

**2025-26**

**Green Mountain School  
Parent/Student Handbook**



# ***GREEN MOUNTAIN PARENT/STUDENT HANDBOOK 2025-26***

The information in this handbook is intended to provide students and their parents with an overview of procedures and rules in effect at Green Mountain School. This handbook is **not** a complete summary of all rules and procedures — students are also affected by classroom rules, verbal staff directives, school district policy, plus various laws.

Students should become familiar with the contents of this handbook, and school and classroom expectations. When in doubt, ask someone who knows!

PUBLIC NOTICE: The Green Mountain School District, 13105 NE Grinnell Rd, Woodland, WA 98674, is an Equal Opportunity district in education programs, activities, services, and employment. The Green Mountain School District does not discriminate on the basis of race; creed; color; religion; sex; national origin; marital status; sexual orientation, including gender expression or identity; age; families with children; honorably discharged veteran or military status; the presence of any sensory, mental or physical disability; or the use of a trained dog guide or service animal. We provide equal access to the Boy Scouts of America and other designated youth groups. We also comply with Section 504 of the Rehabilitation Act of 1973; Section 402 of the Vietnam Era Veterans Readjustment Act of 1974; the Americans with Disabilities Act of 1990; the Civil Rights Act of 1964; the Age Discrimination in Employment Act; Older Worker Protection Act; and all other state, federal and local equal opportunity laws. Inquiries regarding compliance and/or grievance procedures may be directed to the district's Title IX/RCW 28A.640 officer, Superintendent Dave Holmes, [dave.holmes@greenmountainschool.us](mailto:dave.holmes@greenmountainschool.us), 360-225-7366, and Section 504/ADA coordinator, Principal Jacqui Vansoest, [jacqui.vansoest@greenmountainschool.us](mailto:jacqui.vansoest@greenmountainschool.us), 360-225-7366.

## **Mission Statement**

Green Mountain School District is committed to providing students with a quality, challenging, flexible educational program that will equip them for their future emphasizing the core values of honesty, responsibility, courage, teamwork and grace. Green Mountain strives to provide these programs and impart these values in a safe, and secure environment through caring educators and staff in partnership with the community, school board, and administration.

## **Core Belief Statement**

Green Mountain School strives to cultivate “PAWSitively powerful” citizens and future leaders that:

- \*Are respectful
- \*Develop a growth mindset
- \*Demonstrate grit
- \*Are responsible

## **WE ARE A LOVE & LOGIC SCHOOL**

We will treat you with respect, so you will know how to treat us.  
Feel free to do anything that doesn't cause a problem for anyone else.  
If you cause a problem, we will ask you to solve it.  
If you can't solve the problem, or choose not to, we will do something.  
What we do will depend on the special person, and the special situation.  
If you feel something is unfair, whisper to me “I'm not sure that's fair,” and we will talk at an appropriate time.

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## THE BIG BEARS AT GREEN MOUNTAIN SCHOOL

### District Leadership

Dave Holmes, Superintendent  
Jacqui Vansoest, Principal  
Kent Furman, School Board Chairman  
Joyce Cooper, School Director  
Kessia Brown, School Director  
Curtis Tikka, School Director  
Adam Dunn, School Director

### Office Team

Carla Whitmire	Office Manager
Robin White	Technology Assistant & Nutrition Coordinator

### Maintenance

Scott Johnson	Caretaker/Custodian
Bill Weaver	Maintenance

### Teachers

Gina Smith	Kindergarten
Jessica Jones	First Grade
Alysia Aldred	Second Grade
Katie Carter	Third Grade
Melissa Bauder	Fourth Grade
Gabby Estrada	Fifth Grade
Nathan Lowry	Sixth Grade
Mark Williams	Seventh Grade
Emily Ryan	Eighth Grade
Katie Kipp	PE/Health
Kim Combs	Tile 1/LAP Intervention
Dusty Low	Special Education Teacher

### Support Staff

Becky Baher	Para-educator, Bus Driver
Trisha Long	Para-educator
Debbie Proctor	Bus Driver, Kitchen Staff
Jenny Waliezer	Para-educator, Bus Driver, Kitchen Staff
Sara Phelps	Para-educator
Michelle Schmeusser	Para-educator
Savanah McCall	Para-educator
Kimberly Barton	Para-educator
Chelsea Trump	Food Service Director

## Student Rights and Responsibilities

We hear people say: “*It’s my constitutional right to . . .*” And, often they are correct in stating that they have certain rights or freedoms that are *protected* by the constitutions. With these rights and freedoms, however, come related responsibilities. Student rights are protected by the U.S. Constitution, the Washington State Constitution, federal and state laws, and district policy. Student responsibilities are outlined in state law, district policies, school rules, and school or community norms.

### **Student Responsibilities**

Students have a responsibility to attend school and put effort into learning. The entire philosophy of free public education is to create educated citizens that strengthen our state and country.

Students have the responsibility to treat all persons in our school with respect, and to respect the differences that make us all unique.

Students have a responsibility to express their thoughts and opinions in a respectful manner.

Students have a responsibility to assemble or protest in a way that does not disrupt or interfere with the learning of others or the operation of the school.

Students have a responsibility to follow both school rules and laws that prohibit certain items at school.

Students have a responsibility to cooperate with reasonable searches, report others with dangerous items, and to follow reasonable directives of staff related to searches.

Students have a responsibility to respect the right of others to practice the religion of their choosing and may not interfere with or harass others due to conflicting religious beliefs.

### **Student Rights**

Students have the right to a public education in Washington State, and our constitution identifies education as the *paramount* (most important) duty of the state.

Students have the right to equal educational opportunity and may not be unlawfully denied education or discriminated against because of national origin, race, religion, sex, gender or gender identity, pregnancy, economic status, marital status, previous arrest, previous incarceration, or a physical, mental or sensory handicap.

Students have the right to freedom of speech and may express their personal views and opinions without fear of consequence. The school may reasonably restrict students’ expression of their views to maintain an orderly learning environment.

Students have the right to peaceably assemble, including the right to protest government actions. This also includes the right to petition school authorities when they feel they have been treated unfairly.

Students have the right to be secure in their persons, papers, and property against unreasonable searches and seizures. School officials must have a reasonable suspicion that a student is in possession of contraband to conduct a search.

Students have the right to practice the religion of their choosing and to be free from being controlled or

influenced by any religious point of view while they are participating in any school activity.

## **Admissions and Registration**

### **Resident Registration**

Students who reside in the Green Mountain School District are guaranteed the right to attend Green Mountain School. Registration is completed at our district office, downloaded from the district website, or we can mail forms to your home. Registering students early (i.e., in the spring) will help us plan for staffing and other needs.

The following information and documents are needed to register your student:

- Parent's identification (driver's license)
- Physical address of the residence
- Proof of residency
- Emergency contact names and numbers
- Name and address of any prior school(s) and request for records form
- Birth certificate or a photocopy
- Information on allergies and medications
- Immunization information & health history
- Information on special education or 504 plans
- Home language survey & housing survey
- Ethnicity & race form
- FERPA directory information form
- Internet and photograph permissions form
- Acceptable Use Policy
- Automated communications form

### **Immunizations**

To protect children against several childhood diseases, Washington law (RCW 28A.210.060) requires that all children admitted to public and nonpublic schools be immunized against Diphtheria, Tetanus, Pertussis, Polio, Measles, Rubella, Mumps, Hepatitis B, Hib, Pneumococcal, and Varicella.

In Washington State, the Tdap vaccine is required for school attendance in certain grades. The Tdap is a booster vaccine which continues to protect your child against the Tetanus, Diphtheria, and Pertussis diseases they were immunized against as young child. The Tdap is required at 7th grade or age 11.

All immunization records turned into schools or childcare centers are required by state law to be medically verified. Immunization records must be turned into the school on or before the first day of attendance. This means immunization records turned into the school must be from a health care provider, or you must attach paperwork from a health care provider to your handwritten form that shows your child's records are accurate. Your child cannot attend school until you provide these records.

Here are some examples of medically verified immunization records:

- ❖ A completed Certificate of Immunization Status (CIS) signed by a health care provider. Find the CIS form by visiting <https://www.doh.wa.gov/SCCI> and clicking on "Certificate of Immunization Status."
- ❖ A CIS filled out by you or another parent/guardian with medical records attached.
- ❖ A CIS printed by a health care provider or school from the Washington State Immunization

Information System.

- ❖ A CIS printed from MyIR which is a free Department of Health online tool that allows families to view and print their official immunization records themselves. Go to <https://wa.myir.net/register> to begin the sign-up process. If you are requesting an exemption from one or more of the immunization requirements, you must provide the school with a completed Certificate of Exemption.

Students may be excluded from school if they do not meet the immunization requirements. Exceptions are made according to GMS Board Policy 3413.

### **Non-Resident Admissions**

Green Mountain School welcomes students to our district when space is available in the classes, programs needed or when there is no history of truancy, discipline or criminal behavior. Parents of students who are not residents of the Green Mountain School District must complete a Choice Transfer Request Form in addition to all paperwork required of resident students. Transportation of non-resident students is the responsibility of the parent. Children of school district employees are granted nonresident admission.

Parents must complete a Choice Transfer Request Form at their resident school district office. Once completed, the resident district will enter the information into a statewide data system. Parents receive notices by email when their application has been entered, and again when it has been either accepted or denied by the Green Mountain School District.

**The Choice Transfer Request must be renewed by the parent each year for a student to continue at Green Mountain School.**

### **Renewal or Revocation of Transfers**

Our district reserves the right to revoke a transfer agreement at any time for the following reasons:

- ❖ Regular attendance is not maintained
- ❖ The student does not follow the rules and expectations applicable to all students
- ❖ It becomes necessary to change the education program/setting/placement of the student, and there is not room in the program to which the student would need to change
- ❖ Information provided by the applicant has been misrepresented
- ❖ The parent's employment with the district ends
- ❖ The nonresident student's placement displaces a resident student or space in the grade level classes or programs becomes unavailable

### **Determination of Residence**

For establishing a student's residence, the home where the student spends most of their nights on a regular basis will determine which district is the resident district. In general, a student must reside at least four nights a week in the Green Mountain District to be considered a resident student. If there is split custody, the home of the primary parent is considered the residence.

The district may request proof of residence in the form of documents such as utility bills, lease agreement, or property tax statements to establish residence at the time of admission. The district may also request such documentation later to verify a student's residence status.

### **High School Registration**

Students who are residents of the Green Mountain School District can choose to attend any high school in the area. Registration is made in the spring of a student's 8th grade year as part of the High School and Beyond Plan.



### **Homeless Students**

Students who are determined to be homeless under the McKinney-Vento Act will be granted immediate admission into the Green Mountain School District (*see page 36*). Per federal law, immediate admission will be granted to homeless students without usual documentation.

## **Student Attendance and Absences**

### **Attendance Office**

The school office is open daily from 7:30 a.m. to 4:00 p.m. The direct phone number is 360-225-7366. Parents may leave a message about student absences at any time. We ask that parents call the school by 9:00 a.m. if their child will be absent. Parents can also email Carla Whitmire at [carla.whitmire@greenmountainschool.us](mailto:carla.whitmire@greenmountainschool.us). If the office is not notified, you may receive an automated call regarding your child's absence. Periodically the office will make calls or send home unexcused absence slips. Please respond to the calls and absence slips so we can get student absences excused.

### **Absences**

Teachers take attendance at the beginning of each day (8:20 AM). Students who are not present or more than 10 minutes late are marked absent. A full day absence is when a student is absent for 50% or more of their scheduled day.

When a student is absent, they must report to the office and obtain an admit slip before going to class. A written note or email from parent/guardians stating the reason for the absence or a phone call to the office is required for the absence to be excused.

Approved absences include:

- ❖ Illness or injury that prevents attendance
- ❖ Mental Health illness or corresponding services
- ❖ Medical appointments when another time isn't possible
- ❖ Approved school activities
- ❖ Death in family or other family emergency
- ❖ Required court appearance
- ❖ Religious observances
- ❖ Absence directly related to the student's homeless or foster care/dependency status
- ❖ Absences due to suspension, expulsions or emergency expulsions imposed if the student is not receiving educational services
- ❖ Absences due to student safety concerns
- ❖ Absences due to a student's migrant status
- ❖ An absence that has not been excused by the administrator

### **Tardy**

Any student arriving after 8:20 AM **MUST** check in at the office before going to the classroom.

### **Student Early Arrival**

Student may arrive on campus no earlier than 8:05 unless prior arrangements have been made through the office.

### **Pre-Arranged Absences**

Students or parents who know in advance that of an absence from school should contact the classroom teacher regarding classroom work that will be missed. In addition, please contact the office and let them

know about any upcoming absences. If you wish to have your student, take classwork with them while they are absent, please let the teacher or office know at least 72 hours prior to the absence.

### **Partial Day Absence**

Students who leave the school during the day **MUST** check out through the office prior to leaving school. A telephone call or note from the parent to the office is required to leave during the day. Parents will be asked to sign their child out when leaving early.

### **Extended Illness or Health Condition**

If a student is to be confined to home or hospital for an extended period, the school will arrange for the availability of assignments. The district will cooperate with private tutors that parents may employ. In some instances of long-term illness homebound teachers may be provided.

### **Chronic Health Conditions**

Students with a chronic health condition, which interrupts regular attendance, may qualify for 504 plan that will address accommodations for assignment completion. The student and his/her parents or guardian shall apply to the principal or designee. The staff shall be informed of the student's needs, though the confidentiality of medical information shall be respected at the parent's request.

### **Excessive Absences**

Regular attendance is one of the most important things you can do to support your child's learning. Our educational staff work hard to plan instruction that makes the most out of every school day. Please partner with us in making regular school attendance a priority for all children.

Chronic absenteeism is defined as missing 10% of school days or about 18 days per year whether they are excused or unexcused. Students who are chronically absent are more likely to be behind grade level and experience academic struggles that can lead to disengagement or inappropriate classroom behavior.

Excessive absences occur when a student accumulates:

- ❖ One (1) unexcused absence in any one month of a school year. We are required by state law to notify you either by phone or in writing.
- ❖ Three (3) unexcused absences in any one month we are required to schedule a conference with parents or guardians to identify any barriers affecting students' regular attendance.
- ❖ Between two (2) and seven (7) unexcused absences in a school year we are required to schedule a conference with parents or guardians to identify any barriers that may be affecting a student's regular attendance and develop a plan of supports to keep the student from falling behind.
- ❖ Five (5) unexcused absences in a thirty-day (30) period the district shall enter into an agreement with student and parents establishing an attendance plan or refer the student to the Community Engagement Board.
- ❖ Seven (7) unexcused absences in a month or fifteen (15) unexcused absences in a school year the district is required to file a truancy petition with the Clark County Juvenile Court
- ❖ Five (5) excused absences in one month or ten (10) excused absences in the school year unless prior notice or a doctor's note has been provided, we are required to schedule a conference with parents or guardians to identify barriers to regular attendance (elementary students only)

### **Truancy**

Students are considered truant if they are absent from school or class without parent or school permission or if they miss school for a reason not approved by district policy. Truancy is defined as:

- ❖ Unexcused absence from all or part of any class
- ❖ In a restricted area without permission during class time

- ❖ Absence from school for an unapproved purpose
- ❖ Closed campus violations, leaving school without permission

## **Student Meal Program**

### **Healthy Beginnings**

Green Mountain School District is committed to providing nutritious meals to the students at Green Mountain. Meals are based on the USDA's nutrition guidelines and include a variety of fresh fruit and vegetable choices, and a variety of chilled non-fat or low-fat milk. Nutritious meals prepare students to be engaged and ready to learn and help to establish good eating habits for a lifetime.

### **Breakfasts & Lunches**

Our school serves breakfast and lunch daily. Menus are posted in classrooms and are sent home each month. Children who bring lunch from home may buy milk. Lunch money is the responsibility of the student and should be taken to the office in the morning. If your child's lunch account falls below the required minimum needed to purchase a lunch, or becomes overdrawn, you will receive an automated phone message on Tuesday. Until money is deposited into the account, you may receive a phone call every week. Once a month outstanding balance statements will be mailed home.

- ❖ Students must order lunch in their classrooms by 8:45 a.m. each morning.
- ❖ Students arriving after 9:00 A.M. should bring a sack lunch.
- ❖ If you know your child is going to be arriving late, you may call the office before 9:00 a.m. and order lunch for your child.
- ❖ School lunches are available on late-start days.
- ❖ Sack lunches are available on early release days.
- ❖ If you would like to have breakfast or lunch with your child, please call the office to pre-order.

### **Services Times and Prices**

Breakfast is served in the cafeteria from 8:05—8:18.

Lunches are served on the following schedule:

K-1	11:20—11:50
2-3	11:50—12:20
4-5	12:50—1:20
6-8	12:25—12:45

*\*\*Please see school website for current student and adult meal prices*

### **Free & Reduced Meal Application and Information Form - Avoid Unnecessary Meal Fees**

Free & reduced meal applications from the prior year are only valid for the first 30 school days. If a new application is not received by October 17th, students will be charged at the full price for lunch and breakfast until a new application is approved. Parents are responsible for charges made.

Free and reduced-price meals are available to all eligible students. Application forms are also available in the school office. If you have an official AFDC case number or form, just send it to the school office. If you have any questions, contact Carla Whitmire at 360-225-7366 or [carla.whitmire@greenmountainschool.us](mailto:carla.whitmire@greenmountainschool.us)

### **Turn in Your Application as Early as Possible**

Applications will be reviewed, and an eligibility determination made within 10 working days of the receipt of the application. Meals provided prior to the approval of the application will be charged at full

price.

### **Free & Reduced Meals**

Lunches served to children who qualify for reduced priced meals will be made available at no cost to all students K-8. The purchase of milk by itself will be charged at the regular rate.

### **Milk**

Students (regardless of family free/reduced/paid meal status) may purchase milk separately to enjoy with their sack lunch and will be charged at the current rate.

### **Sack Lunch Availability**

Sack lunches are available for early release days. The lunches will be prepared in our kitchen based on the USDA's nutrition guidelines. The sack lunches are charged to the student's lunch account at the same rate as the regular lunch program (free, reduced, or full pay). Sack lunches must be ordered in advance according to the deadline provided. An order form will be sent home for early release days with the ordering deadline on the form.

### **Charge Policy**

All students have a food service account that functions like a debit account. Payments can be made in the office using cash or checks and deposited into a student's lunch account at any time. Please make all checks payable to the Green Mountain School District. Student's debit account cannot accommodate charge if there is insufficient funds to cover the cost of the meal.

### **Food Accommodations**

Green Mountain School food service department will make every effort to accommodate all students with special needs, food allergies or dietary restrictions. The food service department must be provided with a written recommendation or diagnosis from a licensed physician.

## **Student Transportation**

Green Mountain School District provides bus transportation to the resident students who attend our school. We run a small fleet of buses and have our own drivers.

There are no walk-to-school areas in our district because our roads are not considered safe for student pedestrians.

Parents of non-resident students are responsible for transportation to school, or for transportation to one of our established bus stops.

### **Routes and Times**

Our routes are established each August after we know our enrollment and may be modified during the year. Routes are posted on our website, or parents can call the office to inquire about stops and times.

Students should be at their bus stop five minutes before their scheduled time. Parents should arrive at the bus stop five minutes prior to the drop off time.

### **Snow Routes**

Depending on road conditions, some roads and specific bus stops may be unsafe in snow and ice. Notice will be made through School Messenger or Flash Alert when bus routes are altered or cancelled due to bad weather. In such cases, parents may meet the bus at a different stop or transport their children to school.

### **Behavior Expectations**

Riding the school bus is a privilege. In addition to specific school bus rules, students must understand all school rules apply when riding school buses. Students will treat bus drivers with the same level of respect they give teachers and other staff and follow all directives of the driver. Violations of rules may result in loss of bus privileges and/or other school discipline up to and including suspension and expulsion.

### **Bus Stop Safety**

All bus stops are planned with the safety of students in mind. In some cases, a stop that is convenient may not be safe and we will ask you to meet the bus at an established (and safe) stop.

### **High School Transportation**

Green Mountain School District is a non-high school district. Resident high school students will schedule bus pick-up/drop off with the transportation department at the high school they are attending.

### **Video Cameras**

Students and parents should be aware that all our buses are equipped with video cameras to help monitor student behavior. Surveillance video is usually only reviewed when there is a behavior incident or other specific purpose.

*\*\* Complete school bus rules are in the Bus Rider Handbook that begins on page 25.*

## **General Policies and Information**

### **Accidents**

Please be cautious on campus and try to avoid accidents or injuries. If you see something you think is unsafe, please report it to a teacher or administrator. Any accident or injury should be reported to a teacher or the office immediately. If you need minor first aid, go to the office.

### **Announcements**

Announcements are conducted on-line each day at 8:20 and also run on the flat screen in the cafeteria. To minimize educational interruptions, only critical announcements will be made during the day.

### **Assemblies**

School expectations apply during assemblies — please show respect for speakers, peers, and staff.

- ❖ Sit with your class.
- ❖ Unless asked to stand, please remain seated.
- ❖ Show respect for your country by standing politely and removing your hat during the flag presentation.
- ❖ Demonstrate respectful behavior.

### **Cell Phones (or other telecommunication devices)**

Green Mountain School recognizes that technology is a part of modern life. Phones shall be used only before & after the regular school day and during the student's lunch break or during recess. Phones will be turned off or silenced and should not be accessible to students while in the classroom. The use of cell phones should never pose a threat to academic integrity, be disruptive to the learning environment or violate the privacy rights of others. Texting or talking on the phone during class time is never allowed. Recording or taking photos of others is considered violating the privacy rights of those persons.

When cell phones rules are not followed, consequences may result. Teachers and administrators may confiscate cell phones that are visible in class. Phones may be returned after school. If a student continues to violate the rules, an administrator may hold the phone for parents to pick up.

Students are responsible for the devices they bring to school. The district shall not be responsible for loss, theft or destruction of devices brought on school property.

### **Cheating and Plagiarism**

Academic dishonesty is an unacceptable dishonest act. Cheating on assignments or tests does not demonstrate integrity. Any time work that is not your own, or a cheating device was used on an assignment or test, you are academically dishonest. Cheating includes, but is not limited to wandering eyes, cheat sheets, sharing test answers, copying assignments, photographing tests, sharing notes, and all forms of plagiarism.

Plagiarism is taking ideas or written words from another source (including the Internet) and claiming them as your own work. If you use the words or ideas of another person, they deserve credit. Check with your teacher if you are unsure how to give the author of the material credit. If you paraphrase ideas, the source deserves credit in the form of a citation.

### **Closed Campus**

The Green Mountain School is a "closed" campus. This means that students must remain on campus from the time they arrive until school is dismissed, unless they have permission to leave. Both parent and office permission are required to leave school any time during the school day. If you are leaving campus because you are sick, you must also notify the office.

### **Discrimination Prohibited**

The Green Mountain School District does not discriminate against any student or person based on race, creed, color, religion, national origin, families with children, marital status, gender, age, sexual orientation, disability, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability. If you feel you have been discriminated against, you have the right to file a grievance with the district. Grievance procedures are available at any school or the school district office. Inquiries or complaints concerning perceived or alleged violations of this policy should be directed to: Dave Holmes, Superintendent.

### **Dress Code**

The purpose of a dress code is to promote an orderly learning environment in our schools while preparing students for later success in the workplace. The dress code at Green Mountain School is

*“Workplace Appropriate.”* This means wearing clothing that respects the school as a place of work and learning, and refrain from wearing clothing that has or is likely to disrupt the educational process, activities, or distract or offend others.

Students and their parents have the primary responsibility for determining student attire within the guidelines established. Dress or appearance that has the potential for causing disruption is not permitted. Below is not an inclusive list. We request parents and students make their best judgement and if questions arise, please ask our staff. The principal or designee will have the final decisions.

- ❖ Clothing or accessories that advertise, promote, or depict alcohol, tobacco, illegal drugs, or violence are inappropriate.
- ❖ Display of profanity, vulgarity, or sexual innuendo is prohibited.
- ❖ Clothing which is excessively revealing is inappropriate for school.
- ❖ Any attire that exposes a student’s midriff or cleavage at any time is not permitted.
- ❖ Tops that show any undergarments should not be worn.
- ❖ For safety and health reasons, students must always wear appropriate footwear. Slippers, flip flops, certain sandals and high heel shoes are not appropriate footwear because students are physically active during recess and PE.
- ❖ Except for theme-related items on spirit days, hats and other head coverings are not to be worn inside school buildings at any time. Exceptions will be made if the head coverage pertains to a student’s religious beliefs.

Students violating the dress code will receive a warning and will be directed to change their clothing. If a student refuses to correct his/her clothing, parents will be contacted.

### **Electronic Devices**

Electronic devices such as cellphones, iPods, electronic watches, tablets, etc. may be used with administrator or bus driver permission if they do not create a disruption and do not violate the Telecommunication Device policy.

Prohibited devices may be confiscated by any staff member. Items turned over to the principal will only be returned after school. On a second infraction, the parent may be required to pick up the device. The school will not be liable for lost, damaged or stolen electronic devices or other personal property.

### **Emergency Drills**

Emergency drills are held on a regular basis, at least once per month. By law, we must do drills for evacuation (fires), lockdowns, and shelter-in-place. We also do earthquake drills each year. Drills are intended to prepare all of us to deal with emergencies we hope will never happen. Please treat these drills seriously — they have saved lives in other schools.

Teachers and staff members will acquaint you with the routine of evacuation. Exit the building quickly by the most direct route, but do not run. Stay clear of the building and out of the parking lot.

Students will always report to their Home Room Teacher in the event of a fire drill or if the building must be evacuated.

When the school is in lockdown, parents will not be able to pick up or drop off students. Please don’t come to the school or telephone if you know we are in lockdown. We will communicate with parents afterward and share what information we can.

## **FERPA**

The Federal Educational Right to Privacy Act (FERPA) limits access to student records except by parents. FERPA limits the ability of the school district to release information without a parent signature authorizing records to be released. Directory information will be released as required by federal law.

## **Field Trips**

Students must have a permission slip signed by a parent/guardian to participate in an off-campus field trip. Permission slips are due 48 hours before the field trip. If a parent wishes to transport their child home from the field trip an additional permission form must be completed prior to the field trip. If students return from a field trip early, they are expected to go directly to class. If a family member is interested in being a chaperone for classroom field trips, please check with the office for appropriate forms and information.

## **Food and Drink**

Lunches and other food or beverage items should be kept in your backpack. Our “grab-and-go” breakfast is eaten in the classroom or cafeteria before 8:20. Cafeteria lunches will be eaten in the cafeteria except in special situations with teacher approval. Food and drink are to stay away from the computers. Snacks during the school day will be scheduled by individual teachers. We encourage students to bring healthy snacks and drinks that will help sustain them until their lunch break. Students will be allowed to drink water in classrooms. Gum chewing is not allowed on campus without prior approval of the administrator.

## **Grades**

Grades are an indicator of student achievement toward objective state mandated learning standards in each grade or course. Grades K-5 will use a standards-based grading system. Letter grades will be issued in grades 6-8. Please consult teacher syllabus for a breakdown of how letter grades are determined.

## **Harassment, intimidation and Bullying (HIB)**

Our Schools Protect Students from Harassment, Intimidation, and Bullying (HIB)! Schools are meant to be safe and inclusive environments where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities. This section defines HIB, explains what to do when you see or experience it, and our school’s process for responding to it.

What is HIB?

HIB is any intentional electronic, written, verbal, or physical act of a student that:

- Physically harms another student or damages their property;
- Has the effect of greatly interfering with another student’s education; or,
- Is so severe, persistent, or significant that it creates an intimidating or threatening education environment for other students.

HIB generally involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. HIB is not allowed, by law, in our schools.

How can I make a report or complaint about HIB?

Talk to any school staff member (consider starting with whoever you are most comfortable with!). You may use our district’s reporting form to share concerns about HIB ([link to form](#)) but reports about HIB can be made in writing or verbally. Your report can be made anonymously, if you are uncomfortable revealing your identity, or confidentially if you prefer it not to be shared with other students involved



with the report. No disciplinary action will be taken against another student based solely on an anonymous or confidential report.

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our district also has a HIB Compliance Officer, Jacqui Vansoest, that supports prevention and response to HIB.

What happens after I make a report about HIB?

If you report HIB, school staff must attempt to resolve the concerns. If the concerns are resolved, then no further action may be necessary. However, if you feel that you or someone you know is the victim of unresolved, severe, or persistent HIB that requires further investigation and action, then you should request an official HIB investigation.

Also, the school must take actions to ensure that those who report HIB don't experience retaliation.

What is the investigation process?

When you report a complaint, the HIB Compliance Officer or staff member leading the investigation must notify the families of the students involved with the complaint and must make sure a prompt and thorough investigation takes place. The investigation must be completed within 5 school days, unless you agree on a different timeline. If your complaint involves circumstances that require a longer investigation, the district will notify you with the anticipated date for their response.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must provide you with the outcomes of the investigation within 2 school days. This response should include:

- A summary of the results of the investigation
- A determination of whether the HIB is substantiated
- Any corrective measures or remedies needed
- Clear information about how you can appeal the decision

What are the next steps if I disagree with the outcome?

For the student designated as the "targeted student" in a complaint: If you do not agree with the school district's decision, you may appeal the decision and include any additional information regarding the complaint to the superintendent, or the person assigned to lead the appeal, and then to the school board.

For the student designated as the "aggressor" in a complaint: A student found to be an "aggressor" in a HIB complaint may not appeal the decision of a HIB investigation. They can, however, appeal corrective actions that result from the findings of the HIB investigation. For more information about the HIB complaint process, including important timelines, please see the district's HIB webpage or the district's HIB Policy #3207 and Procedure #3207P.

**Our School Stands Against Discrimination!**

Discrimination can happen when someone is treated differently or unfairly because they are part of a protected class, including their race, color, national origin, sex, gender identity, gender expression, sexual orientation, religion, creed, disability, use of a service animal, or veteran or military status.

What is discriminatory harassment?

Discriminatory harassment can include teasing and name-calling; graphic and written statements; or other conduct that may be physically threatening, harmful, or humiliating. Discriminatory harassment happens when the conduct is based on a student's protected class and is serious enough to create a hostile environment. A hostile environment is created when conduct is so severe, pervasive, or persistent that it limits a student's ability to participate in, or benefit from, the school's services, activities, or opportunities. To review the district's Nondiscrimination Policy #3210 and Procedure #3210P visit our website.

What is sexual harassment?

Sexual harassment is any unwelcome conduct or communication that is sexual in nature and substantially interferes with a student's educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they must submit to unwelcome sexual conduct or communication to gain something in return, such as a grade or a place on a sports team. Examples of sexual harassment can include pressuring a person for sexual actions or favors; unwelcome touching of a sexual nature; graphic or written statements of a sexual nature; distributing sexually explicit texts, e-mails, or pictures; making sexual jokes, rumors, or suggestive remarks; and physical violence, including rape and sexual assault.

Our schools do not discriminate based on sex and prohibit sex discrimination in all our education programs and employment, as required by Title IX and state law. To review the district's Sexual Harassment Policy #3205 and Procedure #3205P or visit our website.

What should my school do about discriminatory and sexual harassment?

When a school becomes aware of possible discriminatory or sexual harassment, it must investigate and stop the harassment. The school must address any effects the harassment had on the student at school, including eliminating the hostile environment, and make sure that the harassment does not happen again.

What can I do if I'm concerned about discrimination or harassment?

Talk to a Coordinator or submit a written complaint. You may contact the following school district staff members to report your concerns, ask questions, or learn more about how to resolve your concerns.

Concerns about discrimination, including Sexual harassment:

Civil Rights/Title IX Coordinator: Dave Holmes, Superintendent,  
[dave.holmes@greenmountainschool.us](mailto:dave.holmes@greenmountainschool.us), 360-225-7366

Concerns about disability discrimination: Section 504 Coordinator: Jacqui Vansoest, Principal,  
[jacqui.vansoest@greenmountainschool.us](mailto:jacqui.vansoest@greenmountainschool.us), 360-225-7366

Concerns about discrimination based on gender identity:

Gender-Inclusive Schools Coordinator: Dave Holmes, Superintendent,  
[dave.holmes@greenmountainschool.us](mailto:dave.holmes@greenmountainschool.us), 360-225-7366

To submit a written complaint, describe the conduct or incident that may be discriminatory and send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights coordinator. Submit the complaint as soon as possible for a prompt investigation, and within one year of the conduct or incident.

What happens after I file a discrimination complaint?

The Civil Rights Coordinator will give you a copy of the school district's discrimination complaint procedure. The Civil Rights Coordinator must make sure a prompt and thorough investigation takes place. The investigation must be completed within 30 calendar days unless you agree to a different timeline. If your complaint involves exceptional circumstances that require a longer investigation, the Civil Rights Coordinator will notify you in writing with the anticipated date for their response. When the investigation is complete, the school district superintendent or the staff member leading the investigation will send you a written response. This response will include:

- A summary of the results of the investigation
- A determination of whether the school district failed to comply with civil rights laws
- Any corrective measures or remedies needed
- Notice about how you can appeal the decision

What are the next steps if I disagree with the outcome?

If you do not agree with the outcome of your complaint, you may appeal the decision to [identify the decision maker on appeal identified in board policy (e.g., the School Board)] and then to the Office of Superintendent of Public Instruction (OSPI). More information about this process, including important timelines, is included in the district's Nondiscrimination Procedure #3210P and Sexual Harassment Procedure #3205P.

I already submitted an HIB complaint – what will my school do?

Harassment, intimidation, or bullying (HIB) can also be discrimination if it's related to a protected class. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will notify the Civil Rights Coordinator. The school district will investigate the complaint using both the Nondiscrimination Procedure and the HIB Procedure to fully resolve your complaint.

Who else can help with HIB or Discrimination Concerns?

Office of Superintendent of Public Instruction (OSPI) All reports must start locally at the school or district level. However, OSPI can assist students, families, communities, and school staff with questions about state law, the HIB complaint process, and the discrimination and sexual harassment complaint processes.

OSPI School Safety Center (For questions about harassment, intimidation, and bullying)

- Website: [ospi.k12.wa.us/student-success/health-safety/school-safety-center](https://ospi.k12.wa.us/student-success/health-safety/school-safety-center)
- Email: [schoolsafety@k12.wa.us](mailto:schoolsafety@k12.wa.us)
- Phone: 360-725-6068

OSPI Equity and Civil Rights Office (For questions about discrimination and sexual harassment)

- Website: [ospi.k12.wa.us/policy-funding/equity-and-civil-rights](https://ospi.k12.wa.us/policy-funding/equity-and-civil-rights)
- Email: [equity@k12.wa.us](mailto:equity@k12.wa.us)
- Phone: 360-725-6162

Washington State Governor's Office of the Education Ombuds (OEO)

The Washington State Governor's Office of the Education Ombuds works with families, communities, and schools to address problems together so every student can fully participate and thrive in Washington's K12 public schools. OEO provides informal conflict resolution tools, coaching, facilitation, and training about family, community engagement, and systems advocacy.

- Website: [www.oeo.wa.gov](http://www.oeo.wa.gov)

- Email: [oeoinfo@gov.wa.gov](mailto:oeoinfo@gov.wa.gov)
- Phone: 1-866-297-2597

U.S. Department of Education, Office for Civil Rights (OCR)

The U.S. Department of Education, Office for Civil Rights (OCR) enforces federal nondiscrimination laws in public schools, including those that prohibit discrimination based on sex, race, color, national origin, disability, and age. OCR also has a discrimination complaint process.

- Website: <https://www2.ed.gov/about/offices/list/ocr/index.html>
- Email: [orc@ed.gov](mailto:orc@ed.gov)
- Phone: 800-421-3481

### **Health & Safety**

We like to see healthy children at school. Never send an obviously sick child to school. For the protection of all students, including your child, the following guidelines will be enforced:

- ❖ A child with a sore throat, severe cough, or earache, who has been vomiting, has diarrhea, or who has had a fever of 100.0 or more within the past 24 hours should not be sent to school. If your child is sent home for any one of these reasons the 24 hours will start when they are picked up. Your child cannot return until the 24 hours are over.
- ❖ A child with a known communicable disease (pink eye, chicken pox, impetigo, strep, scarlatina, scabies, ringworm, poison oak, etc.) requires proof of proper medical treatment before their return to school.
- ❖ A child with crawling lice should not be sent to school. If a child has head lice, treatment should be sought immediately.

If a child becomes ill at school, symptoms are noted but not treated and the parent may be notified to pick up the child. In the event of a serious injury, parents are contacted for direction. If it is impossible to contact the parents, emergency medical assistance will be obtained. Please inform the school office of children with known medical or health problems and/or inform the office of allergies (especially bee stings and food allergies).

### **Highly Capable**

Students who are highly capable show potential for performing at *significantly* advanced academic levels when compared with others of their age, experiences, or environments. Highly capable students are typically in the **upper 2%** of cognitive ability. Outstanding abilities are seen within students' general intellectual aptitudes, specific academic abilities, and/or creative productivities within a specific domain. These characteristics are noticeable among all groups of students (*See page 45 for more information*).

As used in Washington State law, the term "learning characteristics" means that students who are highly capable may possess, but are not limited to, these learning characteristics:

- Capacity to learn with unusual depth of understanding, to retain what has been learned, and to transfer learning to new situations;
- Capacity and willingness to deal with increasing levels of abstraction and complexity earlier than their chronological peers;
- Creative ability to make unusual connections among ideas and concepts;
- Ability to learn quickly in their area(s) of intellectual strength; and
- Capacity for intense concentration and/or focus.

### **Honor Roll**

Green Mountain School encourages academic achievement and recognizes students in grades 6-8 who achieve at a high level by compiling an Honor Roll at the end of each trimester and school year. To be recognized on the Honor Roll, students must have a grade point average of 3.5 or better for the trimester or year.

### **Horseplay**

To ensure the safety of all students, horseplay is prohibited on school grounds. Horseplay includes, but is not limited to, pushing, tripping, water fights, keep-away (grabbing a possession of another student and not giving it back), throwing things at others, chasing or running in the learning areas, or any action which could potentially cause injury. Horseplay may result in discipline.

### **Interview by Law Enforcement**

With the permission of building administrators, students may be interviewed by law enforcement officers or representatives of the Department of Social and Health Services. State law allows students aged 13 and over to be interviewed by police officers without a parent and without the permission of a parent. A school representative(s) will normally be present during an interview.

### **LAP Program**

The Learning Assistance Program (LAP) offers secondary services for K–5 students scoring below grade-level standard in English Language Arts (ELA) and Mathematics. These services focus on stimulating student growth towards grade level achievement and addressing barriers that may prevent students from accessing core instruction. This may include academic skill development or behavior supports. The intent is for LAP-served students to demonstrate academic growth during the period they are provided special instruction. The Learning Assistance Program (LAP) is Washington's state-funded program (*see page 40 for more information*).

### **Library/Media Center Expectations**

The library/media center is open to all students, staff, and parents. It is intended to be a welcoming place where all patrons can read, learn, work, and relax. It will be open during school hours until 3:30 p.m. each school day.

Expectations:

- ❖ No food or beverages in the computer area.
- ❖ No cell phones or personal music devices.
- ❖ Please talk in quiet tones to not disturb others.
- ❖ Please replace reference materials where they were found. Return them to the book drop if you are not sure where they go.
- ❖ Ask if you need any help or assistance locating an item, or with a project.

Book check-out policies:

- ❖ Three books at a time may be checked out.
- ❖ Books are checked out for three weeks.
- ❖ We request that any lost books be replaced by the student/parent.

### **Lost and Found**

Each year students lose many articles such as coats, sweaters and lunch boxes. Put your child's first and last name on everything that comes to school. PE shoes should also be marked. If an item is labeled, it will be returned to the student. Sack lunches should have the child's first and last name along with the teacher's name on them. The school office keeps a lost and found area. Parents and students are welcome to check it for lost items. Green Mountain School is not responsible for lost or stolen items. LABEL EVERYTHING!

### **Make-Up Work**

If an absence is excused, school-related, or the result of school discipline, a student will be provided with the assignments missed with a reasonable due date for their return. Assignments will be completed outside of class time and earn credit under reasonable conditions and time limits established.

Students are provided with two days for each day absent to complete missed assignments.

Teachers **will not** give credit for make-up work completed because of an unexcused absence. Teachers will, however, provide make-up work without credit upon parent request if, in the teacher's opinion, that work is crucial for future learning.

### **Medications**

Students may not have any medications in their possession at school without parent and doctor permission. This includes both prescription and over the counter (OTC) medications.

If students need to take medication during school hours, it must be held and given by office staff. In some cases, students may carry medications at the request of a doctor and good reason — see Mrs. Whitmire with questions about medications.

All medications require a doctor's authorization for students to carry or staff to administer the medication. Parents must come to the office and complete a form to authorize prescription medication at school. We will be happy to FAX a medication authorization to your doctor.

Students who use asthma inhalers or Epi-pens for severe allergies should see the nurse and arrange to have a spare inhaler or Epi-pen kept at the school.

### **Nurse**

The Green Mountain School District has a contracted nurse assigned to the district one day each week. Our nurse is responsible for monitoring medication orders and emergency health plans but is not in attendance to provide regular health care or advice. At Green Mountain School, if you need minor first aid please go to the office.

### **Personal Property**

The Green Mountain School District will not be responsible for loss, damage to, or theft of personal items. Cell phones, cameras, expensive watches, electronic devices, large sums of money, and/or other similar items should not be brought to school. Found personal items will be held in the office or the lost and found area. Items not claimed may be donated to charity. Items of value brought to school for academic purposes such as projects should be locked in a teacher's cabinet or secured in the office.

If students are in possession of items which are prohibited, illegal, disruptive, distracting, or otherwise inappropriate, the items may be confiscated by any staff member. Confiscated items are normally held

by the principal. Illegal items will not be returned and may be turned over to the police. The Green Mountain School District will not be responsible for items not picked up within five business days.

#### **Pledge of Allegiance/National Anthem**

Washington law requires that the flag of the United States be displayed in classrooms and the Pledge of Allegiance be recited in each classroom at the beginning of the day. When the Pledge of Allegiance is recited, you may choose to stand and participate or maintain a respectful silence.

#### **Progress Reports**

To keep parents informed about their child's learning, student progress for grades 6-8 can be checked online through the Skyward program. A link to Skyward can be found on the district web site at ([greenmountainschool.us](http://greenmountainschool.us)). Please contact Robin White ([robin.white@greenmountainschool.us](mailto:robin.white@greenmountainschool.us)) to receive your parent password and instructions. All students in grades 6-8 receive a skyward login and can check their grades and missing assignments.

#### **Prohibited Items**

Items which may be disruptive to learning or which are dangerous or potentially dangerous are prohibited on school property. Possessing any disruptive or dangerous item may lead to corrective action or discipline, up to and including suspension or expulsion.

If you find you mistakenly have a prohibited item in your possession and you come forward voluntarily to the administration, in most cases you will not be disciplined. Prohibited items will be confiscated, and in most cases will only be returned to parents. Illegal items may be turned over to the police.

#### **PTSO**

Our Parent Teacher Student Organization assists our school in many ways throughout the school year. To be successful, parents are encouraged to assist with fundraising events such as Family fun nights, Scholastic Book Fair, Staff Appreciation activities, Carnival, Payback Book sales, Christmas Wishes and other fun activities. Remember, parent involvement is one way to help your child succeed in school! All parents, guardians and relatives are encouraged to attend PTSO meetings. Watch for meeting days and times in a PTSO flyer. Anyone wishing to know more about PTSO activity opportunities may join the Green Mountain PTSO on Facebook or contact a member.

#### **Public Display of Affection (PDA)**

The behavior standard at Green Mountain School is *"work-place behavior."* While on campus, public displays of affection (PDA) and overt affection is not an acceptable behavior. Students will be privately counseled for the first infraction of this rule. If you engage in repeated PDA or overt affection, you will be referred to the office for appropriate action, including parent contact.

#### **Report Cards**

Report cards are mailed home three times each year approximately one week after the last day of each trimester. Progress reports may be sent home with students during each trimester. Only trimester grades are recorded to a student's file.

#### **Searches of Students and Belongings**

Students have the constitutional right to be free of unreasonable searches and seizures. That right is balanced against the duty of the school to maintain a safe and orderly learning environment. When there is reasonable belief that a student has something prohibited by school rules or law, state law (RCW 28A.600.210) allows school authorities to conduct a search. This includes student belongings at

any school event or activity. Student backpacks or desks will not be searched without suspicion. School staff may seize items which violate school rules or the law.

Staff will explain the cause of their suspicion when asking a student to submit to a search. Refusing to consent to a reasonable search is assumed as an admission a student has contraband. Refusal to consent to a reasonable search may result in disciplinary action.

Strip searches and invasive searches by school officials are prohibited by law, however students may be frisked if it is believed they have dangerous weapons on their person.

### **Special Education**

Children with physical, emotional, academic, intellectual, speech and language disabilities that have an academic impact may be eligible for special services through the school district's Special Education Program. Such students are referred to our Student Support Team to identify specific struggles that may require further assessment. Individual Education Plans are written for each child's special needs when appropriate. Parents and education staff are involved in the assessment process and development of the education plan for their child.

### **Title 1 Program**

Title I of the Elementary and Secondary Education Act provides financial assistance to state and local educational agencies to meet the needs of students who are experiencing academic struggles and are at risk of achieving grade level mastery.

The goal of Title I is to provide additional instructional services and activities to meet the needs of children identified as not meeting or most at risk of not meeting the state's challenging Common Core Standards.

The Title I program will provide your child with extra educational assistance beyond the regular classroom. This may come in the form of one-on-one or small group instruction. This support may be provided in the regular classroom or in another location. The program serves children in elementary and secondary schools who have demonstrated a need for additional assistance (*See page 39 for additional information*).

### **Toys from home**

Green Mountain School is not responsible for lost or stolen property. Toys are not allowed at school as they are disruptive to the school learning environment. This includes trading cards such as POKEMON, fidget spinners, pop-its and cubes. All personal items should remain at home unless the teacher requests one be brought as part of an experiment or other educational process. Toys that are disruptive or dangerous may be taken by a staff member. The first incident will result in the item being returned at the end of the school day. Multiple incidents may result in the items being stored in the "June Box" (items returned at the end of the year). Parents, however, may be able to pick up their child's personal items before June during regular business hours.

### **Theft**

Theft is easier to prevent than to solve afterward. Protect yourself by leaving valuables at home, by marking valuable items with your name, and not leaving personal property where it is vulnerable. Administrators will make a reasonable attempt to solve thefts and will report thefts to the police as appropriate. However, students and parents need to understand that neither law enforcement nor the school administration have the resources to complete full investigations of petty thefts. We cannot



search every student who *might* have had access to a stolen item.

### **Tobacco**

State law and district policy prohibit the use of tobacco or tobacco products on school grounds by anybody. School rules prohibit the possession or use of tobacco or tobacco products by students on school grounds, at school-sponsored activity, and on school busses. This prohibition includes e-cigarettes and any similar devices.

### **Vandalism**

Damage to our school and property shows a lack of pride in Green Mountain School. Intentionally or recklessly damaging school property will be treated as vandalism or malicious mischief and may result in discipline or referral to the police. Students may be charged for damages to school property that are not accidental.

### **Video Surveillance**

Green Mountain School District is equipped with security video surveillance equipment. The video equipment will be used to help ensure the safety and welfare of the students and school setting. Security videos maintained by the school are not considered educational records and may be shared without parent permission as deemed appropriate to maintain safety and welfare.

### **Visitors**

Arrangements for a classroom visitation may be made by planning with the administrator at least 24 hours in advance. Teachers must approve visitors to their classroom, and final approval of visitors is at the discretion of the administrator. Visitors will not be allowed during critical times of the year, including the last two weeks of each trimester or during annual state testing.

### **Volunteers**

Volunteers play a variety of important roles at Green Mountain School. Adults of all ages who are willing to share their time and talents with teachers and students are welcome. Experience in education is not required. Volunteers find their involvement with the school a source of satisfying enjoyment. The range of activities for volunteers is broad. Teachers have students who would love to read to volunteers who are willing to take the time to listen. Parents or guardians wanting to assist in the classroom or attend field trips will need to fill out appropriate district paperwork and be approved by a WSP background check two weeks prior. Photo identification is required. Paperwork may be filled out and returned to Carla Whitmire at the Green Mountain School office. This must be renewed every year. Additionally, visitors and volunteers will be asked to sign a confidentiality agreement, as confidentiality of student information is something that our district values highly.

### **Vulgarity/Profanity**

Students are expected to refrain from the use of vulgar/profane conversation, expression and written communication. The decision as to what is or is not vulgar/profane rests with the classroom teacher and building administrator.

### **Weather and Emergency Closures**

School may be closed, or schedules changed on an emergency basis due to inclement weather, adverse road conditions, or other unforeseen situations. School closure and late-start information will be broadcast on the radio, television stations, FLASH alert and through School Messenger. If a closure is not announced, students and parents should assume normal school hours.

**Weapons and Dangerous Weapons**

All buildings of the Green Mountain School District are weapons-free zones. Possession or use of weapons or dangerous weapons by students is prohibited by school rules, state law, and federal law *(Please see page 46 for the Policy related to weapons)*.

State and federal laws mandate harsh discipline for students who possess firearms or dangerous weapons at school: possession of a firearm carries a one-year mandatory expulsion. Superintendent may modify expulsions on a case-by-case basis.

**Willful Disobedience/Insubordination**

Students are expected to follow the direction and instructions of all school personnel both in and out of the classroom.

# **Computer & Internet Policy**

## **Assignment of Computers**

Students in 3<sup>rd</sup> —8<sup>th</sup> grade will be issued a computer for use during their enrollment at Green Mountain School. When these computers are issued parents and students in the above grades agree to the following expectations.

## **Laptop Acceptable Use Agreement & Check-Out Procedures**

Responsible use of and care for the computers is always expected. The school may request the return of a laptop at any time. Inappropriate use of the computers will be subject to school discipline and may prohibit future use.

## **Parent Information**

The Green Mountain School District is making laptops available to your student(s) for use during the school year. The device(s) can be used to word-process, complete or participate in online applications and classroom assignments, access the Internet, and utilize a variety of tools and resources with an educational purpose. School login credentials and passwords will be issued to individual students. Internet based programs will continue using student logins and passwords. We encourage you to closely monitor your student's home use--including access to the Internet. If the device you are issued stops working, you can request a replacement. If you have any questions, please feel free to contact Mrs. White or the school office.

We intend to make these computers available to students for years to come. Responsible use and care for these devices is essential.

The base value of the laptop computer is \$475.00

The value of the charger and cord is \$65.00

## **Expectations**

1. Students must abide by all school rules as outlined in the Acceptable Use Policy for Technology.
2. Students agree to engage only in academic related activities.
3. Students should not share passwords with anyone other than parents or save passwords to the device.
4. Students may not attempt to override, bypass or otherwise change the security setting, internet filtering, network setting, or other device settings.
5. The computers can attach to any wireless network. The school filters work while using the devices off campus. The virus program will continue to work.
6. Please note that the district cannot guarantee that students will not intentionally or unintentionally access content that may be deemed unacceptable while the computers are being used off campus.
7. Students and Parents agree to be responsible for proper care of the computer and that any damage or loss may result in financial liability in repairing or replacing the computer.

8. Students and Parents agree that any inappropriate use of the computer may result in school discipline and lost access. Inappropriate use is defined in the Acceptable Use Policy for Technology.
9. Parents agree to monitor student use of the computer and the Internet while at home.
10. Students and Parents agree that only the student and/or the parent may use the computer for education-related purposes.
11. Students and Parents acknowledge that Green Mountain School District may access and search the computer at ANY time to verify contents and upgrade software.
12. Students leaving Green Mountain School District or exiting for the summer must return the computer and accessories, (case, charger, charger cable, etc.), to the school.
13. The computer is to be returned to the school on or before the last day of school.

### **Green Mountain School Student Acceptable Internet, Technology, Computer Use Agreement**

Student use of the internet, computers, and other technology at Green Mountain School is allowed and encouraged **only** when it is part of the educational program and objectives of the school. Student access to computers and the internet varies with the age of the student. In Kindergarten through grade 2, students have limited access and are highly supervised. In grades 3 through 5, students are closely supervised, but begin to have independent access for research and other school purposes. In grades 6 through 8, students are given more independence to use computer resources in support of their learning. This increased computer access requires students to be responsible users of technology. Students will be issued a school-owned email account and online access to Microsoft programs to be used for school-related purposes only.

The use of internet, technology, and computer resources is a **privilege** rather than a right. Like all district resources, district internet and computer/network resources are public property and must be used only for approved activities. The unauthorized use of these resources is a violation of school rules, district policies, and may in some cases also be a violation of the law.

In using internet and technology of the Green Mountain School District, each student must ensure that they:

- use district technology only for school-related work and approved activities
- comply with current legislation, state and federal laws, and school district policies
- use internet resources, technology, and email in an acceptable way under this agreement
- do not create any unnecessary risk to the school district by misusing the internet, email, and/or other technology or electronic services

#### **Unacceptable Uses:**

Any of the following uses of district resources by a student is unacceptable and a violation of district rules:

- connecting a personal computer, tablet, phone, or other device to the school wireless (Wi-Fi) system or network without the written permission of the administrator.

- accessing a personal email account on school equipment or through the school internet unless specific permission is given by the administrator; use of personal email accounts violates this agreement.
- accessing internet sites that contain obscene, hateful, pornographic, illegal gaming or otherwise illegal material (unintentional receiving of such material is not a violation if reported immediately).
- distributing, sharing or storing images, text or materials that might be considered indecent, pornographic, obscene, or illegal; distributing, disseminating or storing images, text or other materials that might be considered discriminatory, offensive or abusive, or anything that is a personal attack, threat, sexist or racist, or might be bullying or harassment of any person.
- using network resources to attempt or carry out any form of fraud, or any form of software, film, video, or music piracy, storing personal media files including photographs, music, videos, etc.
- communicating through any blog, wiki, social networking site, instant messaging, or other software or technology unless given specific permission by the administrator; communications not directly related to classwork, or the school program are a violation of this agreement.
- accessing copyrighted information in a way that intentionally violates the copyright or using district computer or network resources to mass store or share copyrighted music or video files.
- use of school technology resources to set up or conduct for-profit business or activities for personal gain, or to carry out any business not related to the school program.
- any form of electronic trespass, including but not limited to accessing, breaching, or deleting computer systems, accounts, or files without authorization, or using District resources to hack or breach systems, accounts, or files.
- any deliberate activities that waste class time or networked resources, including the use of any social media or similar software or websites during school hours.
- purposely introducing any form of computer virus or malware into the school network.
- any attempt to hide or conceal internet activity, including the use of a proxy site or software to bypass or avoid internet filtering. Deleting or clearing internet browsing history and emails violates this rule.
- purposely changing any computer setting without permission in a way that it interferes with the use of equipment by others, or which requires staff to take corrective action.
- intentionally damaging school computer equipment or misusing school computer equipment in a way that is likely to cause damage; this includes removing keys, having food or drink near computers, any form of vandalism, inserting items into ports, etc.

#### **Internet Access/Passwords**

- Student IDs and passwords help maintain individual accountability for internet usage. Students are responsible for the use of their individual account and should take all reasonable precautions to prevent others from being able to use their account.

- Under no circumstances should a student share his or her user ID or password to another student.

### **Filtering and Monitoring**

The district maintains the right to examine any systems and inspect any data recorded in those systems to assure compliance with this agreement and district policy. Computer files and school email accounts are not private. District staff may access student files to verify compliance with this policy or when there is a reasonable expectation that a search of computer files will reveal a violation of school rules.

All student access to the internet will be filtered as required by the Children's Internet Protection Act (CIPA). Individuals should be aware that filtering software and network systems generate logs of the activities.

### **Consequences**

Inappropriate/illegal use of the Green Mountain School District's internet or network resources may result in restriction of the student's privileges to use some or all forms of technology. In some cases, violations may result in further discipline up to and including suspension from school. Violations such as threats, vandalism, bullying, and harassment will be dealt with as regular discipline. Students and parents are advised that the district is required to report certain suspected violations of the law to police.

Discipline guidelines:

- First Violation: Warning, possible notice to parents
- Second Violation: Loss of privileges – minimum 1 to maximum 30 days
- Third Violation: Loss of privileges – minimum 5 to maximum 60 days

Serious violations (such as pornography, trespass, or vandalism) may result in greater consequences on a first violation. The determination of consequences is at the discretion of the administrator.

# **School Bus Rider Handbook**

## *Expectations for students riding school buses*

### *(Students at or near a bus stop are subject to all school rules)*

#### **Who is in charge?**

The bus driver or substitute driver is in charge and has the authority for the safe operation of the school bus while students are loading, riding, unloading, and crossing the roadway.

Bus drivers and substitute drivers are school district staff members and will model respectful behavior so students will know how to demonstrate respect for the bus drivers.

The driver oversees the bus. The driver has responsibility for safe operations and for correcting inappropriate student behaviors. Students are expected to follow their directions.

Students will be respectful, courteous, and refrain from bullying, harassment or other offensive behavior.

Students must remain seated and facing forward when the bus is in motion. Seat changes must be approved by the driver.

Objects that create a hazard are not allowed:

- ❖ Glass objects: bottles, jars, vases, etc.
- ❖ Food, drink, and gum
- ❖ Balloons or other items which could startle or block vision of driver
- ❖ Live critters: bugs, animals, worms, snakes, etc.
- ❖ Any item that is dangerous, illegal, or against school district policy
- ❖ Oversized objects that cannot fit safely in the seat with the student
- ❖ Weapons: guns (real or toy), knives (real or toy), razor blades, etc.
- ❖ Sports equipment which could endanger others
- ❖ Any object with wheels or motor, i.e. skateboard, scooter
- ❖ Laser pointers
- ❖ Flammables, aerosol cans

Any student action that creates an unsafe environment will be stopped immediately! Students who violate bus rules may be subject to disciplinary action.

#### **At the bus stop – getting on and off**

Students are to be at their bus stop five (5) minutes before pick-up time. Parents meeting students in the afternoon should be at the stop at least 5 minutes before drop-off time. Students in grades 3 and above will be allowed to walk from the bus to their homes without parent supervision. Students in grades kindergarten through second grade will not be released from the bus without parents/guardians being in visual sight of the bus driver unless accompanied by older siblings. If you would like your kindergarten through second grade student, to be allowed to walk unaccompanied from the bus to their home, please provide a note to the office indicating your desire.

Students will have one designated pick-up and drop-off location. Students getting off at a stop other

than their own are required to have written permission from their parent/guardian or school staff.

At the bus stop, students will be expected to follow the guidelines below:

- ❖ Students should stay well back from the road while waiting for the bus. Do not play near the road.
- ❖ Wait calmly until the bus stops, the red lights are flashing, and the safety arm is extended. Do not begin walking toward the bus until signaled by the driver.
- ❖ Look both ways and listen before crossing the street in front of the bus.
- ❖ When exiting the bus, walk quickly away from the road. Do not stop for mail, pets, etc.
- ❖ NEVER walk behind the bus.
- ❖ NEVER chase the bus if you miss the bus. Go back to your house and call the school.
- ❖ Parents need to be cautious of students getting out of cars at our drop-off stops. Please be early to help improve safety at these stops.
- ❖ Parents need to transport students to school if they miss the bus — NEVER try to catch the bus.
- ❖ Will stay out of the roadway while waiting for the bus.
- ❖ Will stand away from the roadway curb when any bus is approaching or leaving.
- ❖ Will get off the bus in an orderly manner.
- ❖ Will cross the roadway in front of the bus only when consent is given by the driver.
- ❖ Will always be in full view of the driver when getting on or off the bus.
- ❖ Students may not pick up their mail when getting off the bus. Because of time and safety issues, students are to go directly home. *DO NOT GO TO MAILBOX UNTIL THE BUS IS GONE.*

#### **Changing bus or pick-up, drop-off location**

Students will ride only their assigned bus unless written permission to do otherwise has been received by school officials.

Changes in pick-up or drop-off location must be in a permission note. The note will be sent to the bus rider, dated and signed by a parent/guardian.

No verbal agreements will be made between driver and parent. No phone calls or text messages to drivers. All calls must go through the school office or administrator.

**In an emergency,\*** phone the school office and a pass will be given to the student. Last-minute arrangements may be made by calling the office at 360-225-7366.

\*NOTE: Examples of emergencies are car problems, last-minute medical appointment, unexpected overtime at work, etc. Students who suddenly decide they want to ride home with another student will be denied.

#### **Taking a student off the bus**

When a student needs to be removed from the bus, the parent/guardian must go to the school office. The office will radio the driver to have the student come to the office to be picked up. Do not go to the bus to take a student off as drivers are not authorized to release students.

#### **Instructions for permission notes**

Any student K-8th grade going to a location that is not his/her regular drop off after school or any student who does not normally ride a bus will need a permission note. Only notes signed by the



parent/guardian of the student going to a different location will be accepted.

Students who regularly get on or off at an alternate address may have a permanent note on file for the current school year. Contact the office for instructions.

The note must include the following:

- ❖ Student's name
- ❖ Name and address of person/place where student is going. (Bus number if known)
- ❖ Date when student is to go to the different location
- ❖ Person and phone number to contact in case of problems
- ❖ Date and PARENT SIGNATURE

***Any forged or falsified note written by a student will be cause for permanent denial of transportation.***

#### **Large number of students riding to an address**

If plans are being made for four (4) or more students to ride a bus to an address such as for a party or meeting, call the school office at 360-225-7366 first to verify there is enough room on the bus.

#### **While riding the bus**

Expectations while riding the bus:

- ❖ Will converse using inside voice levels consistent with classroom conduct
- ❖ Will sit properly in their seats, facing forward
- ❖ Will refrain from throwing objects
- ❖ Will keep their hands to themselves
- ❖ Will be courteous to all other passengers
- ❖ Will share seats willingly
- ❖ Will keep aisles and emergency exits clear.
- ❖ Will remain seated while the bus is in motion
- ❖ Will get on or off when the bus has come to a full stop

#### **Seat Assignments**

Students may be assigned a seat in which he/she will be always seated unless permission to change is given by the driver.

#### **Bus windows**

Windows on the school bus may be opened with permission from the driver. All passenger body parts will always remain inside the bus window.

#### **Cell Phones/Tablets/other electronic devices**

Students may not photograph or record others while riding on the bus. The sharing of inappropriate images, videos or music is not allowed. Students listening to music or watching videos must use headphones. Usage on busses is subject to the Telecommunication Devices policy.

#### **Vandalism**

Any student found to have intentionally damaged any Green Mountain School District property, or the property of any GMS employee or student, shall be subject to possible denial of transportation by Green Mountain School District and possible referral to law enforcement. The school district will be

reimbursed for damage to school buses by students, or the parents of students, damaging school buses.

### **Emergency exit procedures**

All students must participate in emergency exit drills as conducted by the driver.

### **Keep your bus clean**

Students will be responsible for all their trash while on the bus. Students will clean up any messes of their making. Eating, drinking and gum chewing is not allowed on the bus without the bus driver's permission.

### **Railroad crossings**

When the bus comes to a stop at a rail grade crossing, all passengers must be quiet so that the driver may hear an approaching train.

### **Disciplinary Measures**

Students violating the rules in this handbook shall expect the following:

- ❖ **Warning:** When a student's misconduct is of a minor nature which does not jeopardize the safety or welfare of other students or the operation of the bus.
- ❖ **Bus conduct Report:** When a student's misconduct continues after a warning a written notice may be sent home with students for parents to sign.
- ❖ **Suspension/Short-term denial of transportation:** When a student's misconduct is deemed to jeopardize the safety of bus passengers and operation, or when warning notices fail to correct inappropriate or abusive behavior, or when a student causes damage to the bus.
- ❖ **Expulsion/Permanent denial of transportation:** When a student's misconduct is of a nature that the safety of the bus operation and/or of the occupants was willfully and seriously threatened (i.e. student assaulting the driver or other student; possession or use of any fire-making device).

Failure to follow bus driver instructions may result in denial of transportation. Parents will be notified of rule violations through a bus conduct report ("white slip") sent home with your student.

If a student receives a white slip, it must be signed by a parent or guardian and returned to the bus driver the next day. Additional disciplinary action may be imposed if the slip is not returned.

Activities that result in immediate withdrawal from the bus are:

- ❖ Aggressive action toward bus driver or other students
- ❖ Fighting on the bus
- ❖ Throwing objects in or out of the bus
- ❖ Possession of weapons/dangerous articles
- ❖ Destroying or defacing district or private property
- ❖ Use of sparking devices
- ❖ Smoking, drugs, alcohol, or any form of tobacco
- ❖ Obscene gestures or profanity directed at the bus driver or other students
- ❖ Public display of affection
- ❖ Intimidation/Harassment (Bullying)

## Green Mountain School District

### Student Discipline Philosophy and Overview

This overview of student discipline is intended to provide students and parents with a broad understanding of discipline philosophies, policies, and procedures at Green Mountain School. More detailed and formal information is contained in the Green Mountain School District Policies, available on the school district website. If you have any questions about discipline policies or procedures, please contact a school administrator.

#### Philosophy and Purpose of Discipline

The goal of the Green Mountain School staff is for students to develop “PAWSitive” work habits and behaviors that will support their success in high school and as a citizen. Part of the education at Green Mountain School includes learning how to successfully function in society and in a workplace, which includes following expectations and appropriate standards of behavior. State law compels schools to teach values and traits essential to individual liberty, fulfillment, and happiness — including honesty and integrity, respect for others and self, responsibility for personal actions, self-discipline and moderation, work ethic, and respect for law and authority.

Successful adults follow rules, abide by the law, and comply with the norms of society. State law and district policies say that students must follow school rules and the directives of teachers, staff, and administrators. Students who do not follow school rules and expectations are subject to corrective discipline — like the penalties adults face for violations of the law or workplace rules.

The purpose of student discipline is to encourage students to follow school rules and behavioral expectations, with the goal that students become **self-disciplined**. When consequences are imposed because of misbehavior, those consequences are intended to **discourage** the student from repeating the misbehavior. Teachers and administrators have guidelines for imposing appropriate consequences. The general philosophy of discipline, however, is to impose the minimum consequence that is reasonably expected to change an individual’s unacceptable behavior.

Consequences in most cases are *graduated* — that is, they are proactive, instructional and supportive to get students to change unwanted behavior(s).

**\*\*\*For a detailed explanation of school discipline procedures please refer to Board Policy 3241P.**

We also believe in the use of “natural consequences” which means that the consequence of misbehavior will often be related to the rule that is violated.

#### Classroom Consequences

Teachers can impose consequences for student misbehavior. Examples of classroom consequences include recovery, classroom exclusion for a class period or longer, if necessary (only after one or more forms of discipline has been used), and detention. If a student is excluded from the classroom teachers or administrators will advise parents of the exclusion as soon as reasonably possible. In some cases, teachers may also issue a classroom referral that will be signed by students and sent home for parents to sign & return. Repeated unacceptable classroom behaviors will result in referral to an administrator.

### **Detention**

Teachers and administrators may assign lunch detention or after-school detention for minor infractions of school or classroom rules and expectations.

Lunch Detention may take place in the classroom or office. Students must bring schoolwork or reading material and work quietly until released. Failure to show for or complete detention may result in doubling of the consequence, or referral to the principal.

### **After-School Detention**

After-school detention is one step of discipline designed to modify unacceptable student behavior. It is an effort to try to keep students in the classroom where they can learn, rather than using suspension.

Expectations for detention:

- ❖ Detention is scheduled 3:00-4:30 p.m. on days of the week determined by administrator.
- ❖ Detention for grades K-2 will be 30 minutes. For grades 3-5, detention is 60 minutes, and for middle school students, detention is 90 minutes.
- ❖ Students must bring schoolwork with them. Bring homework, schoolbooks, paper, pen, pencil, and a book to read. (Comic books, and non-academic materials will not be allowed.)
- ❖ You must either do schoolwork or participate in any discussion or activity.
- ❖ Cell phones, iPods, and other electronic devices are not allowed.

### **Suspension**

“Suspension” means a denial of attendance from or the removal of a student for the balance of a class period or remainder of the day. Green Mountain School administrators may impose in-school suspension from a single class or all classes as a consequence for misbehavior.

### **In School or Short-Term Suspension**

Exceptional misconduct or repetitive lesser misconduct may result in short-term in-school suspension or out-of-school suspension. “Short-Term Suspension” is a denial of attendance and participation in some or all classes or school-sponsored activities for up to 10 cumulative school days.

Administrators may elect to suspend a student “in school.” In such cases, the student will be placed in a semi-private, alternative space where the student can be supervised by staff. An in-school suspension may become out-of-school suspension if a student fails to meet behavior expectations, such as being disruptive.

During short-term suspensions, students will be provided assignments and homework that are critical to their learning. Students may lose participation credit for missed classes while they are suspended.

During any out-of-school suspension, a student may not be present on any school district property or participate in any school activity unless they have the specific permission of an administrator.

### **Long-Term Suspension**

Long-term suspension is a denial of attendance and participation for a period of time that exceeds 10 school days. Long-term suspension is a consequence that is imposed for serious infractions or when students engage in repeat violations of rules that are not corrected by lesser discipline (*not applicable for students in kindergarten through grade 4*).

By state law, students have a right to a formal hearing before a long-term suspension may be imposed. If warranted by circumstances, students may be subject to emergency removal (see emergency expulsion) until a hearing can be convened. For students grades 5 through 12, long-term suspension may result in loss of credit.

During any long-term suspension, a student may not be present on any school district property or participate in any school activity.

### **Expulsion**

“Expulsion” is a complete denial of attendance or participation from any or all school-sponsored activity/activities. Expulsions are reserved for the most serious violations of school rules or law and are most frequently imposed when there are concerns for student or staff safety.

Expulsions shall be imposed for a definite period of time, expressed as a number of school days or calendar period. Expulsions shall not exceed one calendar year except in rare cases which require a school to petition the superintendent (*not applicable for students in kindergarten through grade 4*).

During any expulsion, a student may not be present on any school district property or participate in any school activity (including athletics).

By state law, students have a right to a formal hearing before an expulsion may be imposed. If warranted by circumstances, students may be subject to emergency removal (see emergency expulsion) until a hearing can be convened. Any days of expulsion served while the appeals process is ongoing will be counted toward the eventual consequence imposed.

### **Emergency Expulsion**

“Emergency Expulsion” is a consequence imposed by administrators when there is good and sufficient reason to believe that the student’s presence poses an ***immediate and continuing danger*** to the student, other students, or school personnel, or an immediate and continuing threat of substantial disruption to the educational process.

Parents will be notified in writing of any emergency expulsion and the reasons for it. By state law, students may request a hearing to appeal an emergency expulsion. The request for a hearing must be submitted to the superintendent.

Emergency expulsions may continue for up to ten (10) school days. Emergency expulsion must end or be converted to another form of discipline within those (10) school days and students advised of their rights to due process. During any emergency expulsion, a student may not be present on any school district property or participate in any school activity.

### **Re-Admission Procedures**

Students who are suspended or expelled may apply for re-admission at any time. Application for re-admission may be made to the principal in writing, and shall include:

- 1) reasons the student wants to return and why the request should be considered,
- 2) evidence which supports the request, and
- 3) a supporting statement from parents and others who may have assisted the student.

The principal shall consider the request and make a recommendation to the superintendent. The

superintendent shall advise the parent and student of his/her decision in writing within seven (7) days of receiving the application.

**Referral to Law Enforcement**

As required by state law and district policy, administrators cooperate with law enforcement, and will report suspected violations of criminal law to the appropriate authorities. Any illegal activity that occurs on campus or comes to the attention of a staff member may be referred to law enforcement. Any act or incident that constitutes a gross misdemeanor or felony under state law or an equivalent crime under federal law will be reported to the police or appropriate authorities.

By law, police officers may interview students age 13 and over without the presence or knowledge of parents. Administrators usually sit in on interviews.

## **Annual Notifications**

### **Nutrition, Health, and Physical Fitness – Policy No. 6700**

Green Mountain School District has developed a policy for free and reduced-price lunches/snacks and/or free or reduced-price breakfasts for children who qualify according to the eligibility standards, for meals under the National School Lunch and/or School Breakfast Programs. The school office has a copy of the policy, which may be reviewed by any interested party. Applications are available in the school office.

### **Student Records – Policy No. 3231**

The district shall maintain those student records necessary for the educational guidance and/or welfare of students, for orderly and efficient operation of schools and as required by law. All information related to individual students shall be treated in a confidential and professional manner. When information is released in compliance with state and federal law the district and district employees are immune from civil liability unless they acted with gross negligence or in bad faith. Student records are the property of the district but shall be available in an orderly and timely manner to students and parents. "Parent" includes the state department of social and health services when a minor student has been found dependent and placed in state custody. A parent or adult student may challenge any information in a student record believed inaccurate, misleading or in violation of the privacy or other rights of the student. Student records shall be forwarded to other school agencies upon request. A high school student may grant authority to the district which permits prospective employers to review the student's transcript. Parental or adult student consent shall be required before the district may release student records other than to a school agency or organization, except as otherwise provided by law. A grades report, transcript, or diploma shall not be released until a student has made restitution for damages assessed as a result of losing or damaging school materials or equipment. If a student has transferred to another school district that has requested the student's records, but the student has an outstanding fee or fine, only records pertaining to the student's academic performance, special placement, immunization history and discipline actions shall be sent to the enrolling school. The content of those records shall be communicated to the enrolling district within two school days and copies of the records shall be sent as soon as possible. The official transcript will not be released until the outstanding fee or fine is discharged. The enrolling school shall be notified that the official transcript is being withheld due to an unpaid fee or fine. The superintendent shall establish procedures governing the content, management and control of student records.

### **Education of Homeless Children and Youth – Policy No. 3115**

To the extent practical and as required by law, the district will work with homeless students and their families to provide them with equal access to the same free, appropriate public education (including public preschool education) provided to other students. Special attention will be given to the identification, enrollment, and attendance of homeless students not currently attending school, as well as mitigating educational barriers to their academic success. Additionally, the district will take reasonable steps to ensure that homeless students are not stigmatized or segregated in a separate school or in a separate program within a school on the basis of their homeless status. Homeless students will be provided district services for which they are eligible, including Head Start and comparable preschool programs, Title I, similar state programs, special education, bilingual education, vocational and technical education programs, gifted and talented programs and school nutrition programs.

**McKinney-Vento Homeless Assistance Act**

McKinney-Vento Homeless Assistance Act defines homeless children as “individuals who lack a fixed, regular, and adequate nighttime residence.” The act provides examples of children who fall under this definition as:

- ❖ Children and youth sharing housing due to loss of housing, economic hardship or similar reason
- ❖ Children and youth living in motels, hotels, trailer parks or campgrounds due to lack of alternative accommodations
- ❖ Children and youth living in emergency or transitional shelters
- ❖ Children and youth abandoned in hospitals
- ❖ Children and youth whose primary night time residence is not ordinarily used as a regular sleeping accommodation (e.g. park benches, etc.)
- ❖ Children and youth living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations
- ❖ Migratory children and youth living in any of the above situations.

The superintendent will designate an appropriate staff person to be the district’s McKinney-Vento liaison for homeless students and their families. The liaison may simultaneously serve as a coordinator for other Federal programs, provided that they are able to carry out the duties listed in the procedure that accompanies this policy. If the district has identified more than ten unaccompanied youth, meaning youth not in the physical custody of a parent or guardian and including youth living on their own in any of the homeless situations described in the McKinney-Vento Homeless Education Act., a point of contact will be identified. The point of contact is responsible for identifying homeless and unaccompanied youth and connecting them with the district’s homeless student liaison. The district’s homeless student liaison is responsible for training the building points of contact.

**Best interest determination**

In making a determination as to which school is in the homeless student’s best interest to attend, the district will presume that it is in the student’s best interest to remain enrolled in their school of origin unless such enrollment is against the wishes of a parent, guardian or unaccompanied youth. Attendance options will be made available to homeless families on the same terms as family’s resident in the district, including attendance rights acquired by living in attendance areas, other student assignment policies, and intra and inter-district choice options. If there is an enrollment dispute, the student will be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute. The parent or guardian will be informed of the district’s decision and the reasons therefore, (or informed if the student does not qualify for McKinney Vento, if applicable) and their appeal rights in writing and in a language they can understand. The district’s liaison will carry out dispute resolution as provided by state policy. Unaccompanied youth will also be enrolled pending resolution of the dispute. Once the enrollment decision is made, the school will immediately enroll the student, pursuant to district policies. However, enrollment may not be denied or delayed due to the lack of any document normally required for enrollment, including academic records, medical records, proof of residency, mailing address or other documentation, or denied or delayed due to missed application deadlines or fees, fines or absences at a previous school. If the student does not have immediate access to immunization records, the student will be admitted under a personal exception. Students and families should be encouraged to obtain current immunization records or immunizations as soon as possible, and the district liaison is directed to assist. Records from the student’s previous school will be requested from the previous school pursuant to district policies. Emergency contact information is required at the time of enrollment consistent with district policies, and noncompliance with the state’s Address Confidentiality Program



when necessary. However, the district cannot demand emergency contact information in a form or manner that creates a barrier to enrollment and/or attendance at school. Homeless students are entitled to transportation to their school of origin or the school where they are to be enrolled. If the school of origin is in a different district, or a homeless student is living in another district but will attend his or her school of origin in this district, the districts will coordinate the transportation services necessary for the student or will divide the costs equally. The district's liaison for homeless students and their families will coordinate with local social service agencies that provide services to homeless children and youths and their families; other school districts on issues of transportation and records transfers; and state and local housing agencies responsible for comprehensive housing affordability strategies. This coordination includes providing public notice of the educational rights of homeless students where such children and youth receive services under the McKinney-Vento Act, such as schools, family shelters and soup kitchens. The notice must be disseminated in a manner and form that parents, guardians and unaccompanied youth receiving such services can understand, including, if necessary and to the extent feasible, in their native language. The district's liaison will also review and recommend amendments to district policies that may act as barriers to the enrollment of homeless students and will participate in professional development and other technical assistance activities, as determined by the state-level (OSPI) coordinator for homeless children and youth programs.

The superintendent will:

- ❖ Strongly encourage district staff, including substitute and regular bus drivers to annually review the video posted on the OSPI website on identification of student homelessness;
- ❖ Strongly encourage every district-designated homeless student liaison to attend trainings provided by the state on identification and serving homeless youth. Ensure that the district includes in materials provided to all students at the beginning of the school year or at enrollment, information about services and support for homeless students (i.e., the brochure posted on the OSPI website).
- ❖ Use a variety of communications each year to notify students and families about services and support available to them if they experience homelessness (e.g., distributing and collecting a universal annual housing intake survey, providing parent brochures directly to students and families, announcing the information at school-wide assemblies, posting information on the district's website).

#### **Integrated Pest Management – Policy No. 6895**

The Superintendent is directed to develop procedures to assure that the district complies with the requirements of law regarding pesticide notification, posting and record keeping. This includes procedures for the 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.

#### **Parent and Student Rights in Administration of Surveys, Analysis or Evaluations: Protection of Pupil Rights Amendment (PPRA) – Policy No. 3232**

All instructional materials, including supplementary materials and teacher's manuals, used with any survey, analysis or evaluation in a program or project supported by federal funds are available for inspection by parents and guardians.

No student participating in any project or program supported by federal funds is required to submit to survey, analysis or evaluation that reveals information concerning:

- ❖ Political affiliations;
- ❖ Potentially embarrassing mental or psychological problems;
- ❖ Sexual behavior and attitudes;
- ❖ Illegal, anti-social, self-incriminating or demeaning behavior;
- ❖ Critical appraisals of close family members;
- ❖ Privileged or similar relationships;
- ❖ Religious practices, affiliations, or beliefs of the student or student's parent; or
- ❖ Income other than information necessary to establish eligibility for a program without the prior consent of adult or emancipated students, or written permission of parents.

The district shall make arrangements to protect student privacy during the administration of surveys and the collection, disclosure or use of personal information for marketing, sales or other distribution purposes.

### **Title 1 Parent and Family Engagement – Policy No. 4130**

The board recognizes that for students in Title I programs, parent and family engagement helps students achieve academic standards. The board adopts the following policy, which describes how the Green Mountain School District will involve parents and family members of Title I students in developing and implementing the district's Title I programs.

#### **District-Wide Parent and Family Engagement**

The district will do the following to promote parent and family engagement:

- A. The district will involve parents and family members in jointly developing the district's Title I plan. By means of at least one community meeting each year, involvement of parents in periodic conferences, and through the use of annual surveys and program evaluations, parents will have the opportunity to help formulate the district's Title I program.
- B. The district will provide the coordination, technical assistance, and other support necessary to assist and build the capacity for planning and implementing effective parent and family involvement activities.
- C. The district will conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of this policy in improving the academic quality of all Title I schools. At that meeting, the following will be identified:
  1. Barriers to greater participation by parents in Title I activities;
  2. The needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers; and
  3. Strategies to support successful school and family interactions.

The district will use the findings from the annual evaluation to design evidence-based strategies for more effective parental involvement and to revise this policy if necessary. The district will facilitate removing barriers to parental involvement by doing the following:

- ❖ Holding meetings at various times of the day
- ❖ Coordinating Title I conferences with academic conferences or other meetings
- ❖ Arranging for telephone or home conferences as appropriate
- ❖ Providing childcare as practical
- ❖ Arranging transportation to meetings if needed

#### **School-Based Parent and Family Engagement Policies**

Each school offering Title I services will have a separate parent and family engagement policy, which will

be developed with parents and family members of Title I students. Parents and family members will receive notice of their school's parent and family engagement policy in an understandable and uniform format and, to the extent practicable, in a language the parents can understand. Each school-based policy will describe how each school will do the following:

- A. Convene an annual meeting at a convenient time, to which all parents of Title I students will be invited and encouraged to attend, to inform parents of their schools' participation under Title I, to explain the requirements of Title I, and to explain the rights that parents have under Title I;
- B. Offer a flexible number of meetings, such as meetings in the morning or evening;
- C. Involve parents, in an organized, ongoing, and timely way in the planning, reviewing, and improving of Title I programs; and
- D. Provide parents of Title I students timely information about Title 1 programs

Each school-based policy will include a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve state standards.

The compact must do the following:

- A. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables Title I students to meet Washington's challenging academic standards and describe the ways in which each parent will be responsible for supporting their children's learning, volunteering in their child's classroom, and participating, as appropriate, in decisions relating to the education of their children, including the positive use of extracurricular time; and
- B. Address the importance of communication between teachers and parents on an ongoing basis through the following:
  - 1. Annual parent-teacher conferences in elementary schools, during which the compact will be discussed as the compact relates to the individual child's achievements;
  - 2. Frequent reports to parents on their children's progress;
  - 3. Reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities;
  - 4. Ensuring regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand.

#### **Learning Assistance Program – Policy No. 2108**

The district will implement a Learning Assistance Program (LAP) designed to enhance educational opportunities for students enrolled in kindergarten through eighth grade who do not meet state English language arts or mathematics standards. The Learning Assistance Program will provide supplemental instruction and services to those students.

#### **Selection of Students**

Students participating in the district's Learning Assistance Program will be limited to the following:

- A. Students who score below standard for his or her grade level using multiple measures of performance, which may include the statewide student assessments or other assessments and performance measurement tools administered by the school or district;
- B. Students identified in eighth grade in need of high school transition services; or

- C. Students who are identified by the district as being significantly at-risk of not being successful in school and to be served under the district's readiness to learn program.

### **Best Practices**

The district will use best practices in providing learning assistance program services to participating students. The district will select practices and strategies in accordance with WAC 392-162-041.

### **Coordination with Other Programs**

The district may coordinate federal, state, and local programs in order to serve the maximum number of students who are below grade level in basic skills. Students receiving assistance in another special needs program may also be served in the learning assistance program if they meet student eligibility and selection requirements.

### **Annual Report to OSPI**

The district will submit an annual report to the superintendent of public instruction detailing the following:

- A. The amount of academic growth gained by students participating in the Learning Assistance Program;
- B. The number of students who gain at least one year of academic growth;
- C. The specific practices, activities, and programs learning assistance funds; and
- D. The number of students served by the Learning Assistance Program during the school year who were able to exit the program because student academic growth resulted in meeting the academic standard for grade level.

### **Prohibition of Harassment, Intimidation and Bullying – Policy No. 3207 (Note: Revised in 2015)**

The district is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers and patrons; that is free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" means any intentional 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.

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, and weight.

"Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

**Behaviors/Expressions**

Harassment, intimidation or bullying can take many forms including, but not limited to: slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral, physical or electronically transmitted messages or images.

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.

**Training**

This policy is a component of the district's responsibility to create and maintain a safe, civil, respectful and inclusive learning community and shall be implemented in conjunction with comprehensive training of staff and volunteers.

**Prevention**

The district will provide students with strategies aimed at preventing harassment, intimidation and bullying. In its efforts to train students, the district will seek partnerships with families, law enforcement and other community agencies.

**Interventions**

Interventions are designed to remediate the impact on the targeted student(s) and others impacted by the violation, to change the behavior of the perpetrator, and to restore a positive school climate. The district will consider the frequency of incidents, developmental age of the student, and severity of the conduct in determining intervention strategies. Interventions will range from counseling, correcting behavior and discipline to law enforcement referrals.

**Retaliation/False Allegations**

Retaliation is prohibited and will result in appropriate discipline. It is a violation of this policy to threaten or harm someone for reporting harassment, intimidation, or bullying.

It is also a violation of district policy to knowingly report false allegations of harassment, intimidation, and bullying. Students or employees will not be disciplined for making a report in good faith. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

**Compliance Officer**

The superintendent serves as the compliance officer for Green Mountain School District and is the primary district contact to receive copies of all formal and informal complaints and ensure policy implementation. The name and contact information for the compliance officer will be communicated throughout the district. The compliance officer may be reached at 360-225-7366.

The superintendent is authorized to direct the implementation of procedures addressing the elements of this policy.

**Section 504 Education of Students with Disabilities Program**

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 (Section 504) are identified, evaluated and provided with

appropriate educational services. Students may be a qualified disabled person under this law even though they are not eligible for services pursuant to the Individuals with Disabilities Education Act. Section 504 is a civil rights law which protects the rights of individuals with disabilities in programs and activities that receive federal financial assistance from the U.S. Department of Education. A child is a “qualified disabled person” under Section 504 if he or she: A. Has a physical or mental impairment that substantially limits one or more major life activities (such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, reading, concentrating, thinking, communicating and working), has a record of such an impairment, or is regarded as having such an impairment; and B. Is between the ages of 3 to 21 years old. The superintendent or designee will establish procedures to ensure that students who are disabled within the definition of Section 504 are educated in full compliance with the law.

### **Sexual Harassment – Policy No. 3205**

This Green Mountain School District is committed to fostering a positive and productive educational environment free from discrimination, including sexual harassment. This commitment extends to all students involved in academic, educational, and other programs or activities of the school, whether that program or activity is in a school facility, on school transportation or at a class or school training held elsewhere.

#### **Definitions**

For purposes of this policy, sexual harassment means unwelcome conduct or communication of a sexual nature. Sexual harassment can occur adult-to-student, student-to-student or can be carried out by a group of students or adults. Allegations of sexual harassment will be investigated by the district even if the alleged harasser is not a part of the school staff or student body. The Green Mountain School District prohibits sexual harassment of students by other students, employees or third parties involved in school district activities.

Under federal and state law, the term “sexual harassment” includes:

- ❖ acts of sexual violence;
- ❖ unwelcome sexual or gender-directed conduct or communication that interferes with an individual’s educational performance or creates an intimidating, hostile, or offensive environment;
- ❖ unwelcome sexual advances;
- ❖ unwelcome requests for sexual favors;
- ❖ sexual demands when submission is a stated or implied condition of obtaining an educational benefit;
- ❖ sexual demands where submission or rejection is a factor in an academic, or other school related decision affecting an individual.

A “hostile environment” has been created for a student when sexual harassment is sufficiently serious to interfere with or limit the student’s ability to participate in or benefit from the school’s programs. The more severe the conduct, the less need there is to demonstrate a repetitive series of incidents. A single or isolated incident of sexual harassment may create a hostile environment if the incident is sufficiently severe, violent, or egregious.

#### **Investigation and Response**

If the district becomes aware that sexual harassment may have created a hostile environment, it will promptly investigate to objectively determine the nature of the incidents or behaviors. Following an

investigation if it is determined that a hostile environment exists, the district will take appropriate steps to resolve the situation. If an investigation reveals that sexual harassment has created a hostile environment, the district will take prompt and effective steps reasonably calculated to end the sexual harassment, eliminate the hostile environment, prevent its recurrence and as appropriate, remedy its effects. The district will take prompt, equitable and remedial action within its authority on reports, complaints and grievances alleging sexual harassment that come to the attention of the district, either formally or informally. The district will take these steps every time a complaint alleging sexual harassment comes to the attention of the district, either formally or informally. Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement and/or Child Protective Services. Regardless of whether the misconduct is reported to law enforcement, school staff will promptly investigate to determine what occurred and take appropriate steps to resolve the situation, to the extent that such investigation does not interfere with an ongoing criminal investigation. A criminal investigation does not relieve the district of its independent obligation to investigate and resolve sexual harassment. Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff or other third parties involved in school district activities. Anyone else who engages in sexual harassment on school property or at school activities will have their access to school property and activities restricted, as appropriate. Retaliation and False Allegations Retaliation against any person who makes or is a witness in a sexual harassment complaint is prohibited and will result in appropriate discipline. The district will take appropriate actions to protect involved persons from retaliation. It is a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

### **Staff Responsibilities**

The superintendent will develop and implement formal and informal procedures for receiving, investigating and resolving complaints or reports of sexual harassment. The procedures will include reasonable and prompt timelines and delineate staff responsibilities under this policy. Any school employee who witnesses sexual harassment or receives a report, informal complaint, or written complaint about sexual harassment is responsible for informing the district Title IX or Civil Rights Compliance Coordinator. All staff are also responsible for directing complainants to the formal complaint process. Reports of discrimination and discriminatory harassment will be referred to the district's Title IX/Civil Rights Compliance Coordinator. Reports of disability discrimination or harassment will be referred to the district's Section 504 Coordinator. District/school staff, including employees, contractors, and agents shall not provide a recommendation of employment for an employee, contractor, or agent that the district/school, or the individual acting on behalf of the district/school, knows or has probable cause to believe, has engaged in sexual misconduct with a student or minor in violation of the law. The superintendent will 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 and the procedure, which includes the complaint process, will be posted in each district building in a place available to staff, students, parents, volunteers and visitors. Information about the policy and procedure will be clearly stated and conspicuously posted throughout each school building, provided to each employee and reproduced in each student, staff, volunteer and parent handbook. Such notices will identify the District's Title IX coordinator and provide contact information, including the coordinator's email address.

### **Policy Review**

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

### **Gender Inclusive Schools- Procedure 3211P**

The principal or building administrator—or an appropriate, designated school employee—is encouraged to request a meeting with a transgender or gender-expansive student upon the student's enrollment in the district or in response to a currently enrolled student's change of gender expression or identity. Before contacting a student's parents, the school will consult with the student about the student's preferences regarding family involvement and consider whether safety concerns are present for the student.

#### **The goals of the meeting are to:**

- develop understanding of that student's individual needs with respect to their gender expression or identity, including any accommodations that the student is requesting or that the district will provide according to Policy 3211 and this procedure and under state and federal law; and
- develop a shared understanding of the student's day-to-day routine within the school so as to foster a relationship and help alleviate any apprehensions the student may have with regard to their attendance at school.

The school may not require the student to attend a meeting as a condition of providing them with the protection to which they are entitled under Policy 3211, this procedure, and state and federal law regarding gender expression or identity.

### **Key Definitions/Terms**

- Assigned sex at birth: The sex a person was given at birth, usually based on anatomy or chromosomes (e.g., male, female, intersex, etc.).
- Cisgender: A term used to describe people whose assigned sex matches their gender identity and/or gender expression (e.g., someone who was assigned female at birth and whose gender identity and/or gender expression is also female).
- Gender Expansive: A wider, more flexible range of gender identities or expressions than those typically associated with the binary gender system.
- Gender Expression: The external ways in which a person expresses their gender to the world, such as through their behavior, emotions, mannerisms, dress, grooming habits, interests, and activities.
- Gender Identity: A person's internal and deeply felt sense of being female, male, both, non-binary, gender-expansive, or other—regardless of the gender assigned at birth.
- Transgender: A term often used to describe a person whose gender identity or expression, or both, are different from those traditionally associated with their sex assigned at birth.
- Transitioning: The process in which a person goes from living and identifying as one gender to living and identifying as another.



### **Communication and Use of Names and Pronouns**

An appropriate school employee will privately ask known transgender or gender-expansive students how they would like to be addressed in class, in correspondence to the home, and at conferences with the student's parent/guardian. That information will be included in the electronic student record system along with the student's legal name in order to inform teachers and staff of the name and pronoun by which to address the student. However, the student's legal name should be accessible by only necessary staff members—it should not be visible to teachers or other staff who have access to the electronic records system.

When appropriate or necessary, this information will be communicated directly with staff to facilitate the use of proper names and pronouns. A student is not required to change their official records or obtain a court ordered name and/or gender change as a prerequisite to being addressed by the name and pronoun that corresponds to their gender identity.

When communicating with transgender or gender expansive students regarding particular issues such as conduct, discipline, grades, attendance or health, school employees will focus on the conduct or particular issues rather than making assumptions regarding the student's actual or perceived gender identity or gender expression. Before communicating with parents of transgender or gender expansive students, it's important to ask the student how school employees should refer to the student when talking with their parents and guardians. For families who are supportive, using the student's name and pronoun could be affirming for the student. For parents who are not supportive, or who are not aware of the student's transition at school, referring to their name and pronoun could be very dangerous. The district will not condone the intentional or persistent refusal to respect a student's gender identity or gender expression, or inappropriate release of information regarding a student's transgender or gender-expansive status.

### **Official Records**

The standardized high school transcript is the only official record that requires a student's legal name. School staff should adopt practices to avoid the inadvertent disclosure of the student's transgender or gender-expansive status. The District will change a student's official records to reflect a change in legal name upon receipt of:

1. Documentation that the student's legal name or gender has been changed pursuant to a court order or through amendment of state or federally-issued identification; or
2. A written, signed statement explaining that the student has exercised a common-law name change and has changed their name for all intents and purposes and that the change has not been made for fraudulent reasons.

Schools may change a student's official gender designation upon parent or student request pursuant to the Office of the Superintendent of Public Instruction's (OSPI's) process found at: <https://www.k12.wa.us/sites/default/files/public/cedars/pubdocs/2018-19cedarsreportingguidance.pdf>.

The process should not be overly cumbersome, and the district may not require verification from a physician. The school must use the name and gender by which the student identifies on all other records, including but not limited to school identification cards, classroom seating charts, athletic rosters, yearbook entries, diplomas, directory information.

### **Confidential Health or Educational Information**

Information about a student's gender identity, legal name, or assigned sex at birth may constitute

confidential medical or educational information. Disclosing this information to other students, their parents, or other third parties may violate privacy laws, such as the federal Family Education Rights and Privacy Act (FERPA) (20 U.S.C. §1232; 34 C.F.R. Part 99). Parents have the right under FERPA to request their student's records and if requested, the District will provide the student's educational records to the parent according to 3231/3231P – Student Records, to ensure the safety and well-being of the student, school employees should not disclose a student's transgender or gender-expansive status to others, including other school personnel, other students, or the parents of other students, unless the school is (1) legally required to do so or (2) the student has authorized such disclosure.

### **Restroom Accessibility**

Students will be allowed to use the restroom that corresponds to the gender identity they assert at school. No student will be required to use a restroom that conflicts with their gender identity. Any student—regardless of gender identity—who requests greater privacy should be given access to an alternative restroom. However, schools may not require a student to use an alternative restroom because of their transgender or gender-expansive status.

### **Physical Education Classes**

The District will provide all students, including transgender and gender-expansive students, the opportunity to participate in physical education programs/opportunities in a manner that is consistent with their gender identity.

### **Dress Codes**

The District will allow students to dress in a manner that is consistent with their gender identity and/or gender expression within the constraints of the dress codes adopted at their school site and within the constraints of the District guidelines for dress as they relate to health and safety issues (e.g., prohibitions on wearing gang-related apparel). School dress codes will be gender-neutral and will not restrict a student's clothing choices on the basis of gender. The district will take an approach that conforms with OSPI's guidelines.

### **Other School Activities**

In any school activity or other circumstance involving separation by gender (i.e., class discussions, field trips, and overnight trips), students will be permitted to participate in accordance with the gender identity they assert at school. Teachers and other school employees will make every effort to separate students based on factors other than gender where practicable.

### **Training and Professional Development**

The district will designate one person to be the primary contact regarding this policy and procedure relating to transgender or gender expansive students. The primary contact must participate in at least one mandatory training opportunity offered by OSPI. When possible, the District will conduct staff training and ongoing professional development in an effort to build the skills of all staff members to prevent, identify and respond to harassment and discrimination. The content of such professional development should include, but not be limited to:

- Terms and concepts related to gender identity, gender expression, and gender diversity in children and adolescents;
- Appropriate strategies for communicating with students and parents about issues related to gender identity and gender expression, while protecting student privacy;
- Strategies for preventing and intervening in incidents of harassment and discrimination, including bullying and cyber-bullying;

- District and staff responsibilities under applicable laws and district policies regarding harassment, discrimination, gender identity, gender expression issues.

**Discrimination and Harassment Complaints**

Discrimination and harassment on the basis of sex, gender identity, or gender expression are prohibited within the district. It is the responsibility of each school, the District, and all staff to ensure that all students, including transgender and gender-expansive students, have a safe school environment. The scope of this responsibility includes ensuring that any incident of discrimination or harassment is given immediate attention and/or reported to the person designated as the primary contact relating to transgender or gender expansive students. The primary contact will communicate with the district's Civil Rights Compliance Coordinator.

Complaints alleging discrimination or harassment based on a person's actual or perceived gender identity or expression are to be taken seriously and handled in the same manner as other discrimination and harassment complaints. This includes investigating the incident and taking age and developmentally appropriate corrective action. Anyone may file a complaint alleging a violation of this policy using the complaint process outlined in the district's Nondiscrimination Procedure 3210P.

The district will share this policy and procedure with students, parents/guardians, employees, and volunteers.

**Highly Capable Supplemental Services –Policy No. 2190:**

In order to develop the special abilities of each student, the district will offer a highly capable program which provides kindergarten through 8th grade students selected for the program access to basic education program that accelerates learning and enhances instruction.

The framework for such programs will encompass, but not be limited to, the following objectives:

- A. Expansion of academic attainments and intellectual skills;
- B. Stimulation of intellectual curiosity, independence and responsibility;
- C. Development of a positive attitude toward self and others; and
- D. Development of originality and creativity.

The board will annually approve the district's highly capable application including: the number of students served by grade level; the district's plan to identify students; a description of the highly capable program goals; a description of the services the program will offer; an instructional program description; a description of ongoing professional development for highly capable program and general education staff; program evaluation; a fiscal report; and assurances that the district is legally compliant. The superintendent will establish procedures consistent with state guidelines for nominating, assessing and selecting children of demonstrated achievement or potential ability in terms of general intellectual ability, academic aptitude and creative or productive thinking.

**Part-time, Home-Based or Off Campus Students – Policy No. 3114:**

Part-time students are permitted to enroll and receive ancillary services, provided they are otherwise eligible for full time enrollment in the school district and such courses or services are not available in the student's private school or an approved extension thereof. Part-time status also includes any student not enrolled in a private school who receives home-based instruction and takes courses at or receives ancillary services from the district or both; or any student involved in an approved work training program.

Home-based instruction consists of instructional and related educational activities, including the basic skills of occupational education, science, mathematics, language, social studies, history, health, reading, writing, spelling, and the development of an appreciation of art and music. Such instruction shall be equivalent, as liberally construed, to the total annual program hours per grade level as established for public schools.

Home-based instruction may be provided by a parent who has filed a declaration of intent with the superintendent by September 15, or within two (2) weeks of the beginning of any quarter, trimester or semester. Parents may file their declaration of intent with the school district in which they reside or in a school district that has accepted their student according to RCW 28A.225.225. All decisions relating to philosophy or doctrine, selection of books, teaching materials and curriculum, and methods, timing, place, and provision for the evaluation of home-based instruction are the responsibility of the parent. Failure of a parent to comply with the standards as specified in the law shall constitute a violation of the compulsory attendance law.

A student may be enrolled in an off-campus instruction program provided that such experiences have been approved by the superintendent, or designee. The superintendent establishes procedures that define the district's responsibilities for home-based and off-campus instruction.

#### **Title IX, Section 504 (Nondiscrimination) Notice – Policies No. 2162 and 3210**

Green Mountain School District complies with all federal and state rules and regulations and does not discriminate on the basis of race, creed, color, religion, national origin, families with children, marital status, gender, age, sexual orientation, disability, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability. This holds true for all district employment and student opportunities.

#### **Regulation of Dangerous Weapons on School Premises – Policy No. 4210 (Revised in 2016)**

Except as specifically authorized under state statute and herein, it is a violation of district policy for any person to carry a firearm or other dangerous weapon on school premises, school-provided transportation or areas of other facilities being used exclusively for school activities.

The superintendent is directed to see that school facilities are prominently posted with "Gun-Free Zone" signs, and that all student violations of this policy and RCW 9.41.280 are reported annually to the Superintendent of Public Instruction.

#### **Dangerous Weapons**

The term "dangerous weapons" under state law includes:

- ❖ Any firearm;
- ❖ Any device commonly known as "nun-chum-kea sticks," consisting of two or more length of wood, metal, plastic, or similar substance connected with wire, rope, or other means;
- ❖ Any device, commonly known as "throwing stars," which are multi-pointed, metal objects designed to embed upon impact from any aspect;
- ❖ Any air gun, including any air pistol or air rifle, designed to propel a BB, pellet, or other projectile by the discharge of compressed air, carbon dioxide, or other gas;
- ❖ Any portable device manufactured to function as a weapon and which is commonly known as a stun gun, including a projectile stun gun which projects wired probes that are attached to the device that emit an electrical charge designed to administer to a person or an animal an electric shock, charge, or impulse;

- ❖ Any device, object, or instrument which is used or intended to be used as a weapon with the intent to injure a person by an electric shock, charge, or impulse;
- ❖ The following instruments:
- ❖ Any dirk or dagger;
- ❖ Any knife with a blade longer than three inches when used as a weapon;
- ❖ Any knife with a blade which is automatically released by a spring mechanism or other mechanical device;
- ❖ Any knife having a blade which opens, or falls or is ejected into position by the force of gravity, or by outward, downward, or centrifugal thrust or movement; and
- ❖ Any razor with an unguarded blade;
- ❖ Any slung shot, sandbag, or sand club;
- ❖ Metal knuckles;
- ❖ A sling shot;
- ❖ Any metal pipe or bar used or intended to be used as a club;
- ❖ Any explosive;
- ❖ Any weapon containing poisonous or injurious gas;
- ❖ Any implement or instrument which has the capacity to inflict death and from the manner in which it is used, is likely to produce or may easily and readily produce death.

In addition, the district considers the following weapons in violation of this policy:

- ❖ Any object other than those listed above which is used in a manner to intimidate, threaten, or injure another person and is capable of easily and readily producing such injury.

### **Reporting Dangerous Weapons**

An appropriate school authority will promptly notify the student's parents or guardians of known or suspected violations of this policy and will notify the appropriate law enforcement agency of known or suspected violations of RCW 9A.04.280. Students who violate this policy will be subject to discipline,

### **Student Discipline**

Pursuant to RCW 28A.600.420, students who have possessed a firearm on any school premises, school-provided transportation, or school-sponsored activities at any facility shall be expelled for not less than one year. A one-year expulsion for a violation involving a firearm. However, the superintendent may modify the one-year expulsion for a firearm on a case-by-case basis.

The district may also suspend or expel a student for up to one year if the student acts with malice (as defined under RCW 9A.04.110) and displays a device that appears to be a firearm.

No expulsion under RCW 28A.600.420 prevents the district from continuing to provide educational services in an alternative educational setting in compliance with RCW 28A.600.015. Any alternative setting should be comparable, equitable, and appropriate to the regular education services a student would have received without the exclusionary discipline. Example alternative settings include one-on-one tutoring and online learning.

### **Exceptions to State Law and this Policy**

The following persons may carry firearms into school buildings, as necessary, although students engaged in these activities are restricted to the possession of rifles on school premises:

- ❖ Persons engaged in military, law enforcement, or school district security activities;
- ❖ Persons involved in a school authorized convention, showing, demonstration, lecture or firearm safety course;

- ❖ Persons competing in school authorized firearm or air gun competitions; and
- ❖ Any federal, state or local law enforcement officer.

The following persons over eighteen years of age and not enrolled as students may have firearms in their possession on school property outside of school buildings:

- ❖ Persons with concealed weapons permits issued pursuant to RCW 9.41.070 who are picking up or dropping off students; and
- ❖ Persons conducting legitimate business at the school and in lawful possession of a firearm or dangerous weapon if the weapon is secured within an attended vehicle, is unloaded and secured in a vehicle, or is concealed from view in a locked, unattended vehicle.

Nothing in this policy shall prohibit an employee from possession of a firearm or other dangerous weapon for personal protection, on school premises as permitted under RCW 9.41.280. When reasonably warranted by emergency or other circumstances, the superintendent may authorize possession of a firearm under RCW 9.41.280(3)(b) by a person suitably trained, however no person shall be regularly employed as an armed security guard unless qualified as provided in RCW 18.170.

### **Personal Protection Sprays**

Persons over eighteen years of age, and persons between fourteen and eighteen years of age with written parental or guardian permission, may possess personal protection spray devices on school property. No one under eighteen years of age can deliver such devices. No one eighteen years or older may deliver a spray device to anyone under fourteen, or to anyone between fourteen and eighteen who does not have parental permission.

Personal protection spray devices may not be used other than in self-defense as defined by state law. Possession, transmission or use of personal protection spray devices under any other circumstances is a violation of district policy.