

NORTH RIVER JR/SR/ HIGH
SCHOOL
HANDBOOK
2015-16



GRADUATION REQUIREMENTS

A. Successful Completion of Credit/Course Requirements: Each student must complete the minimum requirements in the following subjects:

Subject	Class of 2015 – 2018 Minimum State and District Credit Requirements	Class of 2019 and Beyond
English	4	4
Mathematics (4)	3	3
Science	3 (including 1 lab credit)	3 (including 2 lab credits)
Social Studies (including .5 civics)	3	3
Health and Fitness (5)	2	2
Arts	1	2 (1)
Occupational Education/CTE	1	1
World Languages/Personal Pathway	0	2 (2)
Electives	5	4
Total State and District Credit Requirements	22*	24 (3)

* District credit requirements in excess of those required by the State Board of Education.

- (1) One of the two arts credits may be replaced with a personalized pathway requirement.
- (2) Two credits in World Language or personalized pathway requirements.
- (3) For individual students, 2 credits may be waived based on the student's unusual circumstances.
- (4) Includes completion of Algebra and Geometry.
- (5) Includes 1.5 fitness credits and .5 health credits

Pass Necessary Washington State Assessments: As a school district within the state of Washington, North River School District is required to follow state guidelines regarding graduation requirements. This includes requirements in state testing and/or state approved alternatives necessary to graduate. SPS will follow state guidelines as outlined by the Washington State Board of Education that specify if specific assessments or alternatives are required to be met by students prior to issuing a diploma.

Complete a High School and Beyond Plan plus and Cumulative Project: Each student will develop a plan and project to satisfy the state and district's high school graduation requirement and their first year beyond high school completion. The plan shall guide the student's high school experience and prepare the student for post-secondary education or training that relates to the student's career path. Each student's plan should be reviewed annually to assess progress, adjust the plan, and advise the student on steps necessary for successful completion of the plan. The high school and beyond plan should be developed and modified in collaboration with the student, parent/guardian and district staff.

Certificate of Academic or Individual Achievement

Certificate of Academic Achievement: A student will receive a certificate of academic achievement (CAA) only if they earn the appropriate number of credits required by the district, complete the high school and beyond plan, and meet the reading, writing, science, and math standards on required high school statewide assessment or an appropriate alternative assessments.

Certificate of Individual Achievement: Students qualifying for special education services will earn a certificate of individual achievement (CIA) as determined by their individual education plan. In the event the minimum test requirements are adopted by the State School Board, a student who possesses a disability will satisfy those competency requirements, which are incorporated into the Individualized Education Program (IEP). Satisfactory completion of the objectives incorporated into the IEP will serve as the basis for determining completion of a course.

RUNNING START STUDENTS

The Running Start Program allows high school juniors and seniors to take courses for high school and college credit concurrently at the local community college. Students enrolled full-time at Grays Harbor Community College in the Running Start Program must work closely with school personnel to ensure success in completing all graduation requirements. Full time Running Start student's become part of the college for such matters as attendance. Running Start students will not be able to be ASB or class officers, but they may participate in extra-curricular activities.

COLLEGE PREPARATION REQUIREMENTS

All four (4) year colleges in Washington State require or recommend high school students complete: 4 years English, 3 years Science, 3 years Mathematics, 2 years foreign Language, 3 years Social Studies, 1-year fine Arts, and scores from college admission tests (ACT, SAT).

ACADEMIC EXPECTATIONS

GRADES

To determine academic standing and rank in class, a grade point average (GPA) is determined for each student as follows:

4.0 A

3.7 A-

3.3 B+

3.0 B

2.7 B-

2.3 C+

2.0 C

1.7 C-

1.3 D+

1.0 D Minimum effort to pass.

0 F Failing - must repeat course and do passing work to receive credit. No credit given.

P Credit received for doing passing work. Grade given in certain designated classes.

INC Incomplete - work must be completed within two (2) weeks or the grade becomes a F.

PROGRESS REPORTS

The district grading periods are divided into four (4) quarters. A progress report of all classes will be prepared and mailed home the last four to five weeks of each quarter.

FINAL GRADE REPORTS

Final grade reports will be completed at the end of each semester and these grades will be recorded on the student's transcript.

HONOR ROLL

The Honor Roll is special recognition for academic achievement. Placement on the Honor Roll is based on the total GPA for the preceding quarter and is published soon after the end of the quarter. Students who earn a 3.20 GPA with no failing or incomplete grades will be placed on the Honor Roll. Those students earning a 4.0 will be listed separately.

Honor Society membership will be in accordance with National Honor Society rules and regulations.

ATTENDANCE

To report absences please call 532-3079 between the hours of 7:30 a.m.—3:15 p.m. A handwritten note must follow.

If a student is absent, it is **essential** to bring a written excuse from a parent or guardian to the Office upon returning to school and before entering any classes. The written excuse must **include the exact** reason for the absence.

A model excuse note is shown below:

Date _____

To The Principal/Attendance Office: Please excuse the absence of my son, John Smith, on Thursday, May 7, 2013, as he had a sore throat. If you have any questions, please contact me at my home (532-1860) or at my work (593- 1860).

Sincerely, Mrs. James Smith

The following constitute valid reasons for excused absences: a personal illness, an appearance in court when required by law, a disciplinary action (i.e., short-term suspension, long-term suspension, or emergency expulsion), observance of a religious holiday, a family emergency approved by the Superintendent, principal or designee, medical and dental appointments, and a planned family activity which has been pre-approved by the Superintendent, principal or designee. In all cases, the Superintendent, principal or designee determines whether an absence is excused or unexcused.

Daily attendance and active participation in each class is a critical part of the learning process. Grades can be impacted by poor attendance.

Students are expected to attend all assigned classes each day. Teachers shall keep a record of absence and tardiness. The student is responsible to attend all classes (unless excused for a school activity) and actively engage in the day's lesson. The student's attendance in the class is crucial to the student demonstrating proficiency in the subject. Excessive absences (more than ten excused or unexcused) may cause the student to be ineligible to earn credit in the class. Unexcused absences may be regarded as truancy. After ten absences per semester, the teacher will request that the attendance committee review the student attendance for loss of credit. Parents, please keep track of all absences so you can make an appeal to the attendance committee if needed.

Students with truancy problems will be referred to the court. The court may fine the family \$25 per day for each additional absence and could order detention of the student for truancy.

Students are responsible for all materials/assignments/tests covered in class whether present or not. The following procedures and policies are designed to help students learn responsibility, accept personal accountability, and increase their potential for success.

RESPONSIBILITY FOR ATTENDANCE

Student and parents must accept full responsibility for regular school attendance. Failure to do so may result in loss of credit and grades, removal from class or removal from school.

ADMIT SLIPS

Admission slips for absences are written before school in the morning. It is the responsibility of the student to obtain an admit slip before classes begin.

EARLY DISMISSAL/LEAVING CAMPUS

If a student leaves campus during the school day the student must be signed out through the office. Failure to do so will result in an unexcused absence and probable disciplinary action. If a student must leave campus, he/she must have permission. This can be granted through parent request by a note or phone call prior to the student's dismissal.

EXTRA CURRICULAR/ASB ACTIVITIES PARTICIPATION

If a student is absent from school for more than a half day, he or she may not participate in school activities that day, night, or weekend unless excused by the school office prior to the absence or with administrative approval.

HALL PASSES

All students who leave class with teacher's permission must have a pass. Students are expected to go only to the requested destination and to do so without disrupting other classes in a timely manner.

The school parking lot is off limits for students during the school day unless a teacher or the office grants permission.

STUDENT RIGHTS AND RESPONSIBILITIES

This handbook sets forth the written rules and regulations of the North River School District regarding student conduct, discipline and rights, and it indicates the types of misconduct for which discipline, suspension and expulsion may be imposed. In addition to these rules and regulations, the District provides policies and procedures regarding the administering of discipline.

USE OF MOTOR VEHICLES – DISCIPLINE

Driving – operating a vehicle on campus in a manner, which may endanger the health and safety of pedestrians, passengers, property, or other vehicles will not be tolerated. Students, other than immediate family members, who ride with a student driver to and from school will need to notify the office 24 hours in advance and have permission from both parents.

1st Offense – Car restricted from campus to (10) days.

2nd Offense – Car restricted from campus for the remainder of the term.

3rd Offense – Car restricted from campus for the remainder of the school year.

Parking – Students will park in the designated student parking area adjacent to the east side of the campus. Vehicles may not be driven during the school day, and the parking area is off limits to students during the school day. 1st Offense – Warning, 2nd Offense - Driving privileges revoked for five (5) days, 3rd Offense - Driving privileges revoked for ten (10) days.

DRESS CODE

The dress code requires that student dress be appropriate and not disrupt the educational process. Therefore, dress that could be considered distracting, derogatory, offensive, intimidating, or interference with the educational process is prohibited.

1. This looks like, but is not limited to this list:

No ear buds, or headphones in any building, classroom, or on school grounds. If the ear buds or headphones can be seen (including the wires,) they will be taken from you.

No Bare torso visible

No Undergarments may be visible includes but not limited to: bras, thongs, boxers, and bustier while sitting or standing.

No dirty clothes, clothes must be clean and not soiled.

No students shall wear their pants or shirts that would reveal their undergarments in any way. Sagging of pants will not be permitted.

No abbreviated or revealing upper attire No wearing sleepwear (pajamas, blankets, house shoes, robes, slippers, etc.)

Skirts /Shorts will not be shorter than 3 inches above the knee; leggings are considered undergarments, not to be worn as pants.

Shorts must be at least mid- thigh in length.

No face paint or cosmetics that make identification difficult.

No spiked collars, spiked chains, spiked belts, or spiked jewelry.

No wearing suggestive or obscene statement on garments.

No Drug/alcohol related attire, including references to or innuendos suggesting drug or alcohol use or Bob Marley pictures on clothing, and including a picture of marijuana leaf.

No Headgear, this includes but is not limited to hats, visors, do- rags, bandanas, and hoods will be worn in any of the buildings.

No Sunglasses inside the building, including masks.

No Gloves inside the building on one or both hands.

No Bare feet.

Gang attire of any kind is strictly prohibited, including but not limited to bandana print of any color on any item (shoes, backpacks, etc.) outfits of predominately all one color, any bodily alteration or clothing consisting of gang related symbols, tattoos, markings, or shavings into the eyebrows, dots, numbers.

2. Clothing must not have pictures, emblems, or writings that are lewd, offensive, vulgar or obscene, or that advertise or depict tobacco products, alcoholic

beverages, drugs or any other substance that any staff member or student may find offensive or disruptive.

3. Gym shoes and attire are required for PE (no street shoes are allowed on the gym floor.)

ELIGIBILITY for EXTRA CURRICULAR ACTIVITIES GRADES

Every student has the right to turn out for a sport or activity unless the student is ineligible under W.I.A.A. Students will be determined to be eligible each sport season based on previous midterm report of term grade. Eligibility is defined as maintaining a 2.0 grade point average with no failing grades from the preceding grading period. Students declared ineligible for participation in extra-curricular activities will remain ineligible for the entire next quarter at which time eligibility will be reevaluated. A student may be cut from the team because of disciplinary action, failure to attend practice/games or participate during practice, non-cooperation, or breaking the athletic code of conduct. The Athletic Director will check grades weekly.

INSURANCE

Students participating in athletics must either purchase school insurance through the school office or have a waiver of insurance signed by their parents.

A student participating in sports **MUST** be insured. The school is not responsible for medical bills incurred by a player.

FEES AND FINES

1. Fines will be assessed for lost or damaged school property and equipment including textbooks.
2. All fines must be paid before final withdrawal or graduation from school is complete.
3. Students' report cards or transcripts will not be released or forwarded until all fines are paid.

HOMEWORK/CLASSWORK AND STUDY SKILLS

HOMEWORK/CLASSWORK

Classwork is an important part of student learning but many times students will not complete classwork during class time and will be required to do it as homework. Homework is an extension of the learning that takes place in classroom. It is important. Homework/classwork provides practice and drill that reinforces classroom learning, opportunities for independent study, research, and thinking. Homework/classwork will be checked and the teacher may assign detention with the teacher or be given some other corrective action to motivate the student if the student fails to complete the homework/classwork. Students will be held accountable for completion of all homework/classwork.

Parents need to provide a quiet, comfortable place for the student to work, and parents should monitor homework to make sure assignments are completed. Failing to complete homework/classwork can result in failure in the class.

STUDY SKILLS

Specific skills and techniques make learning easier and more enjoyable. The following are student guidelines for achieving good study habits. Students should:

- a. Come to class prepared with necessary books and materials.
- b. Be an active participant in class by listening and engaging.
- c. Ask questions for clarification.
- d. Plan their day and schedule time for homework.
- e. Use what is learned and apply it to new situations.
- f. Do their very best work possible.

CHANGE IN SCHEDULE

1. Students must check with instructor first.
2. Students must see Superintendent regarding course change.
3. Drop/Add request form must be filled out and signed by Superintendent.
4. Form must be copied and given to the office. Original goes in students file.

LOCKERS

All students are assigned lockers when they enroll in school. If a student uses a locker not signed for, the contents of such lockers will be collected and turned in at the "lost and found" in the basement.

Lockers should be kept neat and clean, and all property within the lockers should be arranged in an orderly manner. At no time are labels, writing or pictures to appear on the outside of the lockers unless approved by the Superintendent.

Lockers are loaned to students, and the school reserves the right to check them on occasion. The student is liable for replacement and repair costs of damaged lockers. The school does not assume responsibility for things lost from the lockers in the school or on the school grounds. Students are encouraged to lock their lockers. Students are not permitted to go to their lockers during class time.

LOST AND FOUND

All lost articles found in or about the building or school grounds should be turned in to the custodians. It is the student's responsibility to check the lost and found periodically for lost items. Labels on clothing, lunch boxes, and other articles help to assure that lost items are returned to the proper owners. Two weeks after school is out for the year, lost and found items will be donated or thrown away.

MEDICATIONS/IMMUNIZATIONS

MEDICATIONS

1. Medication Request. All requests for medication to be administered in school must be accompanied by a written request from both the physician and parent/guardian. Requests must be from a licensed physician (MD or DO) or dentist only. While other health professionals may prescribe medication (Physician Assistants, Naturopathic Physicians, advanced Registered Nurse Practitioners), schools may only accept signatures from physicians or dentists.

2. Container. Medication must be sent in the original container and properly labeled with the student's name, medication dosage and instruction. Pharmacists will provide a second container for school upon parent request
3. Bringing in Medication-Parent/Legal Guardian. All medication is to be brought to school by an adult. This will help to ensure the safety of all students.
4. Dividing Medication. If a tablet must be divided to obtain the correct dose, the pharmacist should be asked to divide the tablet when filling the prescription. If not divided by the pharmacist, then divided doses are the responsibility of the parent.
5. Oral Medication Only. The state law allows administration of **ORAL MEDICATION ONLY**. Medications inhaled through the mouth (asthma inhalers) are considered oral medications. Medications given by routes other than oral such as ointments, eye or eardrops, suppositories or injection at school contact the School Nurse. (The exception is epinephrine injection to prevent anaphylactic shock in students with known sensitivity to bee stings, food, latex, etc. School staff may administer these injections only when current medication authorization forms are complete and when they received training from the School Nurse.)
6. Disaster Planning. If your child has a chronic health concern (asthma, diabetes, seizure disorder, etc.) please complete a medication form for giving medications for 24 hrs. in case of emergency. It would be in you child's best interest to supply the school with a three-day supply of medication for emergency use (i.e. earthquakes).
7. Field Trip Planning. All requirements above also apply to day or overnight field trips. If a parent accompanies his/her child on a field trip, that parent may give their child medication.
8. Summer School. All the same requirements apply to students attending summer school.
9. Picking Up Medication. Medication must be picked up at the end of the school year by the parent. Medication not picked up will be counted by 2 school district staff, disposed of and recorded. RCW 28.A210.260 & 28A.210.270

IMMUNIZATIONS

Washington State Law requires the school to verify that each student (K-12) has met certain immunization requirements. Parents must present proof that their child has been immunized against polio, DPT, measles, rubella, and mumps.

If there are medical, religious, or philosophical reasons why a child should not be immunized, the parent or guardian must sign a waiver and present it to the school. The nurse screens immunization records annually.

SCHOOL ACTIVITIES

DANCES

- Most school dances are for students in grades 7-12. Some high school (9-12) dances may be for high school (9-12) students only.
- No elementary students may attend.
- Students must arrive no later than on half-hour after the start of the dance.

- All school policies are in effect.
- Students must register guests with the Superintendent's office prior to the day of the activity. Only one (1) guest per student. Any guest of a student at North River will be the responsibility of that student and is subject to all rules and regulations of the North River School District.
- Students leaving a dance will not be readmitted.
- Any drinking, smoking, or use of tobacco products will result in immediate suspension from the dance for all participants and further disciplinary actions.
- A telephone will be available for use one-half hour prior to the end of the dance for calls deemed appropriate by the supervising chaperone.
- Any additional issues will be handled at the discretion of the Superintendent or supervising chaperone.
- The main school buildings will not be open during the dance.
- Students can lose their privilege to attend dances because of lack of maturity at the dance or school discipline problems.

GATE ADMISSION

Pacific League Administrators will set gate admission for athletic events at North River High School.

FUNDRAISING

Planned fundraising must be approved by the ASB and cleared with the Superintendent. Requests for money or supplies for a class or club are made on a purchase order supplied by the office. The appropriate student, the advisor, and the office or the Superintendent must sign these student body purchase orders. A purchase order number must be requisitioned before purchases are made with ASB money. Each month the ASB treasurer, class treasurers, and the business office reconcile all class accounts. No student can sell (a) personal item/s without the consent of the superintendent and ASB.

STUDENT CONDUCT

Students are expected to engage in responsible behavior while attending school activities. Non-student guest must be on an approved guest list in order to be admitted. Thirty (30) minutes after the scheduled starting time the doors may be closed to admission. Any participants leaving will not be readmitted.

SCHOOL CLOSURES/ROAD DELAYS

In the event of severe weather, emergency or disaster, all official announcements may be heard on KSWW 102.1 FM, KJET105.7 FM, KBKW 94.7 FM/ 1450AM, KLSY 107.9 or seen on KING 5 NEWS. In the event of severe weather, emergency or disaster, please refrain from calling the school or school officials. Phone lines must be available for school communications to provide the most

efficient, effective and safest possible procedures and decisions.

The School Board and administrators are aware of the hardship caused by an abrupt cancellation or delay. Therefore, school will not be canceled or delayed unless a significant safety risk has been created by unusual circumstances.

VISITORS

Parents/Guardians are welcome to establish conference times with teachers. Visitors should confirm dates and times in advance with the office and the individual teacher. All visitors are to report to the office upon arrival. Prior arrangements for students from out of district and children too young to attend school must be made with the office and the individual teachers whose classes will be affected. Generally, student visitors will be permitted if it is visits will be limited to less than a half-day visit. Student visitors are generally a distraction to the educational process.

DISCIPLINE PROCEDURES

The discipline procedures apply to school, at school functions or activities, field trips, on the way to school and home, and on the bus.

The Superintendent or acting agent will assign the student consequences for the student's behavior for breaking school rules. The Superintendent can assign work detail instead of In-School-Detention. The teacher will assign consequences for the student's behavior for breaking class rules. The bus driver will assign consequences for the student's behavior in breaking bus rules. The teacher or bus driver may also send the student to the superintendent or acting agent for him/her to assign consequences for the student's behavior. Consequences for the student's behavior will range from warning to expulsion. If Saturday school is assigned, the parent is responsible for making sure the student has transportation to and from school on that day. If after-school detention is assigned, the parent is responsible for picking-up the student on that day.

If the student is suspended and the parent/s cannot be contacted to pick-up the student, the student will remain in In-School-Detention for the remaining of the day and suspension will start the next day.

Student Behavior Expectations

1. Tardy -- Being late to class. After 5 minutes it will be considered truancy.

Students must stay for the next after school detention when he/she is late to class.

2. Truancy (skipping) or leaving class or school without permission or signing out
Truancy – A willful, unauthorized absence subject to discipline Failure to sign out at the school office or failure to get proper authorization when leaving the school campus during school hours. When a student is more than 5 minutes late to class, it will be classified as truancy. Unexcused Absences- Failure to bring a note signed by parent/guardian within two school days of returning from an absence. Students leaving campus during school must check out of the school

office, or they will be considered skipping.

3. Food or Drink in classroom, hallway or gym is off limits without teacher permission - Food and beverages are to be confined to the cafeteria unless give permission by the Superintendent or a Teacher.

4. Disruption of the education process or insubordination/disrespect Conduct that interferes with the learning of others, coming to the classroom without required materials or failing to comply with a reasonable request made by school personnel is prohibited. Throwing objects on school premises including in the classroom, plus snowballs is forbidden

5. Inappropriate language- non-directed – Non-directed vulgar, obscene or profane language whether spoken, written, or gestured is forbidden.

6. Inappropriate language- directed at someone- vulgar, obscene or profane language or gestures directed at staff, adults, or other students is prohibited.

7. Refusing to accept discipline or non-cooperation in Detention or In-School-Suspension and not following rules or Open Defiance -Refusing to attend detention or In-School- Suspension or not following Detention or In-School-Detention rules will result in other consequences like emergency expulsion.

8. Physically assaulting, endangering or verbally threatening a staff, student, or other person –Unlawful attempt or threat to injure another person physically, or a violent attack, either physical or verbal, will result in disciplinary action.

9. Aiding, abetting or encouraging another student to violate a school rule-No student will suggest, tell or encourage a student to break any rule is prohibited.

10. Cheating – Copying homework, class assignments or test questions/answers, disclosure of exam questions, looking at someone else test or assignment, verbally supplying clues, information or answers during a test, or on a assignment (when told do not to share information) will be considered cheating and is prohibited.

11. Falsification of schoolwork, Identification and/or forgery– All persons must, upon request, identify themselves to school personnel in school buildings, on school grounds, and buses, at bus stops, or school-sponsored events. Fraudulently writing another persons name, or changing or falsifying times, dates, grades, addresses or other data, including school forms or parent signed documents is forbidden.

12. Harassment or sexual harassment – To demand, torment, annoy, tease, put down or discriminate against another individual is harassment and is prohibited. To make demands, persecute, or annoy others is prohibited. To threaten or deny the rights of any student in the course of the school day or school related activities, including verbal, written, and/or physical threats will not be tolerated. To demand, torment, annoy, tease or discriminate against another individual in a sexual manner is prohibited.

Bullying – negative actions which are intentional, repeated, negative, show a lack of empathy, and a power imbalance or bullying as any intentionally written message or image—including those that are electronically transmitted—verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, including

gender expression or identity, mental or physical disability or other distinguishing characteristics, when an act:

- Physically harms a student or damages the student's property.
- Has the effect of substantially interfering with a student's education.
- Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment.
- Has the effect of substantially disrupting the orderly operation of the school.

13. Bus Misconduct – Students must follow bus rules including school rules.

14. Display of Affection – Physical contact beyond handholding is inappropriate.

15. Possession of electronic equipment or hazardous materials – Lighters, matches, fireworks, or other incendiary devices are not allowed on campus. No ear buds, or headphones will be allowed in any building or worn on school grounds. If the ear buds, or headphones can be seen (including the wires) they will be taken from you. Keep your mp3 players, radios, and cd players at home.

16. Violation of Closed Campus Policy –A Student is not allowed to leave school property, be in the parking lots or other designated off-limit areas without the superintendent's permission.

17. Possession of drugs or drug paraphernalia; possession, distribution, sale, use* – On school district property and/or at school activities at home/away, or while in transit is prohibited. RCW 69.50.401E - .401D / RCW 66.44.110, 270, 290

18. Possession of tobacco/E cigarettes/Alcohol: possession or use – On school district property, and/or at school activities at home/away, or while in transit is prohibited. RCW 69.50.401E - .401D / RCW 66.44.110, 270.29 Sale, delivery, possession and/or use of tobacco products, E cigarettes or vaping devices, or alcohol on campus or at school functions is prohibited.

19. Possession of weapons or explosives/ Use of an object as a weapon – Possession, use, or attempted use of any firearm or other dangerous weapon is prohibited on school property, public school-provided transportation, or at school functions. RCW 9.41.010-270 / RCW 28Z.600.420 / RCW 28A.600.010 Explosives are prohibited on school property or at school-sponsored events. RCW 9.48.140 Possession of a weapon (other than firearms) or weapon look-alike including pocket or other knives, air guns, sling shots, clubs, metal knuckles, throwing stars, nun-chug-kea sticks, mace/pepper spray, or any other item presented as a weapon is prohibited on school property or at school-sponsored events. RCW 9.41.010-270

20. Setting a fire – The intentional setting of fire is prohibited. RCW 9.09.010-060 / RCW 9A.48010.100

21. Extortion, Blackmail, Coercion – Obtaining money or property by violence or threat of violence, or forcing someone to do something by force or threat of force is prohibited. RCW 9A.56.110.130

22. Setting false alarms/false reports*or Bomb threat – Setting of false alarms, discharging or stealing fire extinguishers, or damaging alarm systems is

forbidden RCW 9.40.100 Making a bomb threat shall be subject to state and federal law as well as disciplinary action. RCW 9.61.160

23. Trespass – Presence in an unauthorized place or refusing to leave when ordered to do so is prohibited. RCW 9A.52.080.100

24. Theft / Burglary - Stealing or possessing stolen property is prohibited. RCW 9A.56.100. Monetary restitution will be required in addition to school discipline and/or legal procedures. – A school break-in with intent to steal will be prosecuted and subject to disciplinary action. RCW 9A.52.010

25. Damaging property- Damaging or destroying properties that belong to the school, student, or school personnel is prohibited. Monetary restitution will be required in addition to school discipline and / or legal procedure.

26. Unlawful Interference with or Intimidation of School Personnel Interfering with school personnel by force or violence will not be tolerated. RCW 28A.87.2 26.

27. Disrespect for School Personnel – Disrespect, insult even insulting sounds and noises, including mocking, mimicking and name calling or abuse of school personnel will not be tolerated. RCW28A.87.010

DISCIPLINE PROCEDURES for the following are on a situation by situation bases.

Unauthorized Use of Computers (Internet) and other Technology –

Unauthorized viewing of inappropriate Internet sites will result in disciplinary action. Changing a computer or downloading a program without permission is prohibited.

Clothing – Violation of school dress code.

Possession or Use of Nuisance Items – Possession or use of items that could cause injury, harm, or annoyance including stink bombs, water balloons, or caps is prohibited. Littering – Throwing, dropping, leaving or discarding litter is prohibited.

School Records

School records include attendance, academic, disciplinary, and health information. Other information as requested by parents may be placed in the file. Such information might include court decisions that affect child custody, court records that mandate attendance, letters of recommendations or referral. Parents have the right to view their children's records in the principal's office. Minor students may review records with their parents present. If parents or students find inaccuracies in the records, they may appeal to the principal for correction.

Learning by Choice

In March 1990 the Washington State Legislative adopted by Choice, a law relating to student enrollment options. (1) It allows eleventh and twelfth grade students to enroll in community colleges and vocational-technical institutes while

attending high school through a pilot program called Running Start; and (2) It allows seventh and eight grade students to earn high school credits that may be applied toward graduation requirements. Please contact Mr. Pickering at 360-532-3079 if you need more information.

EMERGENCY PROCEDURES

To ensure maximum efficiency and safety during any emergency, students are to follow the district's plan for emergency situations.

FIRE DRILL

Fire drills will be conducted during the school year. Students are to leave all possessions in the classroom and follow the directions of their teacher, leave the building quietly in an orderly fashion, and proceed to the designated area. Once there, they are to line up to facilitate the taking of roll. The teacher and students are to remain in the assigned area until the signal is given to return to class. Students are to stay with their group during the entire emergency procedure.

EARTHQUAKE

Earthquake drills will be conducted in each classroom. Any evacuation will follow the "Drop, Cover and Hold" drill.

1. Drop, Cover and Hold.
2. Turn away from windows.
3. Stay under shelter until shaking stops.
4. Listen for instructions.
5. Evacuate the building after the ground stops shaking.

Objective: During the earthquake drill or the first sign of ground shaking, students must demonstrate their ability to react immediately and appropriately.

Sexual Harassment School Policy

SEXUAL HARASSMENT

This district is committed to a positive and productive education and working environment free from discrimination, including sexual harassment. The district prohibits sexual harassment of students, employees and others involved in school district activities. Sexual harassment occurs when:

- A. Submitting to the harasser's sexual demands is a stated or implied condition of obtaining an education or work opportunity or other benefit;
- B. Submission to or rejection of sexual demands is a factor in an academic, work or other school-related decision affecting an individual; or
- C. Unwelcome sexual or gender-directed conduct or communication interferes with an individual's performance or creates an intimidating, hostile or offensive environment.

Sexual harassment can occur adult to student, student to adult, student to student, adult to adult, male to female, female to male, male to male and female to female.

The district will take prompt, equitable and remedial action within its authority on reports, complaints and grievances alleging sexual harassment that come to the attention of the district, either formally or informally. Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services. Persons found to have been subjected to sexual harassment will have appropriate school district services made reasonably available to them and adverse consequences of the harassment shall be reviewed and remedied, as appropriate. Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff and contractors. Anyone else who engages in sexual harassment on school property or at school activities will have their access to school property and activities restricted, as appropriate.

Retaliation against any person who makes or is a witness in a sexual harassment complaint is prohibited and will result in appropriate discipline. The district will take appropriate actions to protect involved persons from retaliation.

It is a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline. The superintendent shall develop and implement formal and informal procedures for receiving, investigating and resolving complaints or reports of sexual harassment. The procedures will include reasonable and prompt time lines and delineate staff responsibilities under this policy. All staff are responsible for receiving informal complaints and reports of sexual harassment and informing appropriate district personnel of the complaint or report for investigation and resolution. All staff are also responsible for directing complainants to the formal complaint process.

The superintendent shall develop procedures to provide age-appropriate information and education to district staff, students, parents and volunteers regarding this policy and the recognition and prevention of sexual harassment. At a minimum sexual harassment recognition and prevention and the elements of

this policy will be included in staff, student and regular volunteer orientation. This policy shall be posted in each district building in a place available to staff, students, parents, volunteers and visitors. The policy shall be reproduced in each student, staff, volunteer and parent handbook.

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

Adoption Date: December 13, 2006 North River School District

Sexual Harassment

Informal Complaint Process: Anyone may use informal procedures to report and resolve complaints of sexual harassment. Informal reports may be made to any staff member, although staff shall always inform complainants of their right to and the process for filing a formal complaint. Staff shall also direct potential complainants to an appropriate staff member who can explain the informal and formal complaint processes and what a complainant can expect. Staff shall also inform an appropriate supervisor or professional staff member when they receive complaints of sexual harassment, especially when the complaint is beyond their training to resolve or alleges serious misconduct. Informal remedies include an opportunity for the complainant to explain to the alleged harasser that his or her conduct is unwelcome, offensive or inappropriate, either in writing or face-to-face; a statement from a staff member to the alleged harasser that the alleged conduct is not appropriate and could lead to discipline if proven or repeated; or a general public statement from an administrator in a building reviewing the district sexual harassment policy without identifying the complainant. Informal complaints may become formal complaints at the request of the complainant, parent, guardian, or because the district believes the complaint needs to be more thoroughly investigated.

Formal Complaint Process: Anyone may initiate a formal complaint of sexual harassment, even if the informal complaint process is being utilized. Potential complainants who wish to have the district hold their identity confidential shall be informed that the district will almost assuredly face due process requirements that will make available all of the information that the district has to the accused. The district will, however, fully implement the anti-retaliation provisions of this policy to protect complainants and witnesses. Student complainants and witnesses may have a trusted adult with them during any district-initiated investigatory activities. The superintendent or designated compliance officer (hereinafter referred to as the compliance officer) may conclude that the district needs to conduct an investigation based on information in his or her possession regardless of the complainant's interest in filing a formal complaint. The following process shall be followed:

- A. The compliance officer shall receive and investigate all formal, written complaints of sexual harassment, or information in the compliance officer's possession that the officer believes requires further investigation.

- B. All formal complaints shall be in writing; shall be signed by the complainant; and shall set forth the specific acts, conditions or circumstances alleged to have occurred and to constitute sexual harassment. The compliance officer may draft the complaint based on the report of the complainant, for the complainant to review and sign.
- C. When the investigation is completed the compliance officer shall compile a full written report of the complaint and the results of the investigation. If the matter has not been resolved to the complainant's satisfaction, the superintendent shall take further action on the report.
- D. The superintendent shall respond in writing to the complainant and the accused within thirty days stating:
 - 1. That the district does not have adequate evidence to conclude that harassment occurred:
 - 2. Corrective actions that the district intends to take; and/or
 - 3. That the investigation is incomplete to date and will be continuing.
- E. Corrective measures deemed necessary will be instituted as quickly as possible, but in no event more than thirty days after the superintendent's written response, unless the accused is appealing the imposition of discipline and the district is barred by due process considerations or a lawful order from imposing the discipline until the appeal process is concluded.

If a student remains aggrieved by the superintendent's response, he or she may pursue the complaint as one of sexual discrimination pursuant to Policy 3210, Nondiscrimination. Similarly staff may pursue complaints further through the appropriate collective bargaining agreement process or anti-discrimination policy.

A fixed component of all district orientation sessions for staff, students and regular volunteers shall introduce the elements of this policy. Staff will be provided information on recognizing and preventing sexual harassment. Staff shall be fully informed of the formal and informal complaint processes and their roles and responsibilities under the policy and procedure. Certificated staff shall be reminded of their legal responsibility to report suspected child abuse, and how that responsibility may be implicated by some allegations of sexual harassment. Regular volunteers shall get the portions of this component of orientation relevant to their rights and responsibilities.

Students will be provided with age-appropriate information on the recognition and prevention of sexual harassment and their rights and responsibilities under this and other district policies and rules at student orientation sessions and on other appropriate occasions, which may include parents. Parents shall be provided with copies of this policy and procedure and appropriate materials on the recognition and prevention of sexual harassment.

As part of the information on the recognition and prevention of sexual harassment staff, volunteers, students and parents will be informed that sexual harassment may include, but is not limited to:

- A. Demands for sexual favors in exchange for preferential treatment or something of value;

- B. Stating or implying that a person will lose something if he or she does not submit to a sexual request;
- C. Penalizing a person for refusing to submit to a sexual advance, or providing a benefit to someone who does;
- D. Making unwelcome, offensive or inappropriate sexually suggestive remarks comments, gestures, or jokes; or remarks of a sexual nature about a person's appearance, gender or conduct;
- E. Using derogatory sexual terms for a person;
- F. Standing too close, inappropriately touching, cornering or stalking a person; or
- G. Displaying offensive or inappropriate sexual illustrations on school property.

Date: December 13, 2006

District School Policy 3207

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, 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. This 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 and bullying also

constitute violations of this policy.

The superintendent is authorized to direct the development and implementation of procedures addressing the elements of this policy, consistent with the complaint and investigation components of procedure 6590.

Sexual Harassment.
3207P

Procedure No.

Prohibition of Harassment, Intimidation, and Bullying

A. Introduction North River School District strives to provide students with optimal conditions for learning by maintaining a school environment where everyone is treated with respect and no one is physically or emotionally harmed. In order to ensure respect and prevent harm, it is a violation of district policy for a student to be harassed, intimidated, or bullied by others in the school community, at school sponsored events, or when such actions create a substantial disruption to the educational process. The school community includes all students, school employees, school board members, contractors, unpaid volunteers, families, patrons, and other visitors. Student(s) will not be harassed because of their race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability, or other distinguishing characteristics. Any school staff who observes, overhears, or otherwise witnesses harassment, intimidation, or bullying or to whom such actions have been reported must take prompt and appropriate action to stop the harassment and to prevent its reoccurrence.

B. Definitions Aggressor – is a student, staff member, or other member of the school community who engages in the harassment, intimidation, or bullying of a student. Harassment, intimidation, or bullying– is an intentional electronic, written, verbal, or physical act that:

- Physically harms a student or damages the student's property.
- Has the effect of substantially interfering with a student's education.
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment.
- Has the effect of substantially disrupting the orderly operation of the school.

Conduct that is "substantially interfering with a student's education" will be determined by considering a targeted student's grades, attendance, demeanor, interaction with peers, participation in activities, and other indicators. Conduct that may rise to the level of harassment, intimidation, and bullying may take many forms, including, but not limited to, slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, ostracism, physical attacks or threats, gestures, or acts relating to an individual or group whether electronic, written, oral, or physically transmitted messages or images. There is no requirement that the targeted student actually possess the characteristic that is the basis for the harassment, intimidation, or bullying.

<http://www.k12.wa.us/SafetyCenter/BullyingHarassment/default.aspx>. Incident Reporting Form – may be used by students, families, or staff to report incidents of harassment, intimidation, or bullying. A sample form is provided on the Office of Superintendent of Public Instruction's (OSPI) School Safety Center Web site.

Retaliation – when an aggressor harasses, intimidates, or bullies a student who has reported incidents of bullying. Staff – includes, but is not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities,

classified staff, substitute and temporary teachers, volunteers, or paraprofessionals (both employees and contractors).

Targeted Student – is a student against whom harassment, intimidation, or bullying has allegedly been perpetrated.

C. Relationship to Other Laws

This procedure applies only to RCW 28A.300.285 – Harassment, Intimidation and Bullying prevention. There are other laws and procedures to address related issues such as sexual harassment or discrimination. At least four Washington laws may apply to harassment or discrimination:

- RCW 28A.300.285 – —12 Education--Harassment, Intimidation and Bullying • RCW 28A.640.020 – Sexual Harassment • RCW 28A.642 – Prohibition of Discrimination in Public Schools • RCW 49.60.010 – The Law Against Discrimination

The district will ensure its compliance with all state laws regarding harassment, intimidation or bullying. Nothing in this procedure prevents a student, parent/guardian, school or district from taking action to remediate harassment or discrimination based on a person's gender or membership in a legally protected class under local, state, or federal law.

D. Prevention

1. Dissemination In each school and on the district's Web site the district will prominently post information on reporting harassment, intimidation, and bullying; the name and contact information for making a report to a school administrator; and the name and contact information for the district compliance officer. The district's policy and procedure will be available in each school in a language that families can understand. Annually, the superintendent will ensure that a statement summarizing the policy and procedure is provided in student, staff, volunteer, and parent handbooks, is available in school and district offices and/or hallways, or is posted on the district's Web site. Additional distribution of the policy and procedure is subject to the requirements of Washington Administrative Code 392-400-226.

2. Education Annually students will receive age-appropriate information on the recognition and prevention of harassment, intimidation, or bullying at student orientation sessions and on other appropriate occasions. The information will include a copy of the Incident Reporting Form or a link to a Web- based form.

3. Training Staff will receive annual training on the school district's policy and procedure, including staff roles and responsibilities, how to monitor common area, and the use of the district's Incident Reporting Form.

4. Prevention Strategies The district will implement a range of prevention strategies including individual, classroom, school, and district-level approaches. Whenever possible, the district will implement evidence-based prevention programs that are designed to increase social competency, improve school climate, and eliminate harassment, intimidation, and bullying in schools.

E. Compliance Officer

The district compliance officer will:

1. Serve as the district's primary contact for harassment, intimidation, and bullying.
2. Provide support and assistance to the principal or designee in resolving complaints.
3. Receive copies of all Incident Reporting Forms, discipline Referral Forms, and letters to parents providing the outcomes of investigations.
4. Be familiar with the use of the student information system. The compliance officer may use this information to identify patterns of behavior and areas of concern.
5. Ensure implementation of the policy and procedure by overseeing the investigative processes, including ensuring that investigations are prompt, impartial, and thorough.
6. Assess the training needs of staff and students to ensure successful implementation throughout the district, and ensure staff receive annual fall training.
7. Provide the OSPI School Safety Center with notification of policy or procedure updates or changes on an annual basis.
8. In cases where, despite school efforts, a targeted student experiences harassment, intimidation, or bullying that threatens the student's health and safety, the compliance officer will facilitate a meeting between district staff and the child's parents/guardians to develop a safety plan to protect the student.

A sample student safety plan is available on the OSPI Web site:
<http://www.k12.wa.us/SafetyCenter/default.aspx>.

F. Staff Intervention

All staff members shall intervene when witnessing or receiving reports of harassment, intimidation or bullying. Minor incidents that staff are able to resolve immediately, or incidents that do not meet the definition of harassment, intimidation, or bullying, may require no further action under this procedure.

G. Filing an Incident Reporting Form Any student who believes he or she has been the target of unresolved, severe, or persistent harassment, intimidation, or bullying, or any other person in the school community who observes or receives notice that a student has or may have been the target of unresolved, severe, or persistent harassment, intimidation, or bullying, may report incidents verbally or in writing to any staff member.

H. Addressing Bullying – Reports Step

1: Filing an Incident Reporting Form

In order to protect a targeted student from retaliation, a student need not reveal his identity on an Incident Reporting Form. The form may be filed anonymously, confidentially, or the student may choose to disclose his or her identity (non-confidential).

Status of Reporter

- a. Anonymous Individuals may file a report without revealing their identity. No disciplinary action will be taken against an alleged aggressor based solely on an

anonymous report. Schools may identify complaint boxes or develop other methods for receiving anonymous, unsigned reports. Possible responses to an anonymous report include enhanced monitoring of specific locations at certain times of day or increased monitoring of specific students or staff. (Example: An unsigned Incident Reporting Form dropped on a teacher's desk led to the increased monitoring of the boys' locker room in 5th period.)

b. Confidential Individuals may ask that their identities be kept secret from the accused and other students. Like anonymous reports, no disciplinary action will be taken against an alleged aggressor based solely on a confidential report. (Example: A student tells a playground supervisor about a classmate being bullied but asks that nobody know who reported the incident. The supervisor says, "I won't be able to punish the bullies unless you or someone else who saw it is willing to let me use their names, but I can start hanging out near the basketball court, if that would help.")

c. Non-confidential Individuals may agree to file a report non-confidentially. Complainants agreeing to make their complaint non-confidential will be informed that due process requirements may require that the district release all of the information that it has regarding the complaint to any individuals involved in the incident, but that even then, information will still be restricted to those with a need to know, both during and after the investigation. The district will, however, fully implement the anti-retaliation provision of this policy and procedure to protect complainants and witnesses.

Step 2: Receiving an Incident Reporting Form

All staff are responsible for receiving oral and written reports. Whenever possible staff who initially receive an oral or written report of harassment, intimidation, or bullying shall attempt to resolve the incident immediately. If the incident is resolved to the satisfaction of the parties involved, or if the incident does not meet the definition of harassment, intimidation, or bullying, no further action may be necessary under this procedure. All reports of unresolved, severe, or persistent harassment, intimidation, or bullying will be recorded on a district Incident Reporting Form and submitted to the principal or designee, unless the designee is the subject of the complaint. Step 3: Investigations of Unresolved, Severe, or Persistent Harassment, Intimidation and Bullying All reports of unresolved, severe, or persistent harassment, intimidation, or bullying will be investigated with reasonable promptness. Any student may have a trusted adult with them throughout the report and investigation process. a. Upon receipt of the Incident Reporting Form that alleges unresolved, severe, or persistent harassment, intimidation or bullying, the school or district designee will begin the investigation. If there is potential for clear and immediate physical harm to the complainant, the district will immediately contact law enforcement and inform the parent/guardian.

b. During the course of the investigation, the district will take reasonable measures to ensure that no further incidents of harassment, intimidation, or bullying occur between the complainant and the alleged aggressor. If necessary, the district will implement a safety plan for the student(s) involved. The plan may include changing seating arrangements for the complainant and/or the alleged

aggressor in the classroom, at lunch, or on the bus; identifying a staff member who will act as a safe person for the complainant; altering the alleged aggressor's schedule and access to the complainant, and other measures.

c. Within two (2) school days after receiving the Incident Reporting Form, the school designee will notify the families of the students involved that a complaint was received and direct the families to the district's policy and procedure on harassment, intimidation, and bullying.

d. In rare cases, where after consultation with the student and appropriate staff (such as a psychologist, counselor, or social worker) the district has evidence that it would threaten the health and safety of the complainant or the alleged aggressor to involve his or her parent/guardian, the district may initially refrain from contacting the parent/guardian in its investigation of harassment, intimidation, and bullying. If professional school personnel suspect that a student is subject to abuse and neglect, they must follow district policy for reporting suspected cases to Child Protective Services.

e. The investigation shall include, at a minimum:

- An interview with the complainant.
- An interview with the alleged aggressor.
- A review of any previous complaints involving either the complainant or the alleged aggressor.

- Interviews with other students or staff members who may have knowledge of the alleged incident.

f. The principal or designee may determine that other steps must be taken before the investigation is complete.

g. The investigation will be completed as soon as practicable but generally no later than five (5) school days from the initial complaint or report. If more time is needed to complete an investigation, the district will provide the parent/guardian and/or the student with weekly updates.

h. No later than two (2) school days after the investigation has been completed and submitted to the compliance officer, the principal or designee shall respond in writing or in person to the parent/guardian of the complainant and the alleged aggressor stating:

- The results of the investigation.
- Whether the allegations were found to be factual.
- Whether there was a violation of policy.
- The process for the complainant to file an appeal if the complainant disagrees with results.

Because of the legal requirement regarding the confidentiality of student records, the principal or designee may not be able to report specific information to the targeted student's parent/guardian about any disciplinary action taken unless it involves a directive that the targeted student must be aware of in order to report violations.

If a district chooses to contact the parent/guardian by letter, the letter will be mailed to the parent/guardian of the complainant and alleged aggressor by United States postal service with return receipt requested unless it is determined, after consultation with the student and appropriate staff (psychologist, counselor,

social worker) that it could endanger the complainant or the alleged aggressor to involve his or her family. If professional school personnel suspect that a student is subject to abuse or neglect, as mandatory reporters they must follow district policy for reporting suspected cases to Child Protective Services.

Step 4: Corrective Measures for the Aggressor

After completion of the investigation, the school or district designee will institute any corrective measures necessary. Corrective measures will be instituted as quickly as possible, but in no event more than five (5) school days after contact has been made to the families or guardians regarding the outcome of the investigation. Corrective measures that involve student discipline will be implemented according to district policy and student discipline. If the accused aggressor is appealing the imposition of discipline, the district may be prevented by due process considerations or a lawful order from imposing the discipline until the appeal process is concluded. If in an investigation a principal or principal's designee found that a student knowingly made a false allegation of harassment, intimidation, or bullying, that student may be subject to corrective measures, including discipline.

Step 5: Targeted Student's Right to Appeal

1. If the complainant or parent/guardian is dissatisfied with the results of the investigation, they may appeal to the superintendent or his or her designee by filing a written notice of appeal within five (5) school days of receiving the written decision. The superintendent or his or her designee will review the investigative report and issue a written decision on the merits of the appeal within five (5) school days of receiving the notice of appeal.
2. If the targeted student remains dissatisfied after the initial appeal to the superintendent, the student may appeal to the school board by filing a written notice of appeal with the secretary of the school board on or before the fifth(5) school day following the date upon which the complainant received the superintendent's written decision.
3. An appeal before the school board or disciplinary appeal council must be heard on or before the tenth (10) school day following the filing of the written notice of appeal to the school board. The school board or disciplinary appeal council will review the record and render a written decision on the merits of the appeal on or before the fifth (5) school day following the termination of the hearing, and shall provide a copy to all parties involved. The board or council's decision will be the final district decision.

Step 6: Discipline/Corrective Action

The district will take prompt and equitable corrective measures within its authority on findings of harassment, intimidation, or bullying. Depending on the severity of the conduct, corrective measures may include counseling, education, discipline, and/or referral to law enforcement. Corrective measures for a student who commits an act of harassment, intimidation, or bullying will be varied and graded according to the nature of the behavior, the developmental age of the student, or the student's history of problem behaviors and performance.

Corrective measures that involve student discipline will be implemented according to district policy—student discipline.

If the conduct was of a public nature or involved groups of students or bystanders, the district should strongly consider school wide training or other activities to address the incident. If staff have been found to be in violation of this policy and procedure, school districts may impose employment disciplinary action, up to and including termination. If a certificated educator is found to have committed a violation of WAC 181-87, commonly called the Code of Conduct for Professional Educators, OSPI's Office of Professional Practices may propose disciplinary action on a certificate, up to and including revocation. Contractor violations of this policy may include the loss of contracts.

Step 7: Support for the Targeted Student

Persons found to have been subjected to harassment, intimidation, or bullying will have appropriate district support services made available to them, and the adverse impact of the harassment on the student shall be addressed and remedied as appropriate. I. Immunity/Retaliation

No school employee, student, or volunteer may engage in reprisal or retaliation against a targeted student, witness, or other person who brings forward information about an alleged act of harassment, intimidation, or bullying. Retaliation is prohibited and will result in appropriate discipline. J. Other Resources Students and families should use the district's complaint and appeal procedures as a first response to allegations of harassment, intimidation, and bullying. However, nothing in this procedure prevents a student, parent/guardian, school, or district from taking action to remediate discrimination or harassment based on a person's membership in a legally protected class under local, state or federal law. An harassment, intimidation, or bullying complaint may also be reported to the following state or federal agencies:

- OSPI Equity and Civil Rights Office (360) 725-6162 Email: equity@k12.wa.us
www.k12.wa.us/Equity/default.aspx
- Washington State Human Rights Commission 1 (800) 233-3247
www.hum.wa.gov/index.html
- Office for Civil Rights, U.S. Department of Education, Region IX (206) 607-1600
Email: OCR.Seattle@ed.gov www.ed.gov/about/offices/list/ocr/index.html
- Department of Justice Community Relations Service 1 (877) 292-3804
www.justice.gov/crt/
- Office of the Education Ombudsman 1 (866) 297-2597 Email:
OEInfo@gov.wa.gov www.governor.wa.gov/oeo/default.asp
- OSPI Safety Center
(360) 725-

6044 <http://www.k12.wa.us/SafetyCenter/BullyingHarassment/default.aspx> K. Other District Policies and Procedures Nothing in this policy or procedure is intended to prohibit discipline or remedial action for inappropriate behaviors that do not rise to the level of harassment, intimidation, or bullying as defined herein,

but which are, or may be, prohibited by other district or school rules.

Harassment, Intimidation or Bullying (HIB) North River Incident Reporting Form

Reporting person
(optional): _____

Targeted
student: _____

Your email address
(optional): _____

Your phone number (optional): _____ Today's date:

Name of school adult you've already contacted (if any):

Name(s) of bullies (if known):

On what dates did the incident(s) happen (if
known): _____

Where did the incident happen?

Circle all that apply.

Classroom Hallway, Restroom Playground, Locker room, Lunchroom, Sport field,
Parking lot, School bus, Internet Cell phone, During a school activity, Off school
property, On the way to/from school,

Other (Please describe.)

Please circle what best describes what the bully did. Please choose all that
apply.

Hitting, kicking, shoving, spitting, hair pulling or throwing something at the
student Getting another person to hit or harm the student Teasing, name calling,
making critical remarks or threatening in person, by phone, by e-mail, etc. Putting
the student down and making the student a target of jokes Making rude and/or
threatening gestures Excluding or rejecting the student Making the student
fearful, demanding money or exploiting Spreading harmful rumors or
gossip Cyber bullying (bullying by calling, texting, emailing, web posting, etc.)
Other

If you select other, please describe:

Why do you think the harassment, intimidation or bullying occurred?

_____ Were there any witnesses? Yes No If yes, please provide
their names:

Did a physical injury result from this incident? If yes, please describe.

Was the target absent from school as a result of the incident? Yes No
If yes, please describe

Is there any additional information?

Thank you for reporting!

-----For Office Use-----

Received by:

Date received: _____

Action taken:

Parent/guardian contacted:

Circle one:

Resolved Unresolved

Referred to: _____

This form can be printed off from North River School website: [www. nr. k12.wa .us](http://www.nr.k12.wa.us) or it can be picked up from the office or from any teacher.

North River School District #200 Non-Discrimination in the North River School District

The North River School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran, or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees, available at 360.532.3079, have been designated to handle questions and complaints of alleged discrimination. Their physical address is North River School 2867 North River Rd, Cosmopolis, WA, 98537. The email address is dpickering@nr.k12.wa.us.

The North River School District will also take steps to assure that national origin persons who lack English language skills can participate in all education programs, services, and activities. For information regarding translation services or transitional bilingual education programs, contact the language specialist at 360.532.3079.

Title IX Officer—Sean Pierson, 360.532.3079 spierson@nr.k12.wa.us

Section 504/ADA Coordinator—Rita Bodwell, 360.532.3079
rbodwell@nr.k12.wa.us

Compliance for State Law RCW 28A.640/28A.42; WAC 392-190-060—
Superintendent, David Pickering, 360.532.3079 dpickering@nr.k12.wa.us

This page will be signed at school.

THIS PAGE MUST BE COMPLETED BY ALL STUDENTS NORTH RIVER JR. HIGH AND HIGH SCHOOL STATEMENT OF STUDENT RESPONSIBILITY

As a student at North River Junior High and High School, I agree to...

1. Meet the attendance requirements set by North River School District and North River Junior High and High School.
2. Be on time for school and for all classes each day. I will be attentive in the classroom and participate. I will strive hard to complete my classwork on time. I will complete my homework when it is due.
3. Behave in a manner that will be a credit to my family, myself, and North River School District. I will be respectful to staff and teachers. I will be kind and respectful to all students and guests at North River School District.
4. Comply with any legal request by a staff member.
5. Read and comply with the Student Behavior Expectations listed in this handbook.
6. All personal items that I bring to school are at my own risk. The school district does not assume responsibility for lost, damaged or stolen property.

If I am a High School Student at North River High School, I also agree to...

1. Complete the minimum credits required for graduation from North River High School. Satisfactorily complete all graduation requirements for school district.
2. Complete all components of the culminating project as part of graduation requirements.
3. Meet the requirements of all state mandated assessments.

I further understand that if I fail to fulfill the responsibilities listed above, my graduation may be delayed. If, by graduation date, I fail to fulfill the responsibilities listed, I will not be able to participate in graduation exercises. I fully realize that this is my responsibility. In addition, I have read and reviewed the discipline policy in the student handbook and understand my responsibilities.

It is my responsibility to inform my parents of the contents of this handbook and to make them aware of what my responsibilities are as a student of North River Junior High and High School.

I, _____, as a student of North River Junior Senior High School have read and understand this statement of student responsibility and agree to follow these principles.

_____ Signature
_____ Date

Sign and keep in your copy of the handbook.

PLEASE SIGN AND RETURN THIS FORM TO YOUR TEACHER TO SUBMIT TO THE PRINCIPAL.