
2023 - 2024 Brinnon School Student Handbook



“Home of the Bobcats”

“....creating lifelong 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, Mrs. Michelle Matheson, Mrs. Shirley Towne, Mr. Joshua Cunningham, and Ms. Mary Fickett.

The School Board meets according to the schedule posted on the school website and at the marquee outside of the school. 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 students with an exemplary education that prepares them for college, career, and life.

GUIDING PRINCIPLES

- To provide a curriculum aligned with state standards that creates opportunities for continual learning and exceptional academic progress.
- To provide a curriculum and atmosphere, which accepts individual learning needs and differences, enhances curiosity and creativity, includes technology, and encourages the highest possible academic success for each student.
- To provide a safe, disruption-free learning environment.
- To encourage students to share with staff the responsibility for maintaining a positive and effective school environment.
- To encourage parent/community-school partnerships.

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 2023-2024

Brinnon School District # 46

46 School House Rd., Brinnon, WA 98320

Phone: 360-796-4646

Fax: 360-796-4113

Superintendent/Principal	Mrs. Patricia Beathard	pbeathard@bsd46.org
Administrative Assistant	Mrs. Alicia Simmons	asimmons@bsd46.org
Business Manager	Mrs. Debi Johnson	djohnson@bsd46.org
Teacher - Grades TK & K	Mrs. Lisa Johnston	ljohnston@bsd46.org
Teacher - Grades TK & K	Ms. Sheryl Kaye	skaye@bsd46.org
Teacher - Grades 1 & 2	Mrs. Raechel Brown	rbrown1@bsd46.org
Teacher - Grades 3 & 4	Mrs. Haley Sue Hunsaker	hhunsaker@bsd46.org
Teacher ELA – Grades 5-8	Ms. Heidi Budnek	hbudnek@bsd46.org
Teacher Math/Science – Grades 5-8	Miss Tirzah Small	tsmall@bsd46.org
Teacher – Exceptional Learners	Mr. Jacob Rember	jrember@bsd46.org
Library/Technology Instruction	Mrs. Pam Fields	pfields@bsd46.org
Bus Driver	Mr. Jeremy Simmons	jsimmons@bsd46.org
Bus Driver/Para-Educator	Mrs. Robin Springer	rspringer@bsd46.org
Para-Educator	Mrs. Tiffany Avelino	tavelino@bsd46.org
Para-Educator	Ms. Heather Lax	hlax@bsd46.org
Maintenance/Grounds Keeper	Mr. Josh Bowers	jbowers@bsd46.org
Technology Coordinator	Mr. Jacob Rember	jrember@bsd46.org
Cook/Kitchen Manager	Mrs. Erin Soehl	esoehl@bsd46.org

CONTRACTED SERVICES

Custodial Services: Ms. Lenore Watson & Ms. Shirley Wilson

Speech & Language Therapist – Presence Learning

Occupational Therapist - Olympic Educational Service District (OESD) 114

Educational Psychologist – OESD 114

Nursing Program Specialist – OESD 114

School Based Health Clinic – Jumping Mouse/OESD 114/Brinnon School District

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 academics, citizenship, and other achievements at quarterly 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	360-385-3831

ACCIDENTS/STUDENT INJURIES AT SCHOOL

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. 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.

HEALTH SCREENINGS

Various agencies provide annual screenings for vision and hearing. Vision and hearing screenings are required for students at varying grade levels.

MEDICATION AT SCHOOL

Personal exemptions for immunizations MUST be signed by a doctor. Religious exemptions are done by self-report without verification of church affiliation.

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 the 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 the first week of school.)

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 it to the district before they are allowed access to computer networks. (See **Technology Packet** sent home with this handbook.)

GRADING POLICY

Grades K-4 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 5-8 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. The

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 who are 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 to adhere to the following requirements:

After **one** unexcused absence in a month, the school is required to inform the parents 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.

MEAL PROGRAM

Brinnon School District operates under the Community Eligibility Program (CEP) therefore all students are provided breakfast and lunch at no cost.

DIETARY RESTRICTIONS

Brinnon School will make reasonable modifications to meal(s) on a case-by-case basis to accommodate disabilities which restrict a child's diet. Meals will be provided at no extra charge. Accommodations will be made on a case by case basis. The request for meal modifications must include: 1) Food(s) to be omitted/avoided from the child's diet 2) How the ingestion of the food impacts the child 3) Food(s) to be substituted. 4) Requests for meal modification must be signed by a State-recognized medical authority, a licensed health care professional authorized to write medical prescriptions in Washington: Medical Doctor (MD), Doctor of Osteopathy (DO), Physician's Assistant (PA) with prescriptive authority, Naturopathic Physician, Advanced Registered Nurse Practitioner (ARNP).

"In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should

contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or fax: (833) 256-1665 or (202) 690-7442; or email: program.intake@usda.gov

This institution is an equal opportunity provider.

BREAKFAST PRICES

Adult\$2.25
Regular studentNo Charge
Reduced studentNo Charge
Free studentNo Charge

LUNCH PRICES

Adult\$3.50
Regular student (TK-8)No Charge
Reduced Student (TK-8)No charge
Free studentNo 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 are 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 enroute 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 those 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 students' 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 Appendix A. 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 are closely associated with 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 an 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 BUILDING SCHEDULE

7:50 a.m. – 8:15 a.m. Breakfast is served

8:15 a.m. Beginning of Class

3:20 p.m. Dismissal/Departure

Please contact your student’s teacher for their class schedule and teacher conference period times.

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 workplace, complies with all state and federal rules and regulations and does not discriminate on the basis of race, creed, age, gender, color, national origin, sexual orientation, religion, marital status, or qualified individuals with disabilities. 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 2021-2022 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

Jacob Rember: SpEd Coordinator
Address: 46 Schoolhouse Rd
Telephone Number: 360-796-4646
Email: jrember@bsd46.org

Civil Rights Compliance Coordinator

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

SECTION 504 It is the intent of the Brinnon School District to ensure 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 at 360-796-4646.

TITLE I/ LAP (Learning Assistance Program) Title I, a federally funded program which enables school districts to give extra help to students needing assistance in basic skills is school wide 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 believes in fostering respect and recognition of cultural diversity, human dignity, and individual rights. In this regard, the district complies with all federal and state rules and regulations and does not discriminate on the basis of race, creed, age, gender, color, national origin, sexual orientation, religion, marital status, or qualified individuals with disabilities. This holds true for all students who are interested in participating in educational programs and/or extra-curricular school activities. Inquiries regarding compliance and/or grievance procedures may be directed to the school district Title IX Compliance Officer and Section 504 ADA Coordinator 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 ensure 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 the 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 wastepaper 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.
- Books and personal belongings must be kept out of the aisle. Special permission must be granted to transport any bulky items.
- Refrain from talking to the driver when the vehicle is in motion, except when absolutely necessary. Excessive noise and loud behavior are 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-4 Large net: Middle school	Touching, holding, or pulling on nets. Rough play.
Swings	Use Sitting Down Swing straight forward and backward. TK/K may swing on tummy.	More than one person, jumping out, walking, or running between swings; climbing on structure, pushing high, swinging sideways or twisting.
Disk Swing	Both hands holding on to chains. Grades TK-4 up to 3 people. Grades 5-8, only 2 people. Only one pusher, pusher’s feet must not leave ground.	Pushing too high or more than one pusher. Crawling under.
Climbing Structure	Use arms to hang. Only sitting on top. One person on ladder at a time.	Standing or crawling on top of the piece of equipment. Hanging upside down.
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.
Bars	Hand-over-hand	Mock fighting, climbing on equipment, sitting on top of structure.
Bouncing Piece	Two students, as it is designed. Standing only, facing center	Facing other than center. Standing or sitting in the middle
Spinella	Inside ropes. Grades TK-4 up to 3 students. Grades 5-8 up to 2 students, One may push.	Arms and legs dangling out, body on outside of ropes
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
Four Square	Follow basic rules.	Rough play or ganging up on one player.
Zip line	1 person at a time, 2 hands always.	Climbing on top of structure, putting jackets or sweaters through the handle, hand over hand above zip line.
Balls and Frisbees	On grass areas of playground	Kicking balls in covered area or playground Hard balls, superball or bouncing ball off roof.

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 all rocks and sticks on the ground! Students are not to bring play equipment from home (balls, sports**

equipment, ect.) 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 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 Superintendent.

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 Out Your Complaint

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

Step 2: School District Investigates Your Complaint

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

Step 3: School District Responds to Your Complaint

In its written response, the district will include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

Appeal to the School District

If you disagree with the school district's decision, you may appeal to the school district's board of directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you receive the school district's response to your complaint. The school board will schedule a hearing within 20 calendar days after they receive 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 receives 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 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 \(Office for Civil Rights\) Website](#)

DEFINITION OF TERMS

ARSON: Intentionally setting a fire.

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

BULLYING: Aggressive behavior and include an imbalance of power (such as physical strength, access to embarrassing information, or popularity to control or harm others) and repetition (happens more than once or have the potential to happen more than once).

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 lesser 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: Sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with a person's work or academic performance or creating an intimidating, hostile, or offensive work/school environment.

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.