follow an assigned seating pattern.
- Outside of ordinary conversation, classroom conduct must be obeyed.

Students will:

- Sit properly in their seats
- Refrain from throwing objects
- Keep their hands and feet to themselves
- Be courteous to their fellow passengers
- Assist in keeping the bus clean by keeping waste paper and other trash off the floor
- Refrain from throwing refuse out the windows.
- Refrain from eating on a school bus, except when specifically authorized and supervised by staff other than the driver.
- Refrain from using vulgar, obscene language or gestures.
- Have nothing in their possession that may cause injury to another student, such as sticks, breakable containers, any type of firearms, straps or pins, or items dangling from clothing or backpacks which may become entangled in doors. The driver shall determine which articles are hazardous and are not to be transported in the passenger area of the vehicle.
- Keep books and personal belongings must be kept out of the aisle. Special permission must be granted to transport any large items.
- Refrain from talking to the driver when the vehicle is in motion, except when absolutely necessary. Excessive noise and loud behavior is not permitted.
- Not sit in the driver's seat nor tamper with emergency doors, windows or equipment unless emergency conditions exist or while emergency exit drills are being conducted.
- Never approach a bus until it has come to a complete stop and the access doors have opened.
- Remain seated while the bus is in motion and are not to get on or off the bus until the bus has come to a full stop.
- Cross the roadway only when the driver gives approval and the crossing must be only in front of, and never behind, the bus.
- Leave home early enough to arrive at the bus stop before the bus is due
- Not stand or play in the roadway while waiting for the bus

- At loading/unloading areas, students shall refrain from pushing and/or shoving other student/s, or engaging in other unsafe activities
- Open windows only with permission of the driver and when opened, no student shall extend any part of his/her body beyond the inside window ledge
- Articles deemed hazardous or potentially hazardous by the driver shall not be transported in the passenger area of any school vehicle
- Except for designated service animals, no animal, reptile, fish or fowl is permitted on district vehicles
- Students who walk along the highway or road, to and from the bus-loading zone, where possible, must walk on the left-hand side facing the on-coming traffic
- In the event of an actual emergency, students shall follow emergency exit procedures as established by the emergency exit drills
- School districts will be reimbursed for damage to school buses resulting from student misconduct
- Misconduct on a bus will be a sufficient reason to discontinue providing bus transportation to those students involved
- Electronic devices are permitted for students on a non-interference basis.

APPENDIX C

BRINNON SCHOOL PLAYGROUND RULES – SAFETY FIRST

EQUIPMENT	PERMITTED	NOT PERMITTED
Soccer Nets	Small net: K-5 Large net: Middle school	No touching, holding or pulling on nets. No rough play.
Swings	Use Sitting Down	More than one person, jumping out, walking or running between swings; climbing on structure.
Tire Swing	Feet inside. Both hands holding on to chains. Grades K-2 only 3 people. 3-5 only 2 people. No middle school use.	Pushing students on tire swing
Slides	Sliding while sitting down and facing forward.	Climbing up the slide or poles, walking down, more than one person on ladder, use when wet, unsafe footwear.
Bars	Hand-over-hand	Mock fighting, climbing on equipment, sitting on top of structure.
Table	Chess and checkers, outside lunch, reading	Climbing/standing on table
Tether Ball	Use palms of hands only. Dry off ball, if wet.	Two at a time
Covered Area	Basketball, 4 square, jump rope, hoppers etc.	Kicking balls inside the covered area
Gravel Area	Safe play	Kicking balls-throwing rocks
Four Square	Follow basic rules.	No rough play or ganging up on one player.
Zip line	1 person at a time, 2 hands always.	No climbing on top of structure, no putting jackets or sweaters through the handle, no hand over hand above zip line.
Balls and Frisbees	On grass areas of playground	Kicking balls in covered area or gravel area.

Get permission from the playground supervisor before leaving the playground! Be visible to supervising adult at all times!

Mock fighting, pretending to kick or hit, martial arts, wrestling, tackling, take-downs, or rough play are not permitted on the playground or school grounds. Leave woodchips and rocks on the ground! Students are required to follow the instructions of playground supervisor/s. In case of rain or inclement weather, recess may be held indoors.

APPENDIX D

STUDENT ACTION PLAN

STUDENT'S NAME: _____

GRADE: _____ **DATE:** _____

REFERRED FOR ACTION PLAN BY: _____

What unacceptable behavior of mine should change? (Handwriting must be legible and all questions answered completely)

What rule(s) did I break? (Write down rule)

What could I have done instead? (List three different choices you could have made and kept from breaking a rule.).

1. _____

2. _____

3. _____

Next time I will:

I understand the additional consequences/restitution as a result of my behavior are:

STUDENT
SIGNATURE _____ DATE _____

TEACHER/ADMINISTRATOR _____ DATE _____

PARENT/GUARDIAN _____ DATE: _____

Parent/Guardian: Please return one signed copy to your child's teacher.

APPENDIX E

PROHIBITION OF HARASSMENT, INTIMIDATION AND BULLYING

The District is committed to a safe and civil educational environment for all students, employees, volunteers and patrons, free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" means any intentionally written message or image, including those that are electronically transmitted, a verbal or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 9A.36.080(3), (race, color, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability), or other distinguishing characteristics, when an 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.

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation, or bullying. "Other distinguishing characteristics" can include but are 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, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical or electronically transmitted messages or images. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation or bullying may still be prohibited by other district policies or building, classroom, or program rules.

This policy is a component of the district's responsibility to create and maintain a safe, civil, respectful and inclusive learning community and is to be implemented in conjunction with comprehensive training of staff and volunteers, including the education of students in partnership with families and the community. The policy is to be implemented in conjunction with the Comprehensive Safe Schools Plan that includes prevention, intervention, crisis response, recovery, and annual review. Employees, in particular, are expected to support the dignity and safety of all members of the school community.

Depending upon the frequency and severity of the conduct, intervention, counseling, correction, discipline and/or referral to law enforcement will be used to remediate the impact on the victim and the climate and change the behavior of the perpetrator. This includes appropriate intervention, restoration of a positive climate and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation or bullying also constitute violations of this policy.

APPENDIX F

FAMILY PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Brinnon School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Brinnon School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Brinnon School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production
- The annual yearbook
- Honor roll or other recognition lists
- Kindergarten and 8th grade promotion programs; and
- Sports activity sheets, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. Photographs may occasionally be taken of students for use in the news media or school district publications. The Brinnon School District will not release any "Directory information for commercial purposes not related to school business.

If you do not want the Brinnon School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing (See the Publicity Consent form sent with this handbook.) The Brinnon School District has designated the following information as directory information:

- Students name
- Participation in officially recognized activities and sports
- Address or Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Dates of attendance or Grade level
- The most recent educational agency or institution attended

APPENDIX G

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, e-mails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

You can report sexual harassment or discrimination to any school staff member or to the district's Title IX Officer: Patricia Beathard, BSD Superintendent. Email: pbeathard@bsd46.org. Phone: 360-796-4646. Address: 46 Schoolhouse Rd. You also have the right to file a complaint using Procedure 3210 detailed below.

COMPLAINT PROCEDURES (Policy and Procedure 3210): DISCRIMINATION AND SEXUAL HARASSMENT

Anyone may file a complaint against the district alleging that the district has violated anti-discrimination laws. This complaint procedure is designed to assure that the resolution of real or alleged violations are directed toward a just solution that is satisfactory to the complainant, the administration and the board of directors. This grievance procedure will apply to the general conditions of the nondiscrimination policy (Policy 3210) and more particularly to policies dealing with guidance and counseling (Policy 2140), co-curricular program (Policy 2150), service animals in schools (Policy 2030) and curriculum development and instructional materials (Policy 2020). As used in this procedure:

- A. Grievance** means a complaint which has been filed by a complainant relating to alleged violations of any state or federal anti-discrimination laws.
- B. Complaint** means a written charge alleging specific acts, conditions or circumstances, which are in violation of the anti-discrimination laws. The time period for filing a complaint is one year from the date of the occurrence that is the subject matter of the complaint. However, a complaint filing deadline may not be imposed if the complainant was prevented from filing due to: 1) Specific misrepresentations by the district that it had resolved the problem forming the basis of the complaint; or 2) Withholding of information that the district was required to provide under WAC

392-190-065 or WAC 392-190-005. Complaints may be submitted by mail, fax, e-mail or hand-delivery to any district, school or to the district compliance officer responsible for investigating discrimination complaints. Any district employee who receives a complaint that meets these criteria will promptly notify the compliance officer.

- C. **Respondent** means the person alleged to be responsible or who may be responsible for the violation alleged in the complaint.

The primary purpose of this procedure is to secure an equitable solution to a justifiable complaint. To this end, specific steps will be taken. The district is prohibited by law from intimidating, threatening, coercing or discriminating against any individual for the purpose of interfering with their right to file a grievance under this policy and procedure and from retaliating against an individual for filing such a grievance.

A. Informal Process for Resolution

Anyone with an allegation of discrimination may request an informal meeting with the compliance officer or designated employee to resolve their concerns. Such a meeting will be at the option of the complainant. If unable to resolve the issue at this meeting, the complainant may submit a written complaint to the compliance officer. During the course of the informal process, the district must notify complainant of their right to file a formal complaint.

B. Formal Process for Resolution

Level One: Complaint to District

The complaint must set forth the specific acts, conditions or circumstances alleged to be in violation. Upon receipt of a complaint, the compliance officer will provide the complainant a copy of this procedure. The compliance officer will investigate the allegations within 30 calendar days. The school district and complainant may agree to resolve the complaint in lieu of an investigation. The officer shall provide the superintendent with a full written report of the complaint and the results of the investigation.

The superintendent or designee will respond to the complainant with a written decision as expeditiously as possible, but in no event later than 30 calendar days following receipt of the written complaint, unless otherwise agreed to by the complainant or if exceptional circumstances related to the complaint require an extension of the time limit. In the event an extension is needed, the district will notify the complainant in writing of the reason for the extension and the anticipated response date. At the time the district responds to the complainant, the district must send a copy of the response to the office of the superintendent of public instruction.

The decision of the superintendent or designee will include: 1) a summary of the results of the investigation; 2) whether the district has failed to comply with anti-discrimination laws; 3) if non-compliance is found, corrective measures the district deems necessary to correct it; and 4) notice of the complainant's right to appeal to the school board and the necessary filing information. The superintendent's or designee's response will be provided in a language the complainant can understand and may require language assistance for complainants with limited English proficiency in accordance with Title VI of the Civil Rights Act of 1964.

Any corrective measures deemed necessary shall be instituted as expeditiously as possible, but in no event later than 30 calendar days following the superintendent's mailing of a written response to the complaining party unless otherwise agreed to by the complainant.

Level Two – Appeal to the Board of Directors

If a complainant disagrees with the superintendent's or designee's written decision, the complainant may appeal the decision to the district board of directors by filing a written notice of appeal with the secretary of the board within ten (10) calendar days following the date upon which the complainant received the response.

The board shall schedule a hearing to commence by the twentieth (20th) calendar day following the filing of the written notice of appeal, unless otherwise agreed to by the complainant and the superintendent or for good cause. Both parties shall be allowed to present such witnesses and testimony as the board deems relevant and material. Unless otherwise agreed to by the complainant, the board will render a written decision within thirty (30) calendar days following the filing of the notice of appeal and provide the complainant with a copy of the decision. The decision of the board will be provided in a language the complainant can understand, which may require language assistance for complainants with limited English proficiency in accordance with Title VI of the Civil Rights Act. The decision will include notice of the complainant's right to appeal to the Superintendent of Public Instruction and will identify where and to whom the appeal must be filed. The district will send a copy of the appeal decision to the office of the superintendent of public instruction.

Level Three - Complaint to the Superintendent of Public Instruction

If a complainant disagrees with the decision of the board of directors, or if the district fails to comply with this procedure, the complainant may file a complaint with the superintendent of public instruction.

1. A complaint must be received by the Superintendent of Public Instruction on or before the twentieth (20) calendar day following the date upon which the complainant received written notice of the board of directors' decision, unless the Superintendent of Public Instruction grants an extension for good cause. Complaints may be submitted by mail, fax, electronic mail, or hand delivery.
2. A complaint must be in writing and include: 1) A description of the specific acts, conditions or circumstances alleged to violate applicable anti-discrimination laws; 2) The name and contact information, including address, of the complainant; 3) The name and address of the district subject to the complaint; 4) A copy of the district's complaint and appeal decision, if any; and 5) A proposed resolution of the complaint or relief requested. If the allegations regard a specific student, the complaint must also include the name and address of the student, or in the case of a homeless child or youth, contact information.
3. Upon receipt of a complaint, the Office of the Superintendent of Public Instruction may initiate an investigation, which may include conducting an independent on-site review. OSPI may also investigate additional issues related to the complaint that were not included in the initial complaint or appeal to the superintendent or board. Following the investigation, OSPI will make an independent determination as to whether the district has failed to comply with RCW 28A.642.010 or Chapter 392-190, WAC and will issue a written decision to the complainant and the district that addresses each allegation in the complaint and any other noncompliance issues it has identified. The written decision will include corrective actions deemed necessary to correct noncompliance and documentation the district must provide to demonstrate that corrective action has been completed.

All corrective actions must be completed within the timelines established by OSPI in the written decision unless OSPI grants an extension. If timely compliance is not achieved, OSPI may take action including but not limited to referring the district to appropriate state or federal agencies empowered to order compliance.

A complaint may be resolved at any time when, before the completion of the investigation, the district voluntarily agrees to resolve the complaint. OSPI may provide technical assistance and dispute resolution methods to resolve a complaint.

Level Four - Administrative Hearing

A complainant or school district that desires to appeal the written decision of the Office of the Superintendent of Public Instruction may file a written notice of appeal with OSPI within thirty (30) calendar days following the date of receipt of that office's written decision. OSPI will conduct a formal administrative hearing in conformance with the Administrative Procedures Act, Chapter 34.05, RCW.

C. Mediation

At any time during the discrimination complaint procedure set forth in WAC 392-190-065 through 392-190-075, a district may, at its own expense, offer mediation. The complainant and the district may agree to extend the discrimination complaint process deadlines in order to pursue mediation.

The purpose of mediation is to provide both the complainant and the district an opportunity to resolve disputes and reach a mutually acceptable agreement through the use of an impartial mediator. Mediation must be voluntary and requires the mutual agreement of both parties. It may be terminated by either party at any time during the mediation process. It may not be used to deny or delay a complainant's right to utilize the complaint procedures.

Mediation must be conducted by a qualified and impartial mediator who may not: 1) Be an employee of any school district, public charter school, or other public or private agency that is providing education related services to a student who is the subject of the complaint being mediated; or 2) Have a personal or professional conflict of interest. A mediator is not considered an employee of the district or charter school or other public or private agency solely because he or she serves as a mediator.

If the parties reach agreement through mediation, they may execute a legally binding agreement that sets forth the resolution and states that all discussions that occurred during the course of mediation will remain confidential and may not be used as evidence in any subsequent complaint, due process hearing or civil proceeding. The agreement must be signed by the complainant and a district representative who has authority to bind the district.

D. Preservation of Records

The files containing copies of all correspondence relative to each complaint communicated to the district and the disposition, including any corrective measures instituted by the district, will be retained in the office of the compliance officer for a period of six years.

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 our [website](#), 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 | [OCR Website](#)

DEFINITION OF TERMS

ARSON: Intentionally setting a fire.

ASSAULT: Physical contact with another person with apparent intent to harm or offend.

BULLYING: The act of making another fearful; to deter with threats.

CONTROLLED SUBSTANCE: Alcohol, illegal and prescription drugs, and tobacco.

DEFIANCE: Acts or words indicating a refusal to obey a school rule, classroom rule, or the instructions of a staff member or adult in charge.

DEFIANCE OF SCHOOL AUTHORITY: Refusal to obey the reasonable directions or requests of any school employee. This includes refusal to identify oneself.

DETENTION: The act of detaining.

DISTRUPTIVE BEHAVIOR: Excessive talking, throwing objects, arguing with staff members, insults, verbal abuse, any behavior that disrupts the learning process.

DISRUPTION OF LEARNING: Doing any act or causing any noise or disturbance that detracts from the educational process of the learning, particularly if repeated or intended to disturb the learning process.

EXTORTION: Obtaining money, property, or favors by violence or threat of violence performed against persons, or forcing another to perform any act against his/her will by force or threat of force.

FIGHTING: Two or more students touching each other aggressively or physically contacting each other in a way likely to cause physical harm or intimidation.

FORGERY: The reproduction of another person's signature or work for fraudulent purposes.

HARASSMENT: Persecution or disruption of another person's activities, self-respect, or peace of mind by annoying, threatening, demanding, or name-calling.

INAPPROPRIATE DISPLAY OF AFFECTION: Inappropriate touching, hugging, kissing and/or fondling.

INCENDIARY DEVICE: Fireworks, firecrackers, matches, lighters, bombs, etc.

INTIMIDATION: The act of hurting, frightening or tyrannizing those who are smaller or weaker.

MALICIOUS HARASSMENT: Intentionally intimidating or harassing another person(s) because of a person's race, color, religion, ancestry, national origin, sexual orientation or handicapping condition.

NUISANCE ITEMS: Anything that causes injury, harm or annoyance that distracts from a learning environment.

PILFERING: The act of repeatedly stealing or taking possession of items, usually in small amounts and small value.

PROFANITY: Abusive, vulgar, degrading language

RESTITUTION: Voluntarily making amends for a wrong done to someone else. It requires effort from the offender, be acceptable to the victim, discourage repetition of the offense and be relevant.

SEXUAL HARASSMENT: See Appendix G.

SEXUALLY EXPLICIT PROFANITY/PORNOGRAPHY: Sexually explicit, abusive, vulgar or degrading language, pictures or printed matter.

TARDY: Arriving late, for class, after the final bells. This may be in the morning, returning from break/recess, class changes, or lunch.

THEFT: Possession of another's property without knowing consent of the owner of the property.

TRESPASSING: Being in a location without a legal right to be there.

TRUANCY: An unexcused absence from class or from the school campus during school hours.

UNAUTHORIZED AREAS: Areas without supervision or staff approval.

UNEXCUSED ABSENCE: Absence without written documentation of parent/guardian permission for legitimate reasons.

VANDALISM: Intentional or reckless damage to school district property or property of others. Restitution will be required.

VERBAL CHALLENGE: Words, written or oral, which indicate a challenge to the authority of a staff member or adult in charge.

WORK DETAIL: A positive contribution to the functioning of the school. May be assigned as a positive reward, or in lieu of other consequences, or as restitution.

Nondiscrimination Statement

Brinnon 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. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX/RCW28A.640 Compliance Officer Patricia Beathard – Superintendent, (360) 796-4646. Email: pbeathard@bsd46.org. 46 Schoolhouse Rd. Brinnon, WA.