



Mountain Way Elementary School

“At Mountain Way, you’ll hear us say, we’re the best
in every way!”

Student and Parent Resource Guide

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Granite Falls School District Handbook

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Welcome to Mountain Way Elementary School

Dear Mountain Way Parents and Guardians,

Welcome to Mountain Way, home of the Tiger Cubs! It is our great pleasure to welcome you to Mountain Way! Your child, as well as your family, is now part of an exceptional learning community and our school family. Mountain Way is an amazing school for our kindergarten, first and second graders. Our staff celebrates each child for their unique talents and skills they bring to our school. We aim to instill a sense of confidence and a love for learning in all of our students that will last well beyond their elementary school years. Your child will be encouraged to ask questions, explore, discover and reflect on their learning, becoming critical thinkers and problem solvers.

The Mountain Way staff are highly dedicated, well-trained professionals that have the best interest of our children at heart. As a team, we consistently seek the best way to reach our students with high quality lessons that are aligned to the state standards. We strive to enhance our students' areas of strengths, support and strengthen areas of opportunities and attend to the social, emotional and physical wellbeing of every student. Every day we focus on instruction that enables each student to reach his or her full potential. We encourage everyone to set high standards and we make sure students know we will be here to help them reach those goals.

Attendance matters! School success goes hand in hand with good attendance. It is very important that your child attend school, on time, every day. If your child has to miss school, please notify the school office. Your child's education, well-being and safety are our top priority.

At Mountain Way, we encourage you to get involved in our school! As a member of our school community, you are always welcome to schedule a time to visit our campus, meet our staff, volunteer in the classroom and discover what makes Mountain Way such a special place for children to learn. Our MWE Parent Booster Club, would welcome your involvement. Parent involvement is a significant factor in student success.

Mountain Way staff are excited to implement Positive Behavior Intervention and Supports at Mountain Way. Our school-wide expectations include: Cooperation, Understanding, Bravery and Safety (CUBS). Be on the lookout for Tiger Tickets that your child will be receiving.

We look forward to partnering with you. If you have any questions or concerns, please do not hesitate to call the Mountain Way office or your child's teacher. We are honored to partner with you and we thank you for entrusting your children to us. Your child's future begins here.

In partnership,

Dawn Weddle, MWE Principal

Mountain Way Elementary

Bell Schedule

Regular Bell Schedule	
8:45 AM	First Bell- School Starts
8:50 AM	Second Bell (Tardy Bell)
3:21 PM	Student Dismissal

Early Release Bell Schedule	
8:45 AM	First Bell- School Starts
8:50 AM	Second Bell (Tardy Bell)
2:06 PM	Student Dismissal

Half-Day Early Release Bell Schedule	
8:45 AM	First Bell- School Starts
8:50 AM	Second Bell (Tardy Bell)
12:00 PM	Student Dismissal

Mountain Way Elementary
Faculty & Staff

Principal:

Dawn Weddle dweddle@gfalls.wednet.edu

Office Staff:

Suzanne Parish sparish@gfalls.wednet.edu

Stacy Wills swills@gfalls.wednet.edu

Kindergarten Team

Susan Burk sburk@gfalls.wednet.edu

Jessica Dinwiddie jdinwiddie@gfalls.wednet.edu

Sarah Frank sfrank@gfalls.wednet.edu

Meghan Galvin mgalvin@gfalls.wednet.edu

Rachel Mackenzie rmackenzie@gfalls.wednet.edu

Ashley Onulak adowdy@gfalls.wednet.edu

Katelyn Richter krichter@gfalls.wednet.edu

1st Grade Team

Erin Foldvik ehurn@gfalls.wednet.edu

Lisa Gibson lgibson@gfalls.wednet.edu

Lindsey Grabner lgrabner@gfalls.wednet.edu

Mikayla Hitchcock mhitchcock@gfalls.wednet.edu

Emma Johnson ejohnson@gfalls.wednet.edu

Randi Nakamoto rgreen@gfalls.wednet.edu

Christine Rodorigo crodrigo@gfalls.wednet.edu

Emily Williams ewilliams@gfalls.wednet.edu

2nd Grade Team

Kelsea Archer karcher@gfalls.wednet.edu

Ben Corey bcorey@gfalls.wednet.edu

Brianna Singh bkadem@gfalls.wednet.edu

Cerise Steinbrech cwilliams@gfalls.wednet.edu

Kim Traub ktraub@gfalls.wednet.edu

Meghan Trudel mtrudel@gfalls.wednet.edu

Sarah Wood swood@gfalls.wednet.edu

PE: Tracey Morley tmorley@gfalls.wednet.edu

Music: Laura Decker ldecker@gfalls.wednet.edu

Math Specialist: Christina Klepper cklepper@gfalls.wednet.edu

STEAM: Stacey Simmons ssimmons@gfalls.wednet.edu

Counselor: Jill McManus jmcmanus@gfalls.wednet.edu

Student Support Advocate: Kathy Berndthart kberndthart@gfalls.wednet.edu

Speech: Tammy Martin tmartin@gfalls.wednet.edu

ELL: Gabe Campbell gcampbell@gfalls.wednet.edu

PBS: Joy Brown jbrown@gfalls.wednet.edu

Resource: Tammy Nichols tnichols@gfalls.wednet.edu

Resource: Kayla Hinderman khinderman@gfalls.wednet.edu

Life Skills: Genevieve Matteson gmatteson@gfalls.wednet.edu

School Nurse: Roxann Davila rdavila@gfalls.wednet.edu

Granite Falls School District Policy and Procedures

The following items may contain only portions of actual Board Policy. Complete policies can be found on the district website at www.gfalls.wednet.edu. Policies listed below may be subject to change due to current School Board Policy review.

Registration Information

Age Requirement:

All students who will be 5 years of age by August 31 are eligible to enroll in Kindergarten at Granite Falls School District. First grade students must be six years old on or before August 31. For those students with birthdates between September 1 and October 15, Early Entrance may be permitted based on results of assessments and observations administered by the District. For more information on Early Entrance to Kindergarten including eligibility, the application and assessment process, please contact Mountain Way Elementary or the curriculum department at 360.691.7717. The District also offers a developmental and low-income eligible preschool for qualifying students.

Granite Falls School District provides online enrollment for all NEW students and online annual registration updates for all current students. You can find a direct link by going to the District's website and selecting Skyward.

To register your child for school:

<https://www2.nwrdc.wa-k12.net/scripts/cgiip.exe/WService=wgranits71/skyenroll.w>

Elementary School:

- ✓ Proof of immunization as required by state law (without proof of immunization at the time of registration, your child may not be able to attend class until the requirements are met).
- ✓ Birth certificate
- ✓ For children transferring from another School District, a withdrawal sheet or report card is helpful for placement
- ✓ Proof of residency, such as a phone or water bill, or lease agreement.

Students who are homeless and eligible for McKinney-Vento Services may enroll in school immediately even if they do not have all listed records or documents. Contact the McKinney-Vento Liaison at 360-691-7717 for more information or assistance with enrolling a homeless student.

Kindergarten Program:

Mountain Way Elementary offers a free full-day Kindergarten Program. During the spring, MWE hosts an event titled, "Kindergarten Round-Up" to welcome all incoming kindergarteners and their parents. This is an opportunity for children and parents to meet teachers, participate in activity centers and visit classrooms. For more information please contact the school directly.

Student Assignment to Classes:

Each spring teachers and principals review students' performance and determine classroom assignments for the next school year. Every effort is made to assign students to classes that best meet their needs, taking into account classroom size, instructional needs, and behavior challenges. Parent requests are accepted prior to placement, which indicate the characteristics of a desired class. We will make every effort to respond to parents' preferences, however we may not always be able to do so.



Mountain Way School Day:

Our school day is between 8:45 a.m. and 3:21 p.m. Monday, Tuesday, Thursday and Friday. Our Wednesday schedule is 8:45 a.m. to 2:06 p.m.

Our District Calendar details vacation, days for conferences, school district staff professional development days, and holidays. Copies of the calendar are available to families at the beginning of the year on the district website.

Attendance:

Building good attendance habits is essential in the success of your child's elementary school years and a skill that will transfer eventually into the workplace. When school is in session avoid extended family trips and non-urgent medical appointments. We comply with the state law and the Becca Attendance Bill, meaning that we are required to file a petition with the courts for chronic absenteeism.

Excusing an absence: If your child is sick please email the office and their teacher, or give us a call at (360) 691-7719. If your student is arriving late, please email the office and the teacher to help keep communication open. If your child arrives late, please walk them into the office to sign them in. If at all possible, for future absences, please contact the office and your child's teacher ahead of time, so future school work can be prepared.

Student Pick up information: Students leaving school other than the default plan set up on pickuppatrol.net: will need to change their option through the Pick-Up Patrol app at <https://app.pickuppatrol.net/parents>. You may send a note with your student on the day of or call the office before 2:00pm. If staff is unsure how the child will go home, and no parent contact is successful, the student will be sent to their daycare.

Parents may **not** pick up students directly from the bus or bus line at school due to safety concerns. The request for removing a student from the bus or bus line **must be made in the office**. Office staff will call for the student to report to the office to meet the parent.

Student Arrival and Dismissal:

Arrival: **Please do not drop off your student before 8:30.** Shuttle (to MCE) students may catch the shuttle at 8:20 but there is no student supervision until 8:30.

Please do not park your car in the fire lane as parking is not allowed there. If you wish to come into the building please park your car in the parking lot and come into the school. Students and parents are asked to use designated crosswalks and to be sure students do not walk in front of, behind, or between cars and busses in order to ensure their safety. Students who are tardy will need to check in with the office to get a pass to class.

Arrival: Arrival will happen at the blacktop by the playground. The gate will open at 8:00am and cars will enter the first gate by the field and line up left to right. For drop off the order doesn't matter. For afternoon pick up the gates will open at 2:45. The first four lanes on the left are for kindergarten parents (and siblings). When car movement starts we will take one lane at a time and load/unload students. For safety and efficiency, we ask that you stay in your car at all times. The playground is not open for siblings and other children at this time. If you have a matter to handle or questions to ask, you will need to drive around to the front of the school, park and enter through the front doors to the office.

Dismissal: Students will wait along the building until they are directed to their car safely by a staff member. Parents will move up the designated area to the next open spot to pick up their child. Student name cards issued will go on your dash so staff can identify you.

Walkers will line up in the walker line area (outside the cafeteria door on the brick wall) and staff will help walk them to their parents. Students will use the side gate and pathway. They will exit out the gate to their parents under staff directions. This will be a high traffic area and students will need to be supervised.

Parking lot safety (walking): Parents and students must use cross walks that are manned by adults or student patrols. Please refrain from jay walking at all times. It is to keep everyone safe during a busy time. Students with bicycles must walk their bikes and use normal walking procedures while on school grounds and they must secure their bike in the bike rack provided.



Code of Conduct

The code of conduct outlines the school-wide principles that we follow at Mountain Way Elementary.

School-Wide Expectations:

- Campus supervision begins at 8:30 am.
- Students need to walk bicycles on school property.
- Students are to walk on the right side of hallways, using a zero-voice level.
- Students are expected to be on time for all classes and activities during the school day.
- In the first month of school, children will be taught the School Wide Behavior Expectations that include: hallways, lunchroom, playground, and the fire trail.

Playground Rules:

- Be safe at all times.
- Walk to and from the playground.
- Take turns for use of equipment and playing games.
- Play by the rules of the game and allow everyone to play; no games are closed.
- Dress appropriately for the weather

- Follow the direction of the recess supervisor
- Seek adult help if unable to resolve conflict on the playground

In the Lunchroom:

- Walk in and out of the lunchroom.
- Stay in your place in line.
- Stay seated until dismissed by the supervisor, except to dump your tray.
- Use good table manners.
- Use an inside voice level 1.
- Clean the area before leaving the lunchroom.

On the Bus:

- Students who ride the bus to and from school are expected to follow our Code of Conduct and school wide expectations for behavior. Student safety is our most important priority.

Schoolwide Expectations:

Mountain Way students follow Tiger CUBS schoolwide expectations.

C- Cooperation

U- Understanding

B- Bravery

S- Safety

Students earn Tiger Tickets for showing CUBS behaviors. Each teacher will establish classroom expectations, routines and procedures based on Positive Behavior Intervention Supports. These will be sent home at the beginning of the school year.



Discipline

Philosophy of Discipline:

We expect students to act respectfully and responsibly.

We reinforce positive behaviors and recognize improvement.

We teach students how to be responsible for their own behavior.

We treat students with respect.

We provide opportunities for students to be involved and contribute to our school community.

Our goal is to be fair and consistent in moving students toward independent learning and appropriate behavior.

We use consequences for misbehavior that are reasonable, related, reliably enforced, and respectful.

We communicate with parents about their children's behavior at school and invite them to be partners in the discipline process.

Discipline Communication:

We investigate all discipline issues and sometimes that takes time before we know exactly what happened in a given situation. Our first goal is to ensure that everyone is safe, safety is our priority. We will not communicate until we have accurate information. Our communication can be a phone call, email, letter or face-to-face. Please help us by refraining from speculation or forwarding rumors so we do not escalate a situation or cause students to be targeted unfairly.

Discipline Process and Procedures:

When student behavior interferes with their own or others' ability to learn and interventions do not successfully redirect the behavior, disciplinary action will be taken. This is also true for behaviors outside of the classroom setting that violate our Code of Conduct. Serious disruptions to the educational process, actions that threaten the health and safety of others, and criminal actions will be dealt with immediately with serious consequences. The nature of the consequence for any misbehavior will be dependent upon its frequency and/or severity and the presenting circumstances of the issue.

For more detailed Discipline Guidelines and Harassment, Intimidation and Bullying (HIB) please reference the district handbook.

Personal Items/Technology:

Please do not bring items to school that are distracting or disruptive to the learning environment. Examples of these items include toys, unsafe items, skateboards, scooters, rollerblades, personal athletic equipment (our school provides this), tablets, or other electronics.

Cell Phones and Other Like Devices, etc.:

- These devices must be turned off during the school day, stored out of sight, and none of the features accessed.
- Mountain Way Elementary and the District are not responsible for lost, stolen, damaged, or misused devices.
- Students who violate the policy will be subject to disciplinary action.
- Administrators may confiscate a device and hold it until the parent or guardian can retrieve it.

Medications at School:

- Medication doses should be given at home whenever possible.
- All prescription medications to be administered at school require parent/guardian permission and a licensed healthcare provider's order and signature.
- Medications will only be given through our nurse's office, not by a classroom teacher or other staff member.
- Please contact our School Nurse if you need additional guidance.

Life-Threatening Condition:

In 2002, the Washington State Legislature passed a new law that requires an emergency action plan to be in place as a requirement for your child to attend school if he/she has a life-threatening condition. If your child has a life-threatening condition, the school must have health care provider's order(s) for medication and/or

treatment, necessary medications and supplies, and an emergency plan that will assist school personnel on how to help your child in the event of an incident.

For more detailed Health Plan/Medical Information please reference the district handbook.

Field Trips:

Learning experiences may require travel during the school year. Student field trips are supervised. All school and transportation rules apply throughout the entire field trip. Students are required to have a signed parent/guardian permission slip to participate/attend field trips. Volunteers and chaperones must have a current Washington State Background Check on file. Please pick up a volunteer packet in advance as this does take time to process.

Yearbooks:

Students can purchase a Mountain Way Elementary yearbook through our MWE Parent Boosters. They will send flyers home once ordering has been opened for the school year.

Volunteering:

Volunteers are welcome and greatly appreciated at Mountain Way Elementary. All volunteers must complete a Volunteer Application before actively volunteering. Note: Parents and family members cannot chaperone field trips, etc. without a complete approved application. Please check the school's newsletter and your student's teacher for opportunities to volunteer.

Families of Mountain Way students are welcome and encouraged to volunteer at our school. To become a volunteer, it is a district requirement to complete a Volunteer Application form, which can be obtained from the Secretary or online. This application is good for two years. For security reasons, we do require that all volunteers and visitors sign in on the appropriate sheet in the office when they arrive and wear a name badge for identification. Please sign out when you leave the school.

When you are working in the school, you have the authority and responsibility for helping students learn and work together cooperatively. Please be available to help them figure out problems they may be having.

Classroom and school volunteers may not bring siblings or other children while visiting the classroom or volunteering. If the teacher/school is having a special celebration, they will let you know if siblings are welcome.

1. No alcohol, controlled substances or tobacco will be consumed or used on school grounds or when attending school outing with students.
2. Volunteers may act immediately on judgments of student safety.
3. Volunteers are encouraged to ask for direction, clarification or assistance from staff.
4. Volunteers should wait until class time is over to discuss concerns about their child/program.
5. Volunteers in the building during school time should refrain from conversing with each other in a way that might disrupt classroom activity.
6. When visiting classrooms, volunteers are urged to actively assist students or to participate in activities as a learner.
7. Volunteers should not discuss other student issues regarding behavior or academics in or outside of school.

Tips for Parents:

1. **Respect the child's right to privacy.** As a guest in the lives of children and their families, confidentiality is expected at all times.
2. **Let the child know that you care.** All children like to feel there is some special adult who really likes them.
3. **Be a good role model.** Children will be looking up to you and learning from you. When you demonstrate positive behaviors, they will follow your lead!

If you would like to be on our Parent Patrol Squad to help supervise on the playground or campus during recess, before school or after school, please contact the front office.

School Communication:

The following methods give our parents updated information about classroom activities, curriculum and special events:

- The principal's newsletter; it is sent home monthly by the principal. It provides details of upcoming events and programs. The newsletter items are brief. The goal is to provide an update of school events and information.
- Principal's Blackboard Messages via text, email, or voicemail message.
- Teacher messages via Remind App, emails, and/or phone calls
- SWIS Reports to keep parents informed about minor or major incidents during unstructured times
- Referral slips to keep families and staff members informed about behavior incidents
- Mountain Way Elementary Website
- Mountain Way Elementary Facebook
- Mountain Way Booster Club Facebook
- Mountain Way Reader Board

If you have any questions or concerns, please reach out to your child's teacher, our Mountain Way office and/or our building administrators.

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

(<https://www.gfalls.wednet.edu/cms/lib/WA50000744/Centricity/Domain/42/3207F1-%20student%20formal%20report%20form.pdf>)

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 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- **Rachel Quarterman, Executive Director of Student Services** 205 N Alder Ave, Granite Falls, WA 98252, rquarterman@gfalls.wednet.edu 360-691-7717 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 website at <https://www.gfalls.wednet.edu/Page/236> 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 or visit <https://go.boarddocs.com/wa/gfalls/Board.nsf/Public>

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 of 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 <https://go.boarddocs.com/wa/gfalls/Board.nsf/Public>

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:

Civil Rights Coordinator: **Emily Moore, Executive Director of Teaching and Learning**

205 N Alder Ave, Granite Falls, WA 98252, emoore@gfalls.wednet.edu 360-283-4507

Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator: **Jennifer Harmon, Director of Human Resources**

205 N Alder Ave. Granite Falls, WA 98252 jharmon@gfalls.wednet.edu 360-283-4309

Concerns about disability discrimination:

Section 504 Coordinator: **Rachel Quarterman, Executive Director of Student Services**

205 N Alder Ave. Granite Falls, WA 98282, rquarterman@gfalls.wednet.edu

Concerns about discrimination based on gender identity:

Gender-Inclusive Schools Coordinator: **Emily Moore, Executive Director of Teaching and Learning** 205 N Alder Ave, Granite Falls, WA 98252, emoore@gfalls.wednet.edu 360-283-4507

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 Granite Falls School Board of Directors 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 #3210P and the HIB Procedure #3207P 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
- Email: 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
- Email: 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 K-12 public schools. OEO provides informal conflict resolution tools, coaching, facilitation, and training about family, community engagement, and systems advocacy.

- Website: www.oeo.wa.gov
- Email: 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: ocr@ed.gov
- Phone: 800-421-3481

Our School is Gender-Inclusive

In Washington, all students have the right to be treated consistent with their gender identity at school. Our school will:

- Address students by their requested name and pronouns, with or without a legal name change
- Change a student's gender designation and have their gender accurately reflected in school records
- Allow students to use restrooms and locker rooms that align with their gender identity
- Allow students to participate in sports, physical education courses, field trips, and overnight trips in accordance with their gender identity
- Keep health and education information confidential and private
- Allow students to wear clothing that reflects their gender identity and apply dress codes without regard to a student's gender or perceived gender
- Protect students from teasing, bullying, or harassment based on their gender or gender identity

To review the district's Gender-Inclusive Schools Policy #3211 and Procedure #3211P, visit <https://go.boarddocs.com/wa/gfalls/Board.nsf/Public>. If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator:

Emily Moore, Executive Director of Teaching and Learning, Gender-Inclusive Schools Coordinator

205 N Alder Ave. Granite Falls, WA 98252

emoore@gfalls.wednet.edu

360-691-77174

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information for Board Policy #3211 on the following webpage:

<https://go.boarddocs.com/wa/gfalls/Board.nsf/Public>
